



City of Sunnyvale

Notice and Agenda City Council

Tuesday, April 4, 2023

5:45 PM

Online and Bay Conference Room
(Room 145), City Hall,
456 W. Olive Ave.,
Sunnyvale, CA 94086

Special Meeting: Closed Session - 5:45 PM | Regular Meeting - 7 PM

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/96111580540>

Public Participation

- *In-person participation: You may provide public comment by filling out a speaker card (optional) and giving it to the City Clerk.*
- *Online participation: You may provide audio public comment by connecting to the meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone):*

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/96111580540>

*Meeting call-in telephone number: 833-548-0276 | Meeting ID: 961 1158 0540
(*9 to request to speak | *6 to unmute/mute)*

- *Watch the City Council meeting at <http://youtube.com/SunnyvaleMeetings> or on television over Comcast Channel 15, AT&T Channel 99*
- *Submit written comments to the City Council no later than 4 hours prior to the meeting start to council@sunnyvale.ca.gov or by mail to:
City Clerk, 456 W. Olive Avenue, Sunnyvale, CA 94086*
- *Review recordings of this meeting and past meetings at
<https://sunnyvaleca.legistar.com/calendar.aspx> or
<http://youtube.com/SunnyvaleMeetings>*

Accessibility/Americans with Disabilities Act (ADA) Notice

Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or for other special assistance; please

contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. The Office of the City Clerk may be reached at 408-730-7483 or cityclerk@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

5:45 P.M. SPECIAL COUNCIL MEETING (Closed Session)

Call to Order

Call to Order via teleconference and in the Bay Conference Room (Open to the Public).

Roll Call

Public Comment

The public may provide comments regarding the Closed Session item(s). If you wish to address the Council, please refer to the notice at the beginning of this agenda. Closed Sessions are not open to the public.

Convene to Closed Session

Convene to Closed Session in the Council Conference Room (Closed to the Public).

- A** [23-0499](#) Closed Session Held Pursuant to California Government Code Section 54956.9 (d) (1): CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION; Name of case: In re National Prescription Opiate Litigation, Northern District of Ohio, Case No. 1:17-MD-2804 (National Opioid litigation involving Teva, Allergan, CVS, Walgreens, and Walmart)
- B** [23-0474](#) Closed Session Held Pursuant to California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Tina Murphy, Director of Human Resources
Employee organization: Sunnyvale Managers Association (SMA)

Adjourn Special Meeting

7 P.M. COUNCIL MEETING

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

CALL TO ORDER

Call to Order via teleconference and in the Bay Conference Room (Room 145).

SALUTE TO THE FLAG**ROLL CALL****CLOSED SESSION REPORT****SPECIAL ORDER OF THE DAY**

- C [23-0365](#) Recognition of Green Businesses
- D [23-0366](#) Poetry Month

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the City 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 the Council to take action on an item not listed on the agenda. If you wish to address the Council, please refer to the notice at the beginning of this agenda. 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 refer to the notice at the beginning of this agenda.

- 1.A [23-0266](#) 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.B** [23-0039](#) Accept Pavement Management Technical Assistance Program Round 24 Grant Funds from the Metropolitan Transportation Commission to Complete a Citywide Pavement Condition Assessment to Qualify for Regional Discretionary Funds and Approve Budget Modification No. 14 in the amount of \$18,300

Recommendation: Accept Pavement Management Technical Assistance Program Round 24 Grant Funds from the Metropolitan Transportation Commission to Complete a Citywide Pavement Condition Assessment to Qualify for Regional Discretionary Funds and Approve Budget Modification No. 14 in the amount of \$18,300.

- 1.C** [23-0168](#) Approve the Downtown Sunnyvale Business Improvement District (BID) Annual Report for Fiscal Year 2022/23 and Adopt Resolution of Intention to Levy and Collect an Annual Assessment to Reauthorize the BID for Fiscal Year 2023/24

Recommendation: Approve the Fiscal Year 2022/23 BID Annual Report, adopt the Resolution of Intention to Levy and Collect an Assessment and Reauthorize the Business Improvement District for Fiscal Year 2023/24, and schedule the public hearing for May 2, 2023.

- 1.D** [23-0486](#) Ratify Appointment of Councilmember Murali Srinivasan as Councilmember Russ Melton's Proxy to the Santa Clara County Airport Land Use Commission (ALUC)

Recommendation: Staff makes no recommendation. By approval of the consent calendar, Council ratifies the appointment of Councilmember Murali Srinivasan to Seat 07A as Councilmember Russ Melton's proxy to the Santa Clara County Airport Land Use Commission.

- 1.E** [23-0491](#) Adopt Ordinance No. 3212-23 Amending Various Sections of Title 16 (Buildings and Construction) and Title 19 (Zoning) of the Sunnyvale Municipal Code Related to the Board of Building Code Appeals and the Chief Building Official

Recommendation: Adopt Ordinance No. 3212-23 amending various Sections of Title 16 (Buildings and Construction) and Title 19 (Zoning) of the Sunnyvale Municipal Code related to the Board of Building Code Appeals and the Chief Building Official

- 1.F** [23-0501](#) Adopt a Resolution Ratifying the City Manager's Proclamation of a Local Emergency Regarding the March 2023 Winter

Storms and Find that the Action is Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15269 and 15378(b)

Recommendation: Adopt a Resolution Ratifying the City Manager's Proclamation of a Local Emergency Regarding the March 2023 Winter Storms and Find that the Action is Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15269 and 15378(b)

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearing/general business item, please refer to notice at the beginning of this agenda. 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 [23-0308](#) Award of Contract to Hazen and Sawyer for the Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design (F23-001)

Recommendation: Alternative 1: Take the following actions:

- Award a contract to Hazen and Sawyer for Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design in substantially the same form as Attachment 1 to the report in an amount not-to-exceed \$7,401,597;
- Authorize the City Manager to execute the contract when all the necessary conditions have been met;
- Approve a 10% contingency in the amount of \$740,160; and
- Authorize the City to amend the contract annually after the first three years to increase rates as follows: 3.75% to non-senior staff and 2% for senior staff, subject to available budget and if pricing and services remain acceptable to the City.

- 3 [23-0493](#) Consider Reinstating the Pilot of the Process for City Council Colleague Memorandums to Propose new Agenda Items Previously Included in Council Policy 7.3.19 (Council Meetings)

Recommendation: Staff makes no recommendation. This report is being presented to City Council at the Mayor's request to facilitate discussion at the public hearing and for Council to consider various options that relate to the possible reinstatement of a pilot Council Colleague Memorandums process.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

Visit <http://Sunnyvale.ca.gov/TCMAC> to view the Tentative Council Meeting Agenda Calendar (TCMAC) online. The TCMAC is updated each Thursday afternoon.

23-0292	Tentative Council Meeting Agenda Calendar
23-0294	Board/Commission Meeting Minutes
23-0295	Information/Action Items
23-0490	Mayoral Announcement of Mayor-Appointed Ad Hoc Advisory Committee on Potential HomeKey Application (Information Only)

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's website at sunnyvale.ca.gov after 7 p.m. on Thursdays or in the Office of the City Clerk located at 456 W. Olive Avenue, 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 456 W. Olive Avenue, during normal business hours and in the Bay Conference Room 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.

Planning a presentation for a City Council meeting?

To help you prepare and deliver your public comments, please review the "Making Public Comments During City Council or Planning Commission Meetings" available at <http://Sunnyvale.ca.gov/PublicComments>

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 Office of the City Clerk. The City Clerk will distribute your items to the Council.

Upcoming Meetings

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



City of Sunnyvale

Agenda Item

23-0499

Agenda Date: 4/4/2023

Closed Session Held Pursuant to California Government Code Section 54956.9 (d) (1):
CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION; Name of case: In re National
Prescription Opiate Litigation, Northern District of Ohio, Case No. 1:17-MD-2804 (National Opioid
litigation involving Teva, Allergan, CVS, Walgreens, and Walmart)



City of Sunnyvale

Agenda Item

23-0474

Agenda Date: 4/4/2023

Closed Session Held Pursuant to California Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Tina Murphy, Director of Human Resources

Employee organization: Sunnyvale Managers Association (SMA)



City of Sunnyvale

Agenda Item

23-0365

Agenda Date: 4/4/2023

Recognition of Green Businesses



City of Sunnyvale

Agenda Item

23-0366

Agenda Date: 4/4/2023

Poetry Month



City of Sunnyvale

Agenda Item

23-0266

Agenda Date: 4/4/2023

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.

<u>List No.</u>	<u>Date</u>	<u>Total Disbursements</u>
171	03-05-23 through 03-11-23	\$4,351,404.65
172	03-12-23 through 03-18-23	\$6,484,738.99

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

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within 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 Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

RECOMMENDATION

Approve the list(s) of claims and bills.

Prepared by: Tim Kirby, Director of Finance

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

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

City of Sunnyvale

LIST # 171

List of All Claims and Bills Approved for Payment
For Payments Dated 03/05/2023 through 03/11/2023

Sorted by Payment Type, Payment Number and Invoice Number

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
CHECK	XXXXX7519	03/07/2023	Bay Area Air Quality Management District	574.00	T150299	Facility ID: 200847	574.00	0.00	\$574.00
	XXXXX7520	03/07/2023	Chandler Asset Management Inc	541.07	2302SUNNY VAL	SFA Civic Center 2020 Lease Revenue Bonds Mgmt Fees Feb 2023	541.07	0.00	\$541.07
	XXXXX7521	03/07/2023	State of CA - Dept of Forestry & Fire	1,950.00	FS-CSRA1012	FSTEP TRAINING 8/1/2022	1,950.00	0.00	\$9,000.00
				1,050.00	FS-FC30132	FSTEP TRAINING 5/17-6/3/22	1,050.00	0.00	
				750.00	FS-LARRO1094	FSTEP TRAINING 1/10-12/22	750.00	0.00	
				450.00	FS-LARRO1183	FSTEP TRAINING 11/14-16/22	450.00	0.00	
				900.00	FS-NRS10351	FSTEP TRAINING 8/6-11/22	900.00	0.00	
				1,875.00	FS-RICOP0375	FSTEP TRAINING 5/23-25/22	1,875.00	0.00	
				2,025.00	FS-VE0611	FSTEP TRAINING 7/11-13/22	2,025.00	0.00	
	XXXXX7522	03/07/2023	Bayscape Management Inc	1,366.00	28386	Monthly Maint Jan 2023.	1,366.00	0.00	\$1,366.00
	XXXXX7523	03/07/2023	GT Golf Holdings, Inc.	224.87	INV333947	Golf store	224.87	0.00	\$224.87
	XXXXX7524	03/07/2023	Kanopy Inc	1,157.00	340149-PPU	Library Videos	1,157.00	0.00	\$1,157.00

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7525	03/07/2023	Dish DBS Corporation	168.09	February 2023	DPS-FS5	168.09	0.00	\$168.09
	XXXXX7526	03/07/2023	ICOM Mechanical, Inc.	285.00	530874	Repairs	285.00	0.00	\$285.00
	XXXXX7527	03/07/2023	Pablo M Ruiz Arroyo	500.00	16	Utility Box Cover up	500.00	0.00	\$500.00
	XXXXX7528	03/07/2023	Ria Sharma	500.00	0000001	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7529	03/07/2023	Madeleine Yung	500.00	1001	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7530	03/07/2023	Jayashree Sadasivan	500.00	22423	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7531	03/07/2023	Alexandra Muddle	500.00	101	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7532	03/07/2023	Jemal Diamond	500.00	00012	Utility Box Coverup	500.00	0.00	\$500.00
	XXXXX7533	03/07/2023	Greg Cheung	500.00	001	Utility Box Coverup	500.00	0.00	\$500.00
	XXXXX7534	03/07/2023	Sunnyvale Public Safety Officers Assn	4,924.50	Disability0323	LTD Reimb March 2023	4,924.50	0.00	\$4,924.50
	XXXXX7535	03/07/2023	Roger Pena	220.52	23-051	SUS: Phone bill	220.52	0.00	\$220.52
	XXXXX7536	03/07/2023	Alexandra De Natale	578.99	23-049	Material & Textbook reimbursement	578.99	0.00	\$578.99
	XXXXX7537	03/07/2023	Ying Huang	91.60	23-048	Textbook reimbursement	91.60	0.00	\$91.60
	XXXXX7538	03/07/2023	Trilia Chen	133.42	23-050	Textbook reimbursement	133.42	0.00	\$133.42
	XXXXX7539	03/07/2023	Alhambra	21.26	19768402 030123 FIN	Water	21.26	0.00	\$46.25
				24.99	19768402 030123 LIB	Water	24.99	0.00	
	XXXXX7540	03/07/2023	All City Management	1,461.15	82598	School Crossing	1,461.15	0.00	\$78,715.72

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			Services Inc			Guard 12/25-01/07/23			
				34,597.43	82834	School Crossing Guard 1/8/23-1/21/23	34,597.43	0.00	
				42,657.14	83166	School Crossing Guard 1/22/23-02/04/23	42,657.14	0.00	
	XXXXX7541	03/07/2023	Allstar Fire Equipment Inc	458.23	244774	Boots	458.23	0.00	\$458.23
	XXXXX7542	03/07/2023	Amazon Capital Services Inc	462.69	17VR-CK9D-7JF9	Thao Thanh Nguyen	462.69	0.00	\$4,313.72
				51.93	194W-VWTG-D1R3	Thao Thanh Nguyen	51.93	0.00	
				805.33	19PF-VQNN-4HDX	Laura Bryan	805.33	0.00	
				27.27	19XH-667T-17F7	Nancy Grove	27.27	0.00	
				1,840.94	1C31-GCMW-LFVH	Rebecca Elizondo	1,840.94	0.00	
				127.95	1CJP-7CXM-4MGN	Michael Herrera	127.95	0.00	
				328.94	1GNJ-LYPL-JQGK	Walter Buczeke	328.94	0.00	
				27.77	1HVN-NY4K-717P	Laura Bryan	27.77	0.00	
				32.85	1HXX-6JQ6-1T36	Thao Thanh Nguyen	32.85	0.00	
				74.20	1JLJ-XXVV-LKKY	Partial Payment	74.20	0.00	
				221.52	1K46-K7KT-6R17	Celena Ruiz	221.52	0.00	
				-145.20	1KWD-VQYX-7VKX	For Inv#1JLJ-XXVV-LKKY	-145.20	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				22.17	1L1Y-3VH9-C3QL	Terri Furton	22.17	0.00	
				87.24	1QH4-XVH1-GHNG	Michael Herrera	87.24	0.00	
				237.27	1VJW-FXGM-4C4W	Allan Bruce	237.27	0.00	
				8.72	1W6F-74M9-TVYD	Thao Thanh Nguyen	8.72	0.00	
				26.14	1W7W-PX7H-J1G9	Devin Diazoni	26.14	0.00	
				75.99	1WQX-TRYP-PP1Q	Devin Diazoni	75.99	0.00	
	XXXXX7543	03/07/2023	American Fidelity Administrative Svcs	658.35	62229	Time & Eligibility Svc Jan 23	658.35	0.00	\$658.35
	XXXXX7544	03/07/2023	Apex Systems, LLC	1,800.00	0007304007	Consultant	1,800.00	0.00	\$1,800.00
	XXXXX7545	03/07/2023	Ascent Environmental	3,845.00	18010179.01-16	Air Quality-Noise-Environmental Justice	3,845.00	0.00	\$3,845.00
	XXXXX7546	03/07/2023	Bay Alarm	612.69	20329517	Monitoring service	612.69	0.00	\$1,259.49
				646.80	20332307	Monitoring Service	646.80	0.00	
	XXXXX7547	03/07/2023	Bay Area Tree Specialists	3,200.00	687169	Removal	3,200.00	0.00	\$5,700.00
				2,500.00	687170	Removal of tree	2,500.00	0.00	
	XXXXX7548	03/07/2023	BMI Imaging Systems	32,768.06	319251	Document Scanning	32,768.06	0.00	\$32,768.06
	XXXXX7549	03/07/2023	Buckles-Smith Electric Co	637.59	3306717-00	Parts	637.59	0.00	\$637.59
	XXXXX7550	03/07/2023	Callander Associates Landscape Architecture	2,959.00	22017-9	Serra Park Play Area	2,959.00	0.00	\$2,959.00
	XXXXX7551	03/07/2023	Century Graphics	2,611.01	57866	Apparel	2,611.01	0.00	\$2,611.01
	XXXXX7552	03/07/2023	Dispensing	30,968.02	15273	Epoxy Machine	30,968.02	0.00	\$30,968.02

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			Technology Corp						
	XXXXX7553	03/07/2023	Ennis-Flint Inc	2,595.23	272648	Supplies	2,595.23	0.00	\$2,595.23
	XXXXX7554	03/07/2023	Ferguson US Holdings Inc	716.62	1716467-5	Parts	716.62	0.00	\$716.62
	XXXXX7555	03/07/2023	Foster Bros Security Systems Inc	21.83	2933	Key	21.83	0.00	\$1,261.03
				8.73	2935	Key	8.73	0.00	
				351.38	i4093	Parts & Labor	351.38	0.00	
				354.02	i4124	Parts & Labor	354.02	0.00	
				525.07	i4245	Parts & Labor	525.07	0.00	
	XXXXX7556	03/07/2023	The Goodyear Tire & Rubber Co	4,273.38	189-1109969	Tires	4,273.38	0.00	\$4,273.38
	XXXXX7557	03/07/2023	Graniterock Co	744.07	2076524	Asphalt	756.66	12.59	\$1,517.42
				773.35	2077632	Asphalt	786.46	13.11	
	XXXXX7558	03/07/2023	Green Mary Inc	913.00	051323	Deposit for HOTS event on 5/13/23	913.00	0.00	\$913.00
	XXXXX7559	03/07/2023	H & R Plumbing and Drain Cleaning, Inc.	31,800.00	2503	Manhole Frame Installation	31,800.00	0.00	\$31,800.00
	XXXXX7560	03/07/2023	Haute Cuisine Inc	3,112.00	405-2023	Senior Lunch	3,112.00	0.00	\$3,612.00
				500.00	407-2023	Senior Lunch	500.00	0.00	
	XXXXX7561	03/07/2023	Hetnet Wireless LLC	300.00	4706	Radio Equipment Re-Inspection	300.00	0.00	\$1,550.00
				300.00	4707	Radio Equip Re-Inspection	300.00	0.00	
				150.00	4708	Radio Equip Re-Inspection	150.00	0.00	
				300.00	4709	Radio Equip Re-Inspection	300.00	0.00	
				500.00	4716	Radio Equip Re-Inspection	500.00	0.00	
	XXXXX7562	03/07/2023	IDEXX Distribution Inc	391.41	3123199376	Parts	391.41	0.00	\$3,631.63
				1,642.99	3123673145	Parts	1,642.99	0.00	
				1,597.23	3123755934	Parts	1,597.23	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7563	03/07/2023	Intex Auto Parts	388.77	2-38394-19	Parts	388.77	0.00	\$878.85
				490.08	2-39184-12	Parts	490.08	0.00	
	XXXXX7564	03/07/2023	Kidz Love Soccer	5,517.52	KLS2022ND	IA10SE/OSG, IB3OSJ/OSK	5,517.52	0.00	\$5,517.52
	XXXXX7565	03/07/2023	Kimley Horn & Assoc Inc	4,472.50	097318039-1022	Persian Safety Thru 10/31/22	4,472.50	0.00	\$7,152.50
				2,025.00	097318039-1122	Persian Safety Thru 11/30/22	2,025.00	0.00	
				655.00	097318039-1222	Persian Safety Thru 12/21/22	655.00	0.00	
	XXXXX7566	03/07/2023	Mallory Safety & Supply LLC	1,239.87	5565545	Stores Inventory	1,239.87	0.00	\$1,239.87
	XXXXX7567	03/07/2023	Metro Mobile Communications	1,547.36	46900	FPO#FY23-107	1,547.36	0.00	\$3,094.72
				1,547.36	46982	FPO#FY23-120	1,547.36	0.00	
	XXXXX7568	03/07/2023	Midwest Tape LLC	4,916.60	503439343	Digital Media M/E 2/28/2023	4,916.60	0.00	\$4,916.60
	XXXXX7569	03/07/2023	Mission Linen Service	104.34	518697245	Linen Svc	104.34	0.00	\$2,433.21
				149.70	518697247	Linen Svc	149.70	0.00	
				104.34	518697248	Linen Svc	104.34	0.00	
				85.44	518697249	Linen Svc	85.44	0.00	
				85.44	518697250	LinenSvc	85.44	0.00	
				104.34	518741199	Linen Svc	104.34	0.00	
				103.71	518741200	Linen Svc	103.71	0.00	
				149.70	518741201	Linen Svc	149.70	0.00	
				104.34	518741202	Linen Svc	104.34	0.00	
				85.44	518741203	Linen Svc	85.44	0.00	
				85.44	518741204	Linen Svc	85.44	0.00	
				104.34	518785271	Linen Svc	104.34	0.00	
				108.75	518785272	Linen Svc	108.75	0.00	
				149.70	518785273	Linen Svc	149.70	0.00	
				104.34	518785274	Linen Svc	104.34	0.00	
				85.44	518785275	Linen Svc	85.44	0.00	
				85.44	518785276	Linen Svc	85.44	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				104.34	518826151	Linen Svc	104.34	0.00	
				103.71	518826152	Linen Svc	103.71	0.00	
				149.70	518826153	Linen Svc	149.70	0.00	
				104.34	518826154	Linen Svc	104.34	0.00	
				85.44	518826155	Linen Svc	85.44	0.00	
				85.44	518826156	Linen Svc	85.44	0.00	
	XXXXX7570	03/07/2023	Mitali Gupta	487.20	MG2023JF	Xtrim Bollywood Jan /Feb 23	487.20	0.00	\$487.20
	XXXXX7571	03/07/2023	Moody's Investors Service Inc	500.00	P0395507	Water Enterprise Dec21-Nov22	500.00	0.00	\$1,000.00
				500.00	P0395827	SewerEnterprise Dec21-Nov22	500.00	0.00	
	XXXXX7572	03/07/2023	Municipal Plan Check Services Inc	1,843.75	1263	Plan Checking Svc Feb 2023	1,843.75	0.00	\$1,843.75
	XXXXX7573	03/07/2023	Music for Families Inc	18,023.40	M4FAM-SV-F22	Fall 2022	18,023.40	0.00	\$18,023.40
	XXXXX7574	03/07/2023	ODP Business Solutions, LLC (f/k/a Office Depot Business Solutions, LLC)	647.22	29346140900 1	Glenda Moncada 2/14/2023	647.22	0.00	\$1,440.71
				32.73	29509723700 1	Thao Thanh Nguyen 2/28/23	32.73	0.00	
				58.91	29544914100 1	Glenda Moncada 2/27/2023	58.91	0.00	
				29.75	30098270800 1	Julie Jensen 2/28/2023	29.75	0.00	
				124.81	30163241800 1	Terri Furton 3/2/2023	124.81	0.00	
				319.93	30163380300 1	Terri Furton 3/2/2023	319.93	0.00	
				227.36	30165170800 1	Jaime Hernandez 3/2/2023	227.36	0.00	
	XXXXX7575	03/07/2023	OverDrive Inc	4,521.11	13449CO230 04393	Library Materials	4,521.11	0.00	\$4,804.08
				282.97	13449DA230	Library Materials	282.97	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
					67747				
	XXXXX7576	03/07/2023	P&R Paper Supply Co., Inc.	65.34	60090871-01	Stores Inventory	65.34	0.00	\$65.34
	XXXXX7577	03/07/2023	Pacific Gas & Electric Co	164,281.30	1105922118-1 0123	City Buildings	164,281.30	0.00	\$248,265.23
				24,756.25	3564259466-3 0123	Traffic Signals	24,756.25	0.00	
				171.17	3564259466-3 1222	Traffic Signals	171.17	0.00	
				59,056.51	8100862765-5 0123	City Owned St & Hwy Lighting	59,056.51	0.00	
	XXXXX7578	03/07/2023	Pacific West Security, Inc	373.00	70227	Golf Shop March 2023	373.00	0.00	\$584.00
				211.00	70407	CNC March 2023	211.00	0.00	
	XXXXX7579	03/07/2023	Pavithra Ramesh Jayaraman	2,818.80	PR2023JF	Bombay Jam Jan/Feb 23	2,818.80	0.00	\$2,818.80
	XXXXX7580	03/07/2023	Peterson Power Systems Inc	8,578.97	R3916801	Equip Rental 1/20-2/20/23	8,578.97	0.00	\$8,578.97
	XXXXX7581	03/07/2023	Peter W. Richards	27.89	34857	Stores Inventory	27.89	0.00	\$27.89
	XXXXX7582	03/07/2023	Range Servant America Inc	1,379.92	121102	Hand Picker	1,379.92	0.00	\$1,379.92
	XXXXX7583	03/07/2023	Reed & Graham Inc	631.13	047957	Supplies	631.13	0.00	\$19,639.66
				5,514.28	049262	Supplies \$290.23 Disc By 3/12	5,804.51	290.23	
				7,467.13	049359	Supplies \$393.01 Disc By 3/13	7,860.14	393.01	
				1,116.25	049450	Supplies \$58.75 Disc By 3/17	1,175.00	58.75	
				2,993.63	049558	Supplies \$157.56 Disc By 3/18	3,151.19	157.56	
				1,215.87	049637	Supplies #63.99 Disc By 3/19	1,279.86	63.99	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				701.37	049722	Supplies \$36.91 Disc By 3/20	738.28	36.91	
	XXXXX7584	03/07/2023	Robin Pickel	2,453.10	RP2023JF	AB3JYR AD5JPM AD5JYQ	2,453.10	0.00	\$2,453.10
	XXXXX7585	03/07/2023	Sandis Civil Engineers Surveyors Planner	180.00	2301155	Charging Stations P/E 1/31/23	180.00	0.00	\$180.00
	XXXXX7586	03/07/2023	Security Alert Systems of California Inc	750.00	179037	Alarm Monitoring Feb 2023	750.00	0.00	\$750.00
	XXXXX7587	03/07/2023	SHI International Corp	80,238.40	B16541421	SQL Server Enterprise 2022	80,238.40	0.00	\$80,238.40
	XXXXX7588	03/07/2023	Stericycle Inc	-48.48	4000268441	C3000150336 Inv8003274072	-48.48	0.00	\$40.02
				88.50	8003274072	C#3000150336 1/27/2023 Svc	88.50	0.00	
	XXXXX7589	03/07/2023	Sportzania Inc dba Skyhawks Sports	11,602.11	SKY2023JF	AB3ODG AB3OZB 1/17-3/3/23	11,602.11	0.00	\$11,602.11
	XXXXX7590	03/07/2023	Roger Cleveland Golf Company Inc.	2,400.00	7345169 SO	Resale Merchandise	2,400.00	0.00	\$2,400.00
	XXXXX7591	03/07/2023	Stop Processing Center	22.04	20006	ACH Service Dec 2022	22.04	0.00	\$48.14
				26.10	20087	ACH Svc Feb 2023	26.10	0.00	
	XXXXX7592	03/07/2023	Studio Em Graphic Design	654.75	18789	Job Fair Poster	654.75	0.00	\$654.75
	XXXXX7593	03/07/2023	Home Depot USA Inc d/b/a The Home Depot Pro	268.88	733377824	Supplies	268.88	0.00	\$268.88
	XXXXX7594	03/07/2023	Thomas Plumbing Inc	410.00	10312	Plumbing Svc	410.00	0.00	\$410.00
	XXXXX7595	03/07/2023	Thrasher Golf Inc.	2,870.00	60408	Golf Ball Washer	2,870.00	0.00	\$2,870.00
	XXXXX7596	03/07/2023	TMC Shooting Range Specialist Inc	6,545.00	2311	Shooting Range Cleaning	6,545.00	0.00	\$6,545.00
	XXXXX7597	03/07/2023	United Site Services	348.20	114-	238 Garner Dr 1/31-	348.20	0.00	\$348.20

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			of California, Inc.		13511944	2/27/23			
	XXXXX7598	03/07/2023	Unity Courier Service Inc	1,011.56	487535	C30508 Feb 2023	1,011.56	0.00	\$1,011.56
	XXXXX7599	03/07/2023	V & A Consulting Engineers	9,966.72	21680	Water Tank Refurb 7/1-9/30/22	9,966.72	0.00	\$9,966.72
	XXXXX7600	03/07/2023	VMI Inc	1,618.25	305474	Flat Wall Display & Wall Plate	1,618.25	0.00	\$10,511.47
				1,920.23	305476	B-Tech Pop-Out Wall Mount	1,920.23	0.00	
				6,972.99	305477	NEC Lumen Laser Projector	6,972.99	0.00	
	XXXXX7601	03/07/2023	VWR International LLC	517.83	8812012365	Supplies	517.83	0.00	\$1,909.23
				22.85	8812071199	Supplies	22.85	0.00	
				34.77	8812103623	Supplies	34.77	0.00	
				503.55	8812120298	Supplies	503.55	0.00	
				156.16	8812133446	Supplies	156.16	0.00	
				23.56	8812137443	Supplies	23.56	0.00	
				210.48	8812143845	Supplies	210.48	0.00	
				136.46	8812144402	Supplies	136.46	0.00	
				138.93	8812163892	Supplies	138.93	0.00	
				164.64	8812170092	Supplies	164.64	0.00	
	XXXXX7602	03/07/2023	Wesco Graphics Inc	11,989.30	51295	Camp Aquatics 2023	11,989.30	0.00	\$11,989.30
	XXXXX7603	03/07/2023	Yamaha Motor Finance Corporation USA	7,158.60	794119	Lease M22099096	7,158.60	0.00	\$18,417.96
				7,158.60	796064	Lease M22099096	7,158.60	0.00	
				4,100.76	796400	Lease M17036137	4,100.76	0.00	
	XXXXX7604	03/07/2023	Asian Americans for Community Involvement of Santa Clara County, Inc	3,000.00	F08-FY22.Q3	Evidence Based classes	3,000.00	0.00	\$3,000.00
	XXXXX7605	03/07/2023	Grainger	976.17	9606902659	Supplies	976.17	0.00	\$1,706.37
				10.71	9622943059	Supplies	10.71	0.00	
				172.70	9623132314	Supplies	172.70	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				546.79	9624017258	Supplies	546.79	0.00	
	XXXXX7606	03/07/2023	QOVO Solutions Inc	243.00	26-5558	Library Surveillance Feb 2023	243.00	0.00	\$243.00
	XXXXX7607	03/07/2023	BSA Environmental Services Inc	4,060.00	COS 23-02	Analysis	4,060.00	0.00	\$4,060.00
	XXXXX7608	03/09/2023	AAA Speedy Smog Test Only Station	68.25	035349	Smog Inspection/Cert	68.25	0.00	\$368.25
				60.00	035391	Smog Inspection	60.00	0.00	
				60.00	035397	Smog Inspection	60.00	0.00	
				60.00	035401	Smog Inspection	60.00	0.00	
				60.00	035430	Smog Test	60.00	0.00	
				60.00	035464	Smog Inspection	60.00	0.00	
	XXXXX7610	03/09/2023	Aantex Pest Control	55.00	508641	Pest control	55.00	0.00	\$2,084.00
				63.00	508647	Pest Control	63.00	0.00	
				120.00	511962	Pest control	120.00	0.00	
				110.00	511963	Pest control	110.00	0.00	
				95.00	511966	Pest control	95.00	0.00	
				95.00	511967	Pest control	95.00	0.00	
				95.00	511968	Pest control	95.00	0.00	
				95.00	511969	Pest control	95.00	0.00	
				95.00	511970	Pest control	95.00	0.00	
				95.00	511971	Pest control	95.00	0.00	
				70.00	511972	Pest control	70.00	0.00	
				70.00	511973	Pest control	70.00	0.00	
				70.00	511974	Pest control	70.00	0.00	
				55.00	511977	Pest control	55.00	0.00	
				55.00	511978	Pest control	55.00	0.00	
				55.00	511979	Pest control	55.00	0.00	
				63.00	511981	Pest Control	63.00	0.00	
				95.00	511983	Pest Control	95.00	0.00	
				63.00	511984	Pest Control	63.00	0.00	
				87.00	511985	Pest Control	87.00	0.00	
				150.00	511986	Pest Control	150.00	0.00	
				85.00	511988	Pest Control	85.00	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				88.00	511990	Pest Control	88.00	0.00	
				95.00	512000	Pest Control	95.00	0.00	
				65.00	512001	Pest Control	65.00	0.00	
	XXXXX7611	03/09/2023	Adamson Police Products	787.54	INV390170	Products	787.54	0.00	\$2,316.78
				741.70	INV390513	Products	741.70	0.00	
				787.54	INV390564	Products	787.54	0.00	
	XXXXX7612	03/09/2023	Alhambra	51.46	19768402 030123 DPS PREV	Water	51.46	0.00	\$51.46
	XXXXX7613	03/09/2023	Amazon Capital Services Inc	175.44	1W4C-1NMH-N1QQ	Walter Buczeke	175.44	0.00	\$175.44
	XXXXX7614	03/09/2023	Applied Industrial Technologies	1,004.23	7026366031	Parts	1,004.23	0.00	\$1,004.23
	XXXXX7615	03/09/2023	Babbitt Bearing Co	3,144.53	155846	Parts	3,144.53	0.00	\$3,144.53
	XXXXX7616	03/09/2023	Bound Tree Medical LLC	221.02	84845141	Supplies	221.02	0.00	\$5,698.91
				5,477.89	84880657	Supplies	5,477.89	0.00	
	XXXXX7617	03/09/2023	Buckles-Smith Electric Co	182.13	3305648-02	1.68 If Paid By 03/11/23	183.81	1.68	\$672.89
				386.07	3306847-01	Disc. 3.54 If Paid By 03/06/23	386.07	0.00	
				104.69	3307521-00	Disc. 0.73 If Paid By 03/05/23	104.69	0.00	
	XXXXX7618	03/09/2023	Burtons Fire, Inc.	344.73	S59312	Parts	344.73	0.00	\$564.02
				219.29	S59639	Parts	219.29	0.00	
	XXXXX7619	03/09/2023	C Overaa & Co	51,497.72	PRMRYTRT MT2#64	UY-16/01-20	51,497.72	0.00	\$51,497.72
	XXXXX7620	03/09/2023	D-A Lubricant Company Inc	201.88	2023-28289-00	Parts	201.88	0.00	\$6,799.14
				6,597.26	2023-28293-00	Motor Oil	6,597.26	0.00	
	XXXXX7621	03/09/2023	Detail Plus	150.00	23702	Car Detail	150.00	0.00	\$150.00

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7622	03/09/2023	Ennis-Flint Inc	6,460.20	441583	White Paint	6,460.20	0.00	\$6,460.20
	XXXXX7623	03/09/2023	F&M Bank	1,657.78	PRMRYTRT MT2#64	UY-16/01-20	1,657.78	0.00	\$1,657.78
	XXXXX7624	03/09/2023	FedEx	19.98	7-971-25395	Mail	19.98	0.00	\$133.66
				37.10	8-041-90329	Mail	37.10	0.00	
				76.58	8-049-28692	Mail	76.58	0.00	
	XXXXX7625	03/09/2023	GCS Environmental Equipment Services Inc	516.71	26414	Parts	516.71	0.00	\$516.71
	XXXXX7626	03/09/2023	Global Access Inc	236.00	18599	OnLine Fax	236.00	0.00	\$236.00
	XXXXX7627	03/09/2023	The Goodyear Tire & Rubber Co	744.69	189-1109926	Tires	744.69	0.00	\$2,320.64
				720.99	189-1109934	Parts & Labor	720.99	0.00	
				440.21	189-1109945	Tires	440.21	0.00	
				414.75	189-1109964	Parts & Labor	414.75	0.00	
	XXXXX7628	03/09/2023	Graham Contractors Inc	58,532.19	SlurrySeal202 1B#R	ST-21-07	58,532.19	0.00	\$58,532.19
	XXXXX7629	03/09/2023	Imperial Maintenance Services Inc	73,105.04	55	Janitorial Dec 22	73,105.04	0.00	\$73,105.04
	XXXXX7630	03/09/2023	Interstate Battery System of San Jose Inc.	284.80	60291889	Battery	284.80	0.00	\$1,162.76
				104.10	60292232	Battery	104.10	0.00	
				639.32	60292233	Batteries	639.32	0.00	
				134.54	60292234	Battery	134.54	0.00	
	XXXXX7631	03/09/2023	Kimley Horn & Assoc Inc	3,200.00	23666954	Smart Station Thru 12/31/2022	3,200.00	0.00	\$3,200.00
	XXXXX7632	03/09/2023	Kovatch Mobile Equipment Corp.	119.47	ca 559805	Parts	119.47	0.00	\$119.47
	XXXXX7633	03/09/2023	Lawson Products Inc	1,746.31	9310369383	Supplies	1,746.31	0.00	\$1,746.31
	XXXXX7634	03/09/2023	Level 3 Communications LLC	31,345.55	632156110	AC#1-EY3E51	31,345.55	0.00	\$31,345.55
	XXXXX7635	03/09/2023	McMaster Carr Supply	217.25	93232844	Supplies	217.25	0.00	\$217.25

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			Co						
	XXXXX7636	03/09/2023	NAPA Auto Parts	3.65	5983-822391	Parts \$0.07 Disct By 3/10	3.72	0.07	\$155.19
				61.72	5983-823286	Parts \$1.26 Disct By 3/10	62.98	1.26	
				10.15	5983-823390	Parts \$0.21 Disct By 3/10	10.36	0.21	
				11.59	5983-823557	Parts \$\$0.24 Disct By 3/10	11.83	0.24	
				68.08	5983-823728	Parts \$1.39 Disct By 3/10	69.47	1.39	
	XXXXX7637	03/09/2023	ODP Business Solutions, LLC (f/k/a Office Depot Business Solutions, LLC)	113.01	300405991001	Rebecca Montalvo 3/6/2023	113.01	0.00	\$887.10
				774.09	300422302001	Marylou Veloz 3/3/2023	774.09	0.00	
	XXXXX7638	03/09/2023	Orlandi Trailer Inc	65.57	214225	Parts	65.57	0.00	\$65.57
	XXXXX7639	03/09/2023	P&R Paper Supply Co., Inc.	257.71	60092062-00	Stores Inventory	257.71	0.00	\$257.71
	XXXXX7641	03/09/2023	Peterson Power Systems Inc	187.40	PC001806233	PR000158382&PR000161371	187.40	0.00	\$8,749.84
				554.86	PC001807441	Cr Memo PR000161424	554.86	0.00	
				-171.06	PR000158382	PC001806233&PR000161371	-171.06	0.00	
				-16.34	PR000161371	PC001806233&PR000158382	-16.34	0.00	
				-554.86	PR000161424	Inv PC001807441	-554.86	0.00	
				8,749.84	SW240187483	Generator Emergency Service	8,749.84	0.00	
	XXXXX7642	03/09/2023	Pine Cone Lumber Co Inc	39.65	179227	Supplies	39.65	0.00	\$366.73
				327.08	180728	Stores Inventory	330.38	3.30	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7643	03/09/2023	RDO Equipment Co	37.30	P2373174	Parts	37.30	0.00	\$180.48
				143.18	P2421674	Parts	143.18	0.00	
	XXXXX7644	03/09/2023	Royal Brass Inc	485.14	A04209-001	Parts	485.14	0.00	\$485.14
	XXXXX7645	03/09/2023	County of Santa Clara	1,250.00	1800085102	CJIC Access February 2023	1,250.00	0.00	\$1,250.00
	XXXXX7646	03/09/2023	Security Alert Systems of California Inc	220.00	179036	3/2/2023 Service Call	220.00	0.00	\$220.00
	XXXXX7647	03/09/2023	Smarsh Inc	160.13	INV-85773	Email Archive & Supervision	160.13	0.00	\$160.13
	XXXXX7648	03/09/2023	Spencon Construction Inc	213,410.85	SdwlkCrbGtr Drvwy2022#07	ST-22-02	213,410.85	0.00	\$213,410.85
	XXXXX7649	03/09/2023	Stevens Creek Chevrolet	689.05	168621	Parts	689.05	0.00	\$736.45
				47.40	171245	Parts	47.40	0.00	
	XXXXX7650	03/09/2023	Sunnyvale Ford	32.01	215676 FOW	Parts	32.01	0.00	\$8,163.86
				298.97	216197 FOW	Parts	298.97	0.00	
				114.45	216201 FOW	Parts	114.45	0.00	
				1,228.20	216280 FOW	Parts	1,228.20	0.00	
				1,435.48	216283 FOW	Parts	1,435.48	0.00	
				913.04	216333 FOW	Parts	913.04	0.00	
				226.23	216336 FOW	Parts	226.23	0.00	
				65.39	216428 FOW	Parts	65.39	0.00	
				4.30	216477 FOW	Parts	4.30	0.00	
				75.58	216557 FOW	Parts	75.58	0.00	
				25.93	216607 FOW	Parts	25.93	0.00	
				342.10	216631 FOW	Parts	342.10	0.00	
				165.55	216681 FOW	Parts	165.55	0.00	
				28.50	216735 FOW	Parts	28.50	0.00	
				43.93	216739 FOW	Parts	43.93	0.00	
				-81.84	CM208258*1 FOW	208258 FOW	-81.84	0.00	
				-110.18	CM212173-1	212173-1 FOW	-110.18	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
					FOW				
				-810.69	CM212724 FOW	212724 FOW	-810.69	0.00	
				-114.45	CM213074 FOW	212724 FOW	-114.45	0.00	
				-107.84	CM214637 FOW	214637 FOW	-107.84	0.00	
				-27.28	CM215258 FOW	215258 FOW	-27.28	0.00	
				1,098.17	FOCS854851	Parts & Labor	1,098.17	0.00	
				3,318.31	FOCS856034	Parts & Labor	3,318.31	0.00	
	XXXXX7651	03/09/2023	Talon Ecological Research Group	1,760.00	SU0009	Burrowing Owl Habitat Feb 23	1,760.00	0.00	\$1,760.00
	XXXXX7652	03/09/2023	TEC Accutite	6,168.00	207640	Labor	6,168.00	0.00	\$6,168.00
	XXXXX7653	03/09/2023	Tennyson Electric Inc	74,825.50	StLghtsCondu itRplcmnt#02	ST-21-04	74,825.50	0.00	\$74,825.50
	XXXXX7654	03/09/2023	Home Depot USA Inc d/b/a The Home Depot Pro	443.26	734348154	CR 734499379 applied	443.26	0.00	\$543.70
				100.44	734574718	Supplies	100.44	0.00	
	XXXXX7655	03/09/2023	Transoft Solutions Inc	1,100.00	TSUS-9234	AutoTURN MAP Thru 4/30/24	1,100.00	0.00	\$1,100.00
	XXXXX7656	03/09/2023	Turf & Industrial Equipment Co	-56.22	IV44534	V44364	-56.22	0.00	\$235.71
				108.10	IV44884A	Parts	108.10	0.00	
				94.21	IV45195	Parts	94.21	0.00	
				89.62	IV45423	Parts	89.62	0.00	
	XXXXX7657	03/09/2023	US Pipe Fabrication	5,540.00	26522558	Supplies	5,540.00	0.00	\$5,540.00
	XXXXX7658	03/09/2023	Winsupply of Silicon Valley	153.15	041391 01	Supplies \$2.86 Disc By 3/10	156.01	2.86	\$153.15
	XXXXX7659	03/09/2023	Zayo Group LLC	13,565.39	20230300248 65	AC#24865 March 2023	13,565.39	0.00	\$13,565.39
	XXXXX7660	03/09/2023	Zenner USA Inc	3,717.06	0075735-IN	Stores Inventory	3,717.06	0.00	\$3,717.06

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7661	03/09/2023	Golden State Emergency Vehicle Service, Inc.	41.22	CI038088	Parts	41.22	0.00	\$78.89
				37.67	CI038134	Parts	37.67	0.00	
	XXXXX7662	03/09/2023	Grainger	1,020.65	9630174341	Supplies	1,020.65	0.00	\$1,020.65
	XXXXX7663	03/09/2023	Ranger Pipelines Inc	930,590.16	SCWPSitePre p#12	UY-20-02	930,590.16	0.00	\$930,590.16
	XXXXX7664	03/09/2023	Valley Oil Co	302.50	598251	Oil	302.50	0.00	\$2,852.69
				1,751.34	600771	Oil	1,751.34	0.00	
				798.85	600921	Oil	798.85	0.00	
	XXXXX7665	03/09/2023	Robert William Payne Jr.	900.00	SDPS- 230201	Polygraph Services	900.00	0.00	\$900.00
	XXXXX7666	03/09/2023	Columbia State Bank	48,978.43	SCWPSitePre p#12	UY-20-02	48,978.43	0.00	\$48,978.43
	XXXXX7667	03/09/2023	Anchor Auto Body Inc	7,079.59	4594	Repairs	7,079.59	0.00	\$8,520.16
				1,440.57	4868	Repairs	1,440.57	0.00	
	XXXXX7668	03/09/2023	Tougas Enterprises, Inc.	176.40	030123	3/1/2023 Catering	176.40	0.00	\$176.40
	XXXXX7669	03/09/2023	Bayscape Management Inc	1,366.00	28971	Monthly Maintenance Feb 2023	1,366.00	0.00	\$1,366.00
	XXXXX7670	03/09/2023	B2 Perfection Auto Body	6,206.84	31966	Repairs	6,206.84	0.00	\$22,903.71
				4,137.23	31992	Repairs	4,137.23	0.00	
				4,989.71	31993	Repairs	4,989.71	0.00	
				7,569.93	32016	Repairs	7,569.93	0.00	
	XXXXX7671	03/09/2023	Schaaf & Wheeler Consulting Civil	7,655.00	37136	On Call Eng Thru 1/31/2023	7,655.00	0.00	\$7,655.00
	XXXXX7672	03/09/2023	Kurt Ashley	200.00	000464	Background Investigations	200.00	0.00	\$4,529.64
				400.00	000465	Background Investigations	400.00	0.00	
				400.00	000466	Background Investigations	400.00	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				400.00	000467	Background Investigations	400.00	0.00	
				200.00	000468	Background Investigations	200.00	0.00	
				200.00	000469	Background Investigations	200.00	0.00	
				400.00	000470	Background Investigations	400.00	0.00	
				400.00	000472	Background Investigations	400.00	0.00	
				200.00	000473	Background Investigations	200.00	0.00	
				1,529.64	000481	Background Investigations	1,529.64	0.00	
				200.00	000482	Background Investigations	200.00	0.00	
WIRE	XXXXX1370	03/07/2023	Carl Warren & Company	50,000.00	3-3-2023 Replenishment	Liability Trust Fund Replenishment to correct CW error in December request WR date 3/3/2023	50,000.00	0.00	\$50,000.00
	XXXXX1371	03/07/2023	Keenan & Associates	86,527.27	021623-022823	Trust Reimb 2/16-28/23 Wire Date 3/3/23	86,527.27	0.00	\$86,527.27
	XXXXX1437	03/09/2023	Public Employees Retirement System	1,840,134.92	100000017088258	Medical Premium 3/2023 Wire Date 3/7/2023	1,840,134.92	0.00	\$1,840,134.92
Grand Total				4,351,404.65			4,352,441.81	1,037.16	\$4,351,404.65

City of Sunnyvale

LIST # 172

List of All Claims and Bills Approved for Payment
For Payments Dated 03/12/2023 through 03/18/2023

Sorted by Payment Type, Payment Number and Invoice Number

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
CHECK	XXXXX7674	03/14/2023	NOVAworks Foundation	45.00	PR202310	PR202310 NOVA Dues	45.00	0.00	\$45.00
	XXXXX7675	03/14/2023	State Water Resources Control Board	150.00	Ryszard Zabinski_G3 Renewal	R Zabinski G3 Renewal Appl	150.00	0.00	\$150.00
	XXXXX7676	03/14/2023	State Water Resources Control Board	125.00	Rodrigo Valencia_OIT 1	R Valencia OIT I Cert Appl	125.00	0.00	\$125.00
	XXXXX7677	03/14/2023	Sunnyvale Public Safety Officers Assn	19,980.00	PR202310	PR202310 Association Dues	19,980.00	0.00	\$19,980.00
	XXXXX7678	3/14/2023	United States Postal Service	20,000.00	08050365-031023	Meter AC#08050365	20,000.0	.00	\$20,000.00
	XXXXX7679	3/14/2023	Redgwick Construction Co	43,937.50	SafeRoutesT oSchool#01	TR-18-05	43,937.50	0.00	\$43,937.50
	XXXXX7680	3/14/2023	Safety Center Inc	1,880.00	2298189838	3/28/222 Training	1,880.00	0.00	\$7,080.00
				2,600.00	3365545604	11/8/2022 Training	2,600.00	0.00	
				2,600.00	3365550375	11/9/2022 Training	2,600.00	0.00	
	XXXXX7681	3/14/2023	San Francisco Bay Bird Observatory	1,729.80	2640	Avian Botulism Feb 2023	1,729.80	0.00	\$1,729.80
	XXXXX7682	3/14/2023	County of Santa Clara	9,357.22	1800085064	COPLINK 1/1/22-12/31/22	9,357.22	.00	\$9,357.22
	XXXXX7683	3/14/2023	Stericycle Inc	76.37	8003169630	C#3000149638 1/3/2023	76.37	0.00	\$239.81
				163.44	8003375279	C#3000149638 1/30&2/13/23	163.44	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7684	03/14/2023	California Newspapers Partnership	725.00	0006721092.	Ad	725.00	0.00	\$8,187.80
				451.00	0006721545	Ad	451.00	0.00	
				451.00	0006722887	Ad	451.00	0.00	
				630.00	0006726849	Ads	630.00	0.00	
				378.00	0006726849.	Ad	378.00	0.00	
				451.00	0006728358	Ads	451.00	0.00	
				451.00	0006728360	Ad	451.00	0.00	
				853.30	0006729096	Ad	853.30	0.00	
				966.00	0006729205	Ads	966.00	0.00	
				1,046.50	0006729207	Ads	1,046.50	0.00	
				665.00	0006729787	Ad	665.00	0.00	
				660.00	0006731214	Ads	660.00	0.00	
				371.00	0006732466	Ads	371.00	0.00	
				89.00	0006733363	Ad	89.00	0.00	
	XXXXX7685	03/14/2023	Spartan Tool LLC	4,659.11	IN00098924	Supplies	4,659.11	0.00	\$4,659.11
	XXXXX7686	03/14/2023	Stevens Creek Chrysler Jeep Dodge	76.10	379402	Parts	76.10	0.00	\$139.06
				62.96	379410	Parts	62.96	0.00	
	XXXXX7687	03/14/2023	TJKM	5,451.00	0053690	TS Hardware & Wiring Jan 23	5,451.00	0.00	\$5,451.00
	XXXXX7688	03/14/2023	Turf & Industrial Equipment Co	240.56	IV45650	Stores Inventory	240.56	0.00	\$240.56
	XXXXX7689	03/14/2023	Turf Star Inc	428.17	7266185-00	Parts	428.17	0.00	\$1,353.48
				181.72	7266187-00	Parts	181.72	0.00	
				393.87	7267726-00	Parts	393.87	0.00	
				349.72	7267726-01	Parts	349.72	0.00	
	XXXXX7690	03/14/2023	United Parcel Service	203.75	00009666080 93	Shipper 966608 WE 2/18-3/4	203.75	0.00	\$203.75
	XXXXX7691	03/14/2023	United Rentals (North America), Inc.	1,642.33	165469049-055	PU Truck 2/16-3/16/23	1,642.33	0.00	\$4,947.73
				3,305.40	172295268-048	Dump Truck 2/13-3/13/23	3,305.40	0.00	
	XXXXX7692	03/14/2023	Valley Concrete	1,169.00	15-6672	Concrete Work 339	1,169.00	0.00	\$2,689.00

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
						Stowell			
				1,520.00	15-6673	Concrete Orleans & Moffet Pk	1,520.00	0.00	
	XXXXX7693	03/14/2023	Verizon Wireless	22,294.41	9928149753	270963598-00005 1/21-2/20	22,294.41	0.00	\$22,294.41
	XXXXX7694	03/14/2023	VWR International LLC	139.21	8812183895	Supplies	139.21	0.00	\$735.44
				32.54	8812216926	Supplies	32.54	0.00	
				231.08	8812220997	Supplies	231.08	0.00	
				115.54	8812220998	Supplies	115.54	0.00	
				45.29	8812225976	Supplies	45.29	0.00	
				171.78	8812235731	Supplies	171.78	0.00	
	XXXXX7695	03/14/2023	Weck Laboratories Inc	148.58	W3B2256	Lab Service	148.58	0.00	\$1,093.02
				944.44	W3C0557	Lab Service	944.44	0.00	
	XXXXX7696	03/14/2023	Wood Rodgers Inc	2,251.25	166364	Pavement Rehab Thru 1/31/23	2,251.25	0.00	\$2,251.25
	XXXXX7697	03/14/2023	Park Consulting Group, Inc.	12,950.00	COSUN2022 10	EnerGov Implementation	12,950.00	0.00	\$21,200.00
				8,250.00	COSUN2022 12	EnerGov Post GoLive Support	8,250.00	0.00	
	XXXXX7698	03/14/2023	Ferguson US Holdings Inc	124.68	0232241	Parts	124.68	0.00	\$124.68
	XXXXX7699	03/14/2023	Stommel Inc.	2,303.21	SI83586	Parts	2,303.21	0.00	\$6,652.83
				109.99	SI83620	Parts	109.99	0.00	
				1,123.33	SI83907	Parts	1,123.33	0.00	
				699.07	SI84015	Parts	699.07	0.00	
				2,417.23	SI84147		2,417.23	0.00	
	XXXXX7700	03/14/2023	Core & Main LP	177.33	R932479	Parts	177.33	0.00	\$19,006.19
				4,319.17	S149611	Parts	4,319.17	0.00	
				3,201.30	S157718	Parts	3,201.30	0.00	
				4,413.99	S366922	Parts	4,413.99	0.00	
				2,802.20	S379609	Parts	2,802.20	0.00	
				2,046.10	S400058	Parts	2,046.10	0.00	
				2,046.10	S422218	Parts	2,046.10	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7702	03/14/2023	Baker & Taylor, LLC	90.52	2037219742	Books	90.52	0.00	\$15,787.26
				16.68	2037240819	Books	16.68	0.00	
				106.88	2037248960	Books	106.88	0.00	
				83.37	5018079854	Books	83.37	0.00	
				35.25	5018079856	Books	35.25	0.00	
				19.22	5018084982	Books	19.22	0.00	
				20.52	5018084984	Books	20.52	0.00	
				25.62	5018084986	Books	25.62	0.00	
				331.94	5018090936	Books	331.94	0.00	
				1,933.63	5018095694	Books	1,933.63	0.00	
				1,868.47	5018095698	Books	1,868.47	0.00	
				290.50	5018095828	Books	290.50	0.00	
				17.95	5018100076	Books	17.95	0.00	
				895.69	5018117142	Books	895.69	0.00	
				16.68	5018117628	Books	16.68	0.00	
				36.21	5018117630	Books	36.21	0.00	
				32.06	5018117632	Books	32.06	0.00	
				22.43	5018117634	Books	22.43	0.00	
				75.60	5018117636	Books	75.60	0.00	
				11.54	5018117638	Books	11.54	0.00	
				173.40	5018117752	Books	173.40	0.00	
				10.39	5018121560	Books	10.39	0.00	
				684.96	5018126664	Books	684.96	0.00	
				7.05	5018132829	Books	7.05	0.00	
				21.15	5018132831	Books	21.15	0.00	
				24.54	5018132833	Books	24.54	0.00	
				24.54	5018132835	Books	24.54	0.00	
				6.40	5018132837	Books	6.40	0.00	
				48.71	5018134355	Books	48.71	0.00	
				241.31	5018135818	Books	241.31	0.00	
				2,051.12	5018137380	Books	2,051.12	0.00	
				2,096.51	5018137395	Books	2,096.51	0.00	
				1,360.11	5018137575	Books	1,360.11	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				739.32	5018137681	Books	739.32	0.00	
				1,231.50	5018138489	Books	1,231.50	0.00	
				281.63	5018138491	Books	281.63	0.00	
				398.93	5018142886	Books	398.93	0.00	
				143.74	5018158524	Books	143.74	0.00	
				66.56	5018158526	Books	66.56	0.00	
				41.68	5018165461	Books	41.68	0.00	
				30.14	5018165463	Books	30.14	0.00	
				7.05	5018165465	Books	7.05	0.00	
				43.60	5018190357	Books	43.60	0.00	
				74.09	5018190359	Books	74.09	0.00	
				48.07	5018190361	Books	48.07	0.00	
	XXXXX7703	03/14/2023	Grainger	748.26	7108574950	Supplies	748.26	0.00	\$748.26
	XXXXX7704	03/14/2023	Valley Oil Co	34,267.89	149126	Stores Inventory	34,267.89	0.00	\$34,267.89
	XXXXX7705	03/14/2023	QOVO Solutions Inc	145.00	26-5650	Library Surveillance Mar 2023	145.00	0.00	\$145.00
	XXXXX7706	03/14/2023	Vivax-Metrotech Corporation	751.48	SOI0015701	Equipment Svc	751.48	0.00	\$919.04
				167.56	SOI0015715	Equipment Svc	167.56	0.00	
	XXXXX7707	03/14/2023	United Way of the Bay Area	45.00	PR202310	PR202310 Contributions	45.00	0.00	\$45.00
	XXXXX7708	03/14/2023	Peterson Trucks Inc	359.64	340479S	Parts	359.64	0.00	\$359.64
	XXXXX7709	03/14/2023	Home Depot USA Inc d/b/a The Home Depot Pro	38.11	734499387	Supplies	38.11	0.00	\$38.11
	XXXXX7710	03/14/2023	Comcast Holdings Corporation	1,298.20	Feb-March	Cable Service DPS	1,298.20	0.00	\$1,298.20
	XXXXX7711	03/14/2023	Hero Design LLC	17,382.00	1259	Interactive light wall fixture	17,382.00	0.00	\$17,382.00
	XXXXX7712	03/14/2023	Ferguson US Holdings Inc	2,287.54	0232178	Parts	2,287.54	0.00	\$4,709.79
				2,422.25	0232178-1	Parts	2,422.25	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7713	03/14/2023	Yen Nguyen	500.00	001	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7714	03/14/2023	Kristen Calderon	500.00	1	Great Box Cover-up	500.00	0.00	\$500.00
	XXXXX7715	03/14/2023	The Goodyear Tire & Rubber Co	845.96	184-1098434	Labor	845.96	0.00	\$845.96
	XXXXX7716	03/14/2023	Mallory Safety & Supply LLC	47.80	5572240	Stores Inventory	47.80	0.00	\$47.80
	XXXXX7717	03/14/2023	Mark Thomas & Company, Inc.	19,185.13	46462	Stevens Ck Trail Thru 1/29/23	19,185.13	0.00	\$19,185.13
	XXXXX7718	03/14/2023	MSI Fuel Management, Inc.	875.00	5612	UST Inspection March 2023	875.00	0.00	\$875.00
	XXXXX7719	03/14/2023	Municipal Maintenance Equipment Inc	677.35	005728	Parts	677.35	0.00	\$987.92
				310.57	005879	Parts	310.57	0.00	
	XXXXX7720	03/14/2023	National Construction Rentals Inc	277.30	6879884	301 Carl Rd 2/4/23-3/3/23	277.30	0.00	\$554.60
				277.30	6913489	301 Carl Rd 3/4/23-3/31/23	277.30	0.00	
	XXXXX7721	03/14/2023	NI Government Services Inc	352.32	23022908852	Feb 2023	352.32	0.00	\$352.32
	XXXXX7722	03/14/2023	ODP Business Solutions, LLC (f/k/a Office Depot Business Solutions, LLC)	28.86	30102049000 1	Reiko Yoshidome 3/7/2023	28.86	0.00	\$550.67
				272.55	30155598300 1	Reiko Yoshidome 3/6/2023	272.55	0.00	
				24.64	30155598600 1	Reiko Yoshidome 3/6/2023	24.64	0.00	
				224.62	30192017800 1	Jaime Hernandez 3/7/2023	224.62	0.00	
	XXXXX7723	03/14/2023	Pacific Gas & Electric Co	1,543.74	0069706286-7 0223	725 Kifer Rd/SCS Property	1,543.74	0.00	\$38,933.27
				5,033.78	0395847945-7 0223	121 W Evelyn Ave-Multimodal	5,033.78	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				32,342.82	3272592818-1 0123	Parks & Fields	32,342.82	0.00	
				12.93	8980516791-6 0223	N/S El Camino&E Remington	12.93	0.00	
	XXXXX7724	03/14/2023	Pape Machinery	178.15	14218631	Filters & Filter Elements	178.15	0.00	\$178.15
	XXXXX7726	03/14/2023	PlaceWorks Inc	1,823.26	81327	Housing Dvpt Objective Feb 23	1,823.26	0.00	\$1,823.26
	XXXXX7727	03/14/2023	Questica Inc	843.75	INV114349	Custom Reports Modifications	843.75	0.00	\$843.75
	XXXXX7728	03/14/2023	Stearns, Conrad and Schmidt Consulting Engineers Inc	2,036.50	0460293	LF February 2023	2,036.50	0.00	\$2,036.50
	XXXXX7729	03/14/2023	Susan Gardner	405.00	23-047	PMP Exam reimbursement	405.00	0.00	\$405.00
	XXXXX7730	03/14/2023	Roman Alekseenkov	35.00	CW11018	Refund duplicate alarm permit fees	35.00	0.00	\$35.00
	XXXXX7731	03/14/2023	Ranger Pipelines Inc	3,759.68	208627-72878	Refund: X Hydnt	3,759.68	0.00	\$3,759.68
	XXXXX7732	03/14/2023	Accuray	2,205.11	79423-69826	Refund: 1320 Chesapeake Ter B	2,205.11	0.00	\$2,205.11
	XXXXX7733	03/14/2023	Lisa Crawford	218.58	209183-21958	Refund: 1349 La Bella Av	218.58	0.00	\$218.58
	XXXXX7734	03/14/2023	3SI Security Systems, Inc.	27.28	INV1078348	Device Replacement	27.28	0.00	\$27.28
	XXXXX7735	03/14/2023	Affordable Turf & Specialty Tire	175.74	4070377	Tire	175.74	0.00	\$175.74
	XXXXX7736	03/14/2023	Airgas, Inc.	596.27	9994816751	Cylinder Rental	596.27	0.00	\$1,194.42
				598.15	9995542157	Cylinder Rental	598.15	0.00	
	XXXXX7737	03/14/2023	Alhambra	51.56	19768402 020123 HR	Water	51.56	0.00	\$550.80
				120.89	19768402 030123 DPS	Water	120.89	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
					FIRE				
				2.99	19768402 030123 DPW SOC	Water	2.99	0.00	
				63.54	19768402 030123 HR	Water	63.54	0.00	
				311.82	19768402 030123 WPCP/ESD	Water	311.82	0.00	
	XXXXX7738	03/14/2023	Alta Planning + Design Inc	152,968.44	00-2022-207- 6	Sunnyvale SNAIL Improv	152,968.44	0.00	\$152,968.44
	XXXXX7739	03/14/2023	Amazon Capital Services Inc	21.80	14FL-9LVJ- 1CHK	Allan Bruce	21.80	0.00	\$1,222.35
				54.56	19PV-1Q9Q- J96G	Terri Furton	54.56	0.00	
				30.66	1CRQ-6MKK- 6JDV	Betty King	30.66	0.00	
				54.87	1DNC- H4WG-LGGV	Betty King	54.87	0.00	
				18.17	1JLH-Q7YG- 331X	Allan Bruce	18.17	0.00	
				272.65	1KGR-NLYH- 9WWQ	Reiko Yoshidome	272.65	0.00	
				49.00	1LC7-Y94D- J3PV	Terri Furton	49.00	0.00	
				244.09	1LFM-RN97- JQCF	Michelle Chuck	244.09	0.00	
				366.55	1LQ4-VXL4- 6DLH	Reiko Yoshidome	366.55	0.00	
				87.20	1TCR-QXDC- 49TR	Madeline Khair	87.20	0.00	
				22.80	1YCP-9G6R- J9X4	Rafael Bayani	22.80	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7740	03/14/2023	American Red Cross	42.00	22549194	Lifeguarding-BL	42.00	0.00	\$42.00
	XXXXX7741	03/14/2023	Ascent Environmental	2,779.02	20220056.02-1	Arques EIR	2,779.02	0.00	\$2,779.02
	XXXXX7742	03/14/2023	AT&T	206.71	000017446621	BAN:9391081022	206.71	0.00	\$1,913.68
				24.25	000017557695	BAN:9391081022	24.25	0.00	
				23.83	000017704672	BAN:9391081022	23.83	0.00	
				442.92	000018970546	BAN:9391081884	442.92	0.00	
				28.72	000019444791	BAN:9391081022	28.72	0.00	
				1,187.25	000019552245	BAN:9391081629	1,187.25	0.00	
	XXXXX7743	03/14/2023	Bellecci & Assoc Inc	1,491.50	0000003	Sunnyvale Water Line 2019	1,491.50	0.00	\$1,491.50
	XXXXX7744	03/14/2023	BSI Services and Solutions (West) Inc	701.25	82263	Safety and Loss Control - EHS Support	701.25	0.00	\$701.25
	XXXXX7745	03/14/2023	Calcon Systems Inc	1,535.53	53077	Leachate pH Calibrations	1,535.53	0.00	\$1,535.53
	XXXXX7746	03/14/2023	California Department of Justice	704.00	610265	Fingerprinting Sep 22	704.00	0.00	\$3,606.00
				736.00	616826	Fingerprinting Oct 22	736.00	0.00	
				1,150.00	626574	DOJ Dec 22	1,150.00	0.00	
				1,016.00	639229	DOJ Feb 23	1,016.00	0.00	
	XXXXX7747	03/14/2023	California Sports Center	4,136.00	CSC0323FBC	Gymnastics Jan/Feb	4,136.00	0.00	\$4,136.00
	XXXXX7748	03/14/2023	Canon Financial Services, Inc.	346.35	29829801	Monthly Lease Payment.	346.35	0.00	\$346.35
	XXXXX7749	03/14/2023	Carl Warren & Company	8,788.00	CWC-2029884	February 2023	8,788.00	0.00	\$8,788.00

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7750	03/14/2023	Central Labor Council Partnership	49,340.82	68	#001.201.23 Feb2023_68	49,340.82	0.00	\$49,340.82
	XXXXX7751	03/14/2023	CentralSquare Technologies, LLC	104,186.25	377292	NaviLine 06/1/23-05/31/24	104,186.25	0.00	\$104,186.25
	XXXXX7752	03/14/2023	Chang Tai Do Karate & Fitness	6,628.64	CTD2023JF	Karate Jan/Feb	6,628.64	0.00	\$6,628.64
	XXXXX7753	03/14/2023	CoreLogic Solutions LLC	49.50	30644981	Doc Image	49.50	0.00	\$49.50
	XXXXX7754	03/14/2023	CSW/Stuber-Stroeh Engineering Group Inc	35,860.00	2302016	Maude & San Aleso Water Line Replacement	35,860.00	0.00	\$35,860.00
	XXXXX7755	03/14/2023	Dell Marketing LP	3,879.93	10653081823	Interactive Touch Monitor	3,879.93	0.00	\$5,173.10
				1,293.17	10653706257	OptiPlex 7000 Micro	1,293.17	0.00	
	XXXXX7756	03/14/2023	Earth Share of California	58.50	PR202310	PR202310	58.50	0.00	\$58.50
	XXXXX7757	03/14/2023	Empire Safety & Supply	49.01	0118968-IN	Respirator Mask	49.01	0.00	\$163.36
				114.35	0119063-IN	Respirator Mask	114.35	0.00	
	XXXXX7758	03/14/2023	Environmental Resource Assoc	1,375.78	33783	Water Analysis	1,375.78	0.00	\$1,375.78
	XXXXX7759	03/14/2023	Ferguson US Holdings Inc	264.52	1774622	Parts	264.52	0.00	\$264.52
	XXXXX7760	03/14/2023	Fisher Scientific Co LLC	1,727.19	0879516	Chemicals	1,727.19	0.00	\$1,727.19
	XXXXX7761	03/14/2023	Getinge USA Sales LLC	7,376.88	6992106382	Sterilizer quarterly maint	7,376.88	0.00	\$7,376.88
	XXXXX7762	03/14/2023	Golden Gate Mechanical, Inc.	3,893.86	34693	Repairs	3,893.86	0.00	\$5,084.20
				795.34	34712	Repair	795.34	0.00	
				395.00	34724	Repairs	395.00	0.00	
	XXXXX7763	03/14/2023	Hybrid Commercial Printing, Inc.	376.48	27622	Note Card	376.48	0.00	\$971.21
				594.73	27626	Business Card set ups	594.73	0.00	
	XXXXX7764	03/14/2023	Imperial Maintenance	73,105.04	57	Janitorial Service Feb	73,105.04	0.00	\$73,105.04

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			Services Inc			23			
	XXXXX7765	03/14/2023	Inhouse Commercial Recyclers LLC	840.00	2212S327R	Dec 22 Lib Book Recycling	840.00	0.00	\$1,595.00
				755.00	2302S350S9	Lib Book Recycling Feb 23	755.00	0.00	
	XXXXX7766	03/14/2023	Intex Auto Parts	-18.55	2-15448-11	Inv# 2-11353-20 Returns	-18.55	0.00	\$987.45
				-271.72	2-20275-14	Inv#2-19868-12, 2-19948-12	-271.72	0.00	
				105.39	2-34557-10	Parts	105.39	0.00	
				40.38	2-36227-15	Parts	40.38	0.00	
				61.87	2-36963-14	Parts	61.87	0.00	
				65.99	2-36965-13	Parts	65.99	0.00	
				16.37	2-38586-16	Parts	16.37	0.00	
				17.46	2-39-76-14	Parts	17.46	0.00	
				13.25	2-39178-13	Parts	13.25	0.00	
				1,078.08	2-41508-18	Parts	1,078.08	0.00	
				-65.41	2-59691-16	Returns on Inv#2-59312-13	-65.41	0.00	
				-21.83	2-9308-17	Return Inv# 2-92420-10	-21.83	0.00	
				-33.83	2-94227-18	Returns Inv# 2-54513-13, 2-93738-14	-33.83	0.00	
	XXXXX7767	03/14/2023	Jacobs Project Management Co.	121,232.68	R5W72001-035	Const. Mgmt Serv.	121,232.68	0.00	\$121,232.68
	XXXXX7768	03/14/2023	Keenan & Associates	37,867.41	285049	Workers Comp Inst 3 of 12	37,867.41	0.00	\$37,867.41
	XXXXX7769	03/14/2023	Silicon Valley Crane	5,027.00	PRI000005788	PRV Repl 1773 Wright Ave	5,027.00	0.00	\$5,027.00
	XXXXX7770	03/14/2023	L N Curtis & Sons Inc	3,446.99	INV680502	Supplies	3,446.99	0.00	\$3,446.99
	XXXXX7771	03/14/2023	Lozano Sunnyvale	700.00	37	Jan 2023	700.00	0.00	\$1,350.00

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
			Car Wash	650.00	38	Feb 2023	650.00	0.00	
	XXXXX7772	03/16/2023	ODP Business Solutions, LLC (f/k/a Office Depot Business Solutions, LLC)	244.30	25701165	ID 35702910 Stores Inventory	244.30	0.00	\$244.30
	XXXXX7773	03/16/2023	Susan Robertson	2,500.00	3912-portion	Home Owner Emerg Grant	2,500.00	0.00	\$2,500.00
	XXXXX7774	03/16/2023	Rite Aid Pharmacy	1,597.98	95798-112122-1	Oct 22 Employee Flu Shots	1,597.98	0.00	\$1,597.98
	XXXXX7775	03/16/2023	Justin Wang	37.00	11-2022-Wang	Nov. 2022 candidate dep.refund	37.00	0.00	\$37.00
	XXXXX7776	03/16/2023	Satyam Davé	62.00	11-2022-Davé	Nov. 2022 candidate dep.refund	62.00	0.00	\$62.00
	XXXXX7777	03/16/2023	Richard Mehlinger	62.00	11-2022-Mehlinger	Nov. 2022 candidate dep.refund	62.00	0.00	\$62.00
	XXXXX7778	03/16/2023	Amazon Capital Services Inc	64.11	116W-49NP-3YYL	Nan Choi	64.11	0.00	\$3,083.40
				8.17	13MD-4Q11-3F9R	Nan Choi	8.17	0.00	
				618.33	16W3-P14G-HFKX	Annie Luc	618.33	0.00	
				6.89	1916-KN7V-4P6R	Nan Choi	6.89	0.00	
				359.89	199G-J3CH-JYNY	Joseph LaBrash	359.89	0.00	
				52.64	19FV-F9FV-4TVC	Jaime Hernandez	52.64	0.00	
				792.49	19JL-H46V-3TQ1	Rafael Bayani	792.49	0.00	
				110.58	19W3-DGPC-9Y11	Rafael Bayani	110.58	0.00	
				28.47	1HJ7-CNXM-6KRN	Rebecca Montalvo	28.47	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				76.38	1JPN-YFRG-H4QY	Glenda Moncada	76.38	0.00	
				106.91	1L7N-MWH6-46WG	Nan Choi	106.91	0.00	
				87.85	1LYN-PHWM-17JN	Julie Callaghan	87.85	0.00	
				14.18	1MWY-9CJC-3CYL	Sonia Bokla	14.18	0.00	
				216.90	1NLF-YNGL-3GWT	Terri Furton	216.90	0.00	
				17.44	1P9Q-4JCY-4TDM	Jaime Hernandez	17.44	0.00	
				86.60	1TV1-97JM-96LR	Jaime Hernandez	86.60	0.00	
				33.42	1WJM-33VQ-6J49	Rafael Bayani	33.42	0.00	
				214.32	1X7V-HPTH-61QP	Terri Furton	214.32	0.00	
				113.52	1Y4H-JTRT-4VRW	Rebecca Elizondo	113.52	0.00	
				74.31	1YTF-V74R-9RNV	Dustin Clark	74.31	0.00	
	XXXXX7779	03/16/2023	Ascent Environmental	15,898.30	20220117.01 - 2	Intuitive North Site Modification Checklist	15,898.30	0.00	\$15,898.30
	XXXXX7780	03/16/2023	AT&T	738.02	000019612370	BAN:9391069217	738.02	0.00	\$738.02
	XXXXX7781	03/16/2023	Callander Associates Landscape Architecture	13,985.23	21057-15	Plaza del Sol Ph II Improv.	13,985.23	0.00	\$13,985.23
	XXXXX7782	03/16/2023	Caltest Analytical Laboratory	294.50	705678	Chemical Analysis	294.50	0.00	\$294.50
	XXXXX7783	03/16/2023	Carollo Engineers	42,599.19	FB30709	Nov 22 WPCP Plant	42,599.19	0.00	\$191,590.08

Payment Type	Payment #	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				47,930.00	FB31016	CW Program Existing Plant Rehab	47,930.00	0.00	
				44,317.98	FB31858	Dec 22 WPCP plant	44,317.98	0.00	
				20,618.75	FB32259	CW Prog Exist Plant Rehab	20,618.75	0.00	
				36,124.16	FB32671	Jan 23 WPCP Plant	36,124.16	0.00	
	XXXXX7784	03/16/2023	Century Graphics	297.25	57737	Apparel	297.25	0.00	\$1,370.94
				949.42	57738	Apparel	949.42	0.00	
				124.27	58005	Logo	124.27	0.00	
	XXXXX7785	03/16/2023	Cintas Loc #38K	6.97	4142530907	Uniform Stores	6.97	0.00	\$2,576.21
				6.97	4143258526	Uniform Stores	6.97	0.00	
				6.97	4143941251	Uniform Stores	6.97	0.00	
				6.97	4144656598	Uniform Stores	6.97	0.00	
				22.95	4145353680	Uniforms	22.95	0.00	
				146.61	4145353849	Uniform	146.61	0.00	
				172.35	4145353873	Uniforms	172.35	0.00	
				288.54	4145354228	Uniforms	288.54	0.00	
				6.97	4145354791	Uniform	6.97	0.00	
				22.95	4146046007	Uniforms	22.95	0.00	
				146.61	4146046039	Uniforms	146.61	0.00	
				172.35	4146046119	Uniforms	172.35	0.00	
				288.09	4146046374	Uniforms	288.09	0.00	
				6.97	4146046878	Uniform	6.97	0.00	
				22.95	4146752535	Uniforms	22.95	0.00	
				146.61	4146752591	Uniforms	146.61	0.00	
				172.35	4146752640	Uniforms	172.35	0.00	
				288.09	4146752934	Uniforms	288.09	0.00	
				6.97	4146753460	Uniform	6.97	0.00	
				22.95	4147450696	Uniforms	22.95	0.00	
				146.61	4147450711	Uniforms	146.61	0.00	
				172.35	4147450798	Uniforms	172.35	0.00	
				288.09	4147451085	Uniforms	288.09	0.00	
				6.97	4147451699	Uniform	6.97	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7786	03/16/2023	City of Santa Clara	657.02	ill03062023	Acct# 00017353-01	657.02	0.00	\$657.02
	XXXXX7787	03/16/2023	CSG Consultants Inc	130.00	49613	Civic Ctr Fire Protection Plan Review	130.00	0.00	\$130.00
	XXXXX7788	03/16/2023	Dahlin Group	3,150.00	2302-052	Prof services	3,150.00	0.00	\$3,150.00
	XXXXX7789	03/16/2023	ArtCircle Studio	500.00	ACS-230255	Great Box Cover-Up Phase 2	500.00	0.00	\$500.00
	XXXXX7790	03/16/2023	Ennis-Flint Inc	5,466.66	272651	Thermoplastic	5,466.66	0.00	\$5,466.66
	XXXXX7791	03/16/2023	EOA Inc	9,294.46	SU58-1222	WPCP Consulting Serv.	9,294.46	0.00	\$19,263.16
				9,968.70	SUN002-1222	WPCP Consulting Serv.	9,968.70	0.00	
	XXXXX7792	03/16/2023	Esbro	4,718.15	97797	Chemicals	4,718.15	0.00	\$4,718.15
	XXXXX7793	03/16/2023	Evoqua Water Technologies LLC	602.43	905726680	Parts	602.43	0.00	\$602.43
	XXXXX7794	03/16/2023	Gardenland Power Equipment	590.18	983270	Parts	590.18	0.00	\$1,045.58
				455.40	986572	Parts	455.40	0.00	
	XXXXX7795	03/16/2023	Kidz Love Soccer	4,177.92	KLS2023JF	Soccer Classes 1/21-2/25/23	4,177.92	0.00	\$4,177.92
	XXXXX7796	03/16/2023	L N Curtis & Sons Inc	303.26	INV684464	Supplies	303.26	0.00	\$303.26
	XXXXX7797	03/16/2023	League of California Cities	500.00	INV-02481	Sts & Rds Needs Assessment	500.00	0.00	\$500.00
	XXXXX7798	03/16/2023	MM Communications	2,004.50	INV-1507	Svc at 725 Kifer	2,004.50	0.00	\$2,004.50
	XXXXX7799	03/16/2023	MNS Engineers	9,135.00	82280	Sanitary Sewer Main Jan 2023	9,135.00	0.00	\$9,135.00
	XXXXX7800	03/16/2023	Mythics Inc	433.58	198362	Oracle Pass & IaaS Feb 2023	433.58	0.00	\$433.58

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7801	03/16/2023	National Construction Rentals Inc	160.91	6879885	Borregas & Carl 2/4/23-3/3/23	160.91	0.00	\$321.82
				160.91	6913490	Borregas & Carl 3/4-31/23	160.91	0.00	
	XXXXX7802	03/16/2023	NI Government Services Inc	82.17	23012908851	Jan 23 CrMemo 23022908851	82.17	0.00	\$82.17
	XXXXX7803	03/16/2023	ODP Business Solutions, LLC (f/k/a Office Depot Business Solutions, LLC)	164.08	30001746000 1	Lisa Mason 3/14/2023	164.08	0.00	\$638.63
				82.67	30303309200 1	Glenda Moncada 3/13/2023	82.67	0.00	
				391.88	30336068600 1	Rebecca Montalvo 3/13/2023	391.88	0.00	
	XXXXX7804	03/16/2023	P&R Paper Supply Co., Inc.	6,283.07	60093265-00	Stores Inventory	6,283.07	0.00	\$6,283.07
	XXXXX7805	03/16/2023	Pacific Gas & Electric Co	87.33	9129031168-6 0223	1382 Kifer Rd/Kifer Lift Station	87.33	0.00	\$87.33
	XXXXX7806	03/16/2023	Psomas	146,896.65	191906	WPCP 11/25-12/29/22	146,896.65	0.00	\$335,387.25
				188,490.60	193348	WPCP 12/30/22-2/2/23	188,490.60	0.00	
	XXXXX7807	03/16/2023	Security Contractor Services Inc	423.83	767684A-IN	Columbia Pool Materials	423.83	0.00	\$423.83
	XXXXX7808	03/16/2023	Shums Coda Assoc	41,253.75	8300	Plan Review Svc Feb 2023	41,253.75	0.00	\$53,932.50
				12,678.75	8301	Inspection Svc Feb 2022	12,678.75	0.00	
	XXXXX7809	03/16/2023	South Bay Regional Public Safety	177.00	149728 INV	S Contreras 12/12-16/2022	177.00	0.00	\$177.00
	XXXXX7810	03/16/2023	Staples Inc	24.87	3530655418	Bill 8069275595 P Luckey	24.87	0.00	\$331.88
				80.74	3533053347	Bill 8069597047 T Nguyen	80.74	0.00	
				23.99	3533053349	Bill 8069597047 T	23.99	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
						Nguyen			
				2.48	3533053350	Bill 8069597047 T Nguyen	2.48	0.00	
				106.40	3533053352	Bill 8069597047 Terri Furton	106.40	0.00	
				93.40	8069597047	Bill 8069597047 T Nguyen	93.40	0.00	
	XXXXX7811	03/16/2023	Studio Em Graphic Design	163.69	18788	BANG Ads Design	163.69	0.00	\$163.69
	XXXXX7812	03/16/2023	Sunnyvale Community Services	30,432.14	CBDO 2022/23-7	Ag#2023-829560 Jan 2023	30,432.14	0.00	\$30,432.14
	XXXXX7813	03/16/2023	Synagro-WWT Inc	18,301.51	36874	Dec 2022	18,301.51	0.00	\$487,073.27
				468,771.76	36875	Jan 2023	468,771.76	0.00	
	XXXXX7814	03/16/2023	Tennyson Electric Inc	54,911.25	StLghtsCondu itRplcmnt#03	ST-21-04	54,911.25	0.00	\$54,911.25
	XXXXX7815	03/16/2023	Home Depot USA Inc d/b/a The Home Depot Pro	261.64	735375784	Supplies	261.64	0.00	\$261.64
	XXXXX7816	03/16/2023	Thomas Plumbing Inc	375.00	10248	Plumbing Svc	375.00	0.00	\$375.00
	XXXXX7817	03/16/2023	Western States Tool & Supply Corporation	104.76	226614	Stores Inventory	104.76	0.00	\$104.76
	XXXXX7818	03/16/2023	Winsupply of Silicon Valley	132.84	041143 01	Supplies	132.84	0.00	\$521.37
				388.53	041462 01	Supplies	388.53	0.00	
	XXXXX7819	03/16/2023	Hensel Phelps Construction Co	2,057,700.00	CivicCenter#26	PR-19-06	2,057,700.00	0.00	\$2,057,700.00
	XXXXX7820	03/16/2023	First Foundation Bank	108,300.00	CivicCenter#26	PR-19-06	108,300.00	0.00	\$108,300.00
	XXXXX7821	03/16/2023	HomeFirst Services of Santa Clara County	27,084.50	HF-Jan23-5035	Sunnyvale Outreach and Shelter	27,084.50	0.00	\$27,084.50
	XXXXX7822	03/16/2023	Net Transcripts Inc	72.27	NT10094	Transcriptions	72.27	0.00	\$889.14
				124.83	NT10556	Transcriptions	124.83	0.00	
				98.55	NT11034	Transcriptions	98.55	0.00	

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
				593.49	NT12178	Transcriptions	593.49	0.00	
	XXXXX7823	03/16/2023	Banksia Landscape Inc	1,066.95	15811	Landscape Maint. Jan 23	1,066.95	0.00	\$1,066.95
	XXXXX7824	03/16/2023	Creative Security Company Inc	988.00	75746	Security Services Jan 23	988.00	0.00	\$1,976.00
				988.00	76303	Security Services Feb 23	988.00	0.00	
	XXXXX7825	03/16/2023	Emergency Vehicle Specialists Inc	60,677.78	14716	Emerg Vehicle Outfitting	60,677.78	0.00	\$72,826.55
				12,148.77	14745	Parts	12,148.77	0.00	
	XXXXX7826	03/16/2023	Youth Evolution Activities	2,811.60	YEB2022ND	Youth Basketball 11/5-12/10/22	2,811.60	0.00	\$2,811.60
	XXXXX7827	03/16/2023	TRC Solutions	33,752.40	91921	UST Replacement Thru Jan 23	33,752.40	0.00	\$33,752.40
	XXXXX7828	03/16/2023	Self Insured Services Company	47,557.42	12390	Mar 2023 life insurance and long term disability	47,557.42	0.00	\$47,557.42
	XXXXX7829	03/16/2023	Schaaf & Wheeler Consulting Civil	25,169.38	37262	On Call /DPW Eng Thru 2/28	25,169.38	0.00	\$25,169.38
	XXXXX7830	03/16/2023	Rincon Consultants, Inc.	12,914.25	45818	Play Book Update Jan 2023	12,914.25	0.00	\$12,914.25
	XXXXX7831	03/16/2023	United Language Group LLC	982.27	244813	Feb 2023	982.27	0.00	\$982.27
	XXXXX7832	03/16/2023	Elliot McDonald	2,835.00	EM2023JF	Volleyball. 1/9/23-2/27/23	2,835.00	0.00	\$2,835.00
	XXXXX7833	03/16/2023	Lubo USA LLC	772,376.50	0009563-IN	SSO System 30% Due	772,376.50	0.00	\$772,376.50
	XXXXX7834	03/16/2023	Katerina Tadenev	500.00	23-01	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7835	03/16/2023	Linda Nystrom	500.00	GBC1	Utility Box Public Art Proj Ph 2	500.00	0.00	\$500.00
	XXXXX7836	03/16/2023	Enoven Industries LLC	15,217.59	87194	Parts	15,217.59	0.00	\$15,217.59

Payment Type	Payment #.	Payment Date	Vendor Name	Amount Paid	Invoice No.	Description	Invoice Amount	Discount Taken	Payment Total
	XXXXX7837	03/16/2023	Music N Kids Inc	250.00	MPL12132022	3/11/2023 Performance	250.00	0.00	\$250.00
	XXXXX7838	03/16/2023	Pacific Coast Flag	499.86	29496	Stores Inventory	499.86	0.00	\$499.86
	XXXXX7839	03/16/2023	Facility Solutions Group Inc	86.43	5326992-00	Parts	86.43	0.00	\$86.43
WIRE	XXXXX1438	03/14/2023	Carl Warren & Company	49,867.38	3-13-2023 Replenishment	Liability Trust Fund Replenishment WR Date 3/13/2023	49,867.38	0.00	\$49,867.38
	XXXXX1536	03/16/2023	Bay Counties SMaRT	863,178.54	Bay Counties Jan 2023	Jan 2023 Invoice WR date 3/10/2023	863,178.54	0.00	\$863,178.54
	XXXXX1537	03/16/2023	Keenan & Associates	130,000.00	Special Funding - D Osborn	Workers Comp Wire Date 3/15/23	130,000.00	0.00	\$130,000.00
Grand Total				6,484,738.99			6,484,738.99	0.00	\$6,484,738.99



City of Sunnyvale

Agenda Item

23-0039

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Accept Pavement Management Technical Assistance Program Round 24 Grant Funds from the Metropolitan Transportation Commission to Complete a Citywide Pavement Condition Assessment to Qualify for Regional Discretionary Funds and Approve Budget Modification No. 14 in the amount of \$18,300

GRANT SUMMARY

On March 9, 2023, the Metropolitan Transportation Commission (MTC) approved the City to participate in the Pavement Management Technical Assistance Program (P-TAP), which is funded by Federal Surface Transportation Program grant funds. The City has been approved for \$73,000 in funding with a 20% local match requirement. (See Attachment 1 to this report.) Once the City's matching funds are received, MTC will direct their contractor to complete a pavement condition assessment of the City's road network. The 20% local match (\$18,300) of the project total of \$91,300 is proposed to be funded by the General Fund Budget Stabilization Fund Reserve.

BACKGROUND

The City manages approximately 260 centerline miles of street networks. The Pavement Condition Index (PCI) measures the pavement health of the road by analyzing factors such as pavement age, climate, traffic loads, and historical treatments. The City's current network average PCI is 76 as of December 31, 2022. This PCI rating places the City's street network condition in the "Very Good" ($70 < \text{PCI} \leq 100$) category. City staff conducts biennial PCI surveys of each street to maintain accurate data on street conditions and assist with selecting maintenance and rehabilitation pavement treatments such as slurry seal, chip seal, and reconstruction.

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing, and coordinating agency for the nine-county San Francisco Bay Area. MTC developed the StreetSaver Pavement Management Program (PMP) to help local agencies make sound decisions on planning, managing, and allocating budgets for roadway improvements. MTC's Pavement Management Technical Assistance Program (P-TAP) is a grant program that provides local agencies with funds and trained consultants to conduct PMS assessments and PMP certifications.

To be eligible to receive regional discretionary funds for pavement upkeep, and participate in MTC's technical assistance and funding program, cities and counties must have their PMP certified by MTC every two years. An active PMP certification is an ongoing requirement to participate in MTC's P-TAP program. A non-compliant PMP may result in loss of local, state, and federal funding sources. MTC's P-TAP funding provides critical assistance to help the City make cost-effective decisions for maintaining and rehabilitating roads and streets. The City completed similar PMS updates in 2017 (working with MTC consultant Adhara Systems, Inc.), 2013 (Nichols Consulting Engineers, CHTD), and 2008 (Nichols Consulting Engineers, CHTD) to remain eligible for MTC funding. MTC will

dedicate approximately \$1.5 million of federal money for P-TAP grants in the 2023-2024 fiscal year to help local agencies update and certify their PMPs.

Project Description

The Project includes updating the City's Pavement Management System (PMS) database in accordance with MTC StreetSaver Online Pavement Management Program (PMP). The City will work with MTC's consultant to complete a pavement management system update from May 2023 to April 2024. The Project includes reviewing the City's street inventory data, conducting PCI surveys, and analyzing maintenance and rehabilitation budget needs. The consultant's field surveys will replace the City's self-performed annual inspections and audit the City's overall road network. The Project will produce a report that utilizes the results of the field survey data to analyze and recommend budget options for the City's PMS. This report assesses the adequacy of the current budget. The report also identifies recommended budget scenarios that will improve the City's Maintenance and Rehabilitation strategies over the next five years. The Project will renew the City's PMP certification for two years, ensuring that the City remains eligible for future funding opportunities from MTC. The Project will provide useful information regarding the resources necessary to reach a PCI of 80, which is the City's current goal, or identify another PCI goal that would be more appropriate upon further consideration.

The Division of Street Operations in the Department of Public Works will manage the grant.

Granting Agency

The granting agency is Metropolitan Transportation Commission (MTC). The City applied to receive grant funding through MTC's P-TAP Round 24 call for projects to complete a pavement condition assessment of the City's street network. The City's Project was selected through a local competitive process, and a 20% local match is required.

EXISTING POLICY

Council Policy 7.1.5, Grants, Donations, Contributions and Sponsorship

The city manager may apply for grants of any dollar amount but shall notify the Council when grants are being pursued pursuant to Council Policy 7.1.1 (Fiscal - Long Range Goals and Financial Policies), B.4. (Grants and Intergovernmental Assistance). The city manager may accept and appropriate grant funds up to \$100,000 that do not require a local match or obligate the City to any ongoing expenses, through an administrative budget modification. Any grants of \$100,000 or more, or that require a local match or obligate the City to ongoing expenses, shall require Council approval of a budget modification before funds can be expended by staff. The budget modification shall include the use to which the grant will be placed; the objectives or goals of the City that will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant.

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by a motion adopted by affirmative votes of at least four members to authorize the transfer of unused balances appropriated for one purpose or another, or to appropriate available revenue included in the budget.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California

Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(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 Source

This project is funded from the Pavement Management Technical Assistance Program (P-TAP) Round 24 administered by the Metropolitan Transportation Commission.

Required Local Match

To secure the grant funds of \$73,000, the City is required to provide a local match of 20% of the total project cost of \$91,300. The City's local match of \$18,300 is proposed to be funded by the General Fund.

Increase Cost to City Upon Grant Termination

None.

Budget Modification No. 14 FY 2022/23

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Expenditures</u>			
New Project - MTC	\$0	\$18,300	\$18,300
Pavement Management			
Technical Assistance			
Program Matching Funds			
<u>Budget Stabilization Fund</u>	\$78,907,248	(\$18,300)	\$78,888,948
<u>Reserve</u>			

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 Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

RECOMMENDATION

Accept Pavement Management Technical Assistance Program Round 24 Grant Funds from the Metropolitan Transportation Commission to Complete a Citywide Pavement Condition Assessment to Qualify for Regional Discretionary Funds and Approve Budget Modification No. 14 in the amount of \$18,300.

Prepared by: Sean Smith, Street Operations Manager, Public Works
Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Chip Taylor, Director, Public Works
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. March 9, 2023 Letter regarding Pavement Management Technical Assistance Program (P-TAP) Round 24



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

March 9, 2023

Alfredo Pedroza, Chair
Napa County and Cities

Nick Josefowitz, Vice Chair
San Francisco Mayor's Appointee

Margaret Abe-Koga
Cities of Santa Clara County

Eddie Abn
San Francisco Bay Conservation
and Development Commission

David Canepa
San Mateo County

Cindy Chavez
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dina El-Taravansy
California State
Transportation Agency

Victoria Fleming
Sonoma County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Matt Maban
San Jose Mayor's Appointee

Nate Miley
Alameda County

Stephanie Moulton-Peters
Marin County and Cities

Sue Noack
Cities of Contra Costa County

Gina Papan
Cities of San Mateo County

David Rabbitt
Association of Bay Area Governments

Hillary Ronen
City and County of San Francisco

James P. Sperring
Solano County and Cities

Sheng Thao
Oakland Mayor's Appointee

Vacant
U.S. Department of Housing
and Urban Development

Andrew B. Fremier
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Brad Paul
Deputy Executive Director,
Local Government Services

Mr. Sean Smith
Street Operations Manager
City of Sunnyvale
221 Commercial Street
Sunnyvale, CA 945085

RE: Pavement Management Technical Assistance Program (P-TAP) Round 24

Dear Mr. Smith:

We are pleased to inform you that your project has been selected for P-TAP Round 24 assistance.

Project Type:	PMS
Consultant Assigned:	PEI
Total project cost:	\$91,300
Local Contribution to be sent to MTC:	\$18,300

MTC will enter into a contract directly with a consultant for the total project cost. We expect the contract to be ready in May when your project will officially begin. As soon as the contracts are finalized, the selected consultant will be contacting you to work out a detailed Work Scope, Schedule, and Budget (WSB). WSBs will be expected to clearly describe the scope of work, define the specific tasks required, time for completion, and budget.

MTC also requires payment for the local contribution amount shown above by **Monday, April 17, 2023**. Failure to submit the local contribution funds in a timely manner will disqualify your project and P-TAP funds for your project may be rescinded. Please make checks payable to MTC, include "P-TAP 24" in the comments line, and send a copy of the attached invoice with payment to:

Metropolitan Transportation Commission
Attn: Accounts Receivable
P.O. Box 45788
San Francisco, CA 94145-0788

Once the local funds are received by MTC, a "notice to proceed" will be issued to the consultant and work can commence. MTC will email you so that you can participate in a mandatory "kick-off" webinar for all P-TAP 24 recipients. The consultant will contact you to schedule an in-person "kick-off" meeting.

P-TAP Round 24
March 9, 2023
Page 2

MTC will pay the consultant directly after receiving project deliverables and upon your approval of those deliverables. Please note that additional costs above and beyond P-TAP funds may be added to the MTC contract with the condition that the difference is sent to MTC along with the local contribution. Also, please refer to MTC Resolution No. 4078, Revised for P-TAP Guidelines that include program goals, eligibility and project selection criteria. The resolution will be emailed to you.

This project must be completed by April 30, 2024. It is important that you review the consultant's final report promptly so that the project can be closed out and invoiced by that date.

As part of PTAP Round 24, you will receive two years of subscription of StreetSaver®. Upon receipt of the local contribution, we will send you an acknowledgement of the subscription.

If you have any questions, please contact Sui Tan at 510-400-8428 or stan@bayareametro.gov.

Sincerely,



Section Director
Funding Policy and Programs

TR: ST
Attachment



City of Sunnyvale

Agenda Item

23-0168

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Approve the Downtown Sunnyvale Business Improvement District (BID) Annual Report for Fiscal Year 2022/23 and Adopt Resolution of Intention to Levy and Collect an Annual Assessment to Reauthorize the BID for Fiscal Year 2023/24

BACKGROUND

A BID is a funding tool that allows participating businesses to pool their resources to funds for specific activities in support of their business district. It must be authorized yearly by the City Council at the request of the BID Board (Board). Pursuant to Sunnyvale Municipal Code Section 3.60.050 (Establishment of benefit assessments), the formula for calculating the BID assessment amount is determined by the Board and enacted by the City. Business assessments are levied based on relative benefit from the activities to be funded. The City collects the assessment and forwards the collected funds to the BID, minus an administrative fee.

Downtown Sunnyvale BID

Approximately 220 businesses are located within the BID area, which is divided into three zones: Zone A, Zone B and Zone C. The current BID boundaries are Sunnyvale, Iowa, Mathilda and Evelyn Avenues (Attachment 1, Page 10).

The current Board members are:

Dr. Gary Gold, Dr. Gary Gold & Associates & Style Eyes Optique, Chair
Leigh Odum, Leigh's Favorite Books and Bookasaurus
Irene Murphy, Fibbar MaGee's
Amit Rajgarhia, Dish Dash
Katie Voong, K Tea Café
Salvatore Foresta, Sweet Sicily

The BID assessment allows BID businesses to collectively pay for marketing and special events which would not be possible on an individual basis. In addition to the annual events, BID funds are used to promote the downtown area by maintaining an active website and strong social media presence.

EXISTING POLICY

Sunnyvale Municipal Code Sections - Downtown Sunnyvale Business Improvement District
3.60.050. Establishment of benefit assessments.
3.60.060. Purpose of use of benefit assessments.
3.60.110. Annual budget process.
3.60.120. Decisions regarding expenditure of funds.

ENVIRONMENTAL REVIEW

This action is not a project within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it involves the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project which may result in a potentially significant impact of the environment.

DISCUSSION

The BID renewal process requires the Board to submit the BID's annual report for Fiscal Year 2022/23 and the proposed budget for Fiscal Year 2023/24. The Board is requesting that Council adopt a Resolution of Intention (ROI) (Attachment 2) to begin the BID renewal process for Fiscal Year 2023/24.

As of February 2023, the BID collected about \$36,000 in assessments for Fiscal Year 2022/23. Expenditures are approximately \$311,748 and revenues are approximately \$333,255. The proposed budget for Fiscal Year 2023/24 (Attachment 1, Page 8 and 9), as approved by Board, is \$259,000. This proposed budget includes \$40,000 from BID assessments; \$75,000 from special events, such as the Summer Music Series and possible sponsorships; and, \$144,000 from corporate grants, matching funds from the City and other miscellaneous revenues.

During Fiscal Year 2022/23, the BID produced events drawing visitors to Downtown Sunnyvale. Events included Summer Music Series, Magic of Sunnyvale Wine Stroll, Jazz & Beyond Series, and the Holiday Tree Lighting. The events attract visitors and provides about 30% of the BID's annual revenue. The BID promotes BID businesses on their website (SunnyvaleDowntown.com) through a business directory and event calendar. It also manages a Twitter and Facebook account (<https://www.facebook.com/sunnyvaledowntownassociation>) highlighting the different downtown businesses and events.

For the BID to be reauthorized for Fiscal Year 2023/24, Council must approve the BID's Annual Report and adopt the Resolution of Intention. Pursuant to Sunnyvale Municipal Code Section 3.60.110, the Resolution of Intention sets a public hearing for May 2, 2023 for the Council to consider oral and written protests received on or before that date regarding the levy and collection of the assessment and reauthorization of the BID for Fiscal Year 2023/24. Notice of the BID'S public hearing will be published in a local newspaper and mailed to all BID businesses.

FISCAL IMPACT

Staff time from the Department of Finance is provided at an estimated cost of \$4,500 annually for the administration of the assessment. Because these costs are reimbursed by the BID, there is no fiscal impact to the City for providing this service.

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 Public Library and in the Department of Public Safety Lobby. In addition, the agenda and report are available at Office of the City Clerk, and on the City's website.

RECOMMENDATION

Approve the Fiscal Year 2022/23 BID Annual Report, adopt the Resolution of Intention to Levy and Collect an Assessment and Reauthorize the Business Improvement District for Fiscal Year 2023/24,

and schedule the public hearing for May 2, 2023.

Prepared by: Maria Rodriguez, Administrative Analyst

Reviewed by: Connie Verceles, Deputy City Manager

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. BID Renewal Request
2. Resolution



February 16, 2023

TO: Mayor and City Councilmembers

City of Sunnyvale
456 W Olive Ave
Sunnyvale, CA 94086

From: Michael Johnson & The SDA/BID Board

Sunnyvale Downtown Association (SDA)

RE: Sunnyvale Downtown Association's 2023/2024 BID Renewal Request

To the Mayor and City Councilmembers of Sunnyvale,

First, I'd like to thank the City of Sunnyvale, the Mayor, and the City Council for your continued SDA BID support, and attendance of our events last season. The Sunnyvale Downtown Association is requesting the reauthorization of the Sunnyvale Downtown Business Improvement District for fiscal year 2023/2024. We look forward to another great year of exciting events for the community, our downtown businesses, and the City of Sunnyvale.

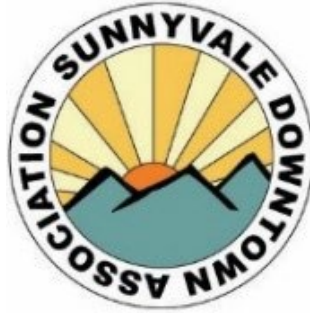
On February 2, 2023, the Board of Directors approved the 2023/24 BID Budget. Attached is a copy of the SDA's expense & revenue report for July 1, 2022, through June 30, 2023, actuals along with projections for the 2023/24 fiscal year.

If you have any questions please do not hesitate to contact me at michael@sunnyvaledowntown.com or (408) 480-5437. Thank you for your continued support.

Sincerely,

Michael Johnson

Executive Director of the SDA



BID Renewal Request for 2022/2023 - 2023/2024

What is a BID?

A BID (Business Improvement District, authorized by State of California law) provides funding for promoting and improving a specific area. All business license holders inside the said district are self-assessed with an annual fee based on anticipated benefits they receive from the BID.

The BID is reauthorized yearly by the City Council at the request of the businesses' Board of Directors. A BID is used by over 200 business areas in California, including Mountain View, Palo Alto, Santa Clara, Morgan Hill, and San Jose. The BID has legal requirements to be reauthorized. Specifically, the City Council must approve the Annual Budget and adopt a Resolution of Intent (ROI) to reauthorize the BID for another year. Once the ROI is adopted, a public hearing must be held during a Council meeting.

Each year after the city has reauthorized the BID; businesses receive an invoice from the city finance department for BID fees. The city collects the fees annually, and businesses are invoiced at the beginning of June for the next fiscal year. Once received, funds can only be used for projects within the BID boundaries. The BID maintains complete control of all BID funds collected.

The formula for defining our BID assessment amount is as follows: the Sunnyvale Downtown Association (SDA) Board considers the businesses' type, size, and location. Then, it selects the most equitable formula for every business. Typically, BID assessments are included as a separate charge from the business license tax and are billed to every business within the BID boundaries.

Assessments are levied on businesses based on relative benefits from annual activities. All assessment funds collected by the City are returned to the BID through annual contract agreements. The city does collect a fee for administrative costs associated with this service. The price is reviewed and adjusted annually as needed.

By state law, we use the BID funds to support community business activities, promote public events, decorate public places, and provide entertainment within the BID. In addition, BID funds include advertising, marketing materials, digital guides, operational expenditures, websites, e-letters, street/holiday lighting, and events.

Our BID fees are a self-imposed tax on the downtown businesses, outside of paying their standard fees, taxes, and license fees associated with owning and operating a business in our downtown district.

The Mission of the Sunnyvale Downtown Association (SDA)

SDA is a non-profit membership-based organization whose mission is to promote, advocate and enhance the vitality of downtown Sunnyvale. The SDA is funded by BID fees, city grants, sponsorships, and revenue-producing events.

The current SDA Board of Directors includes Chair – Dr. Gary Gold of Dr. Gary Gold & Associates, Secretary – Leigh Odum of Leigh's Favorite Books, Treasurer - Amit Rajgarhia of Dish Dash, and Members At Large – Irene Murphy of Fibbar Magee's, Katie Voong of Mayan Kitchen/K'Tea Cafe, and Salvatore Foresta of Sweet Sicily.

The SDA also serves as the voice of downtown Sunnyvale by:

- Advocating for policies, programs, and events that support the economic growth of the downtown.
- Acting as the downtown marketing arm, voice, and ambassador for the City of Sunnyvale.
- Producing attractive events for the community.
- Promoting downtown as a premier venue for other groups to produce events.
- Working with other community-based organizations that share downtown Sunnyvale's growth and continued vitality.

Budget

2022/23 BID fees collected from the businesses totaled \$41,000 (approximately 15.2% of our Income), and the City of Sunnyvale's contribution with community grants of \$47,500 (18.3% of our Income) acts as SDA foundational funding. The rest of SDA revenue comes from a combination of developer support, corporate sponsorships, sales/concessions, and event participant fees.

However, as always stated, we can't guarantee that we will have this same level of developers, community sponsors, and corporate sponsorship support in any given year. So, we rely on all support channels to ensure fiscal accountability.

On January 27, 2023, the SDA Board of Directors unanimously approved the BID 2023/2024 budget via email.

Below we have included a brief overview of some significant expense areas:

Account	2022/2023 Actual	2023/2024 Forecast Projected
INCOME		
<i>BID Fees</i>	36,072	41,000
<i>City Contributions</i>	40,000	40,000
<i>Community Grants</i>	11,000	7,500
<i>Developer Support</i>	135,000	30,000
<i>Events Revenue (Sponsorship & Sales)</i>	111,184	140,500
TOTAL INCOME	333,256	259,000
EXPENSES		
<i>Personnel Related Expenses</i>	161,647	150,500
<i>Office/General Admin Exp</i>	40,370	35,950
<i>Event Expenses</i>	109,732	98,200
TOTAL EXPENSES	311,749	284,650
TOTAL PROFIT/LOSS	21,507	-25,650

Last fiscal year, we delivered half of the events we usually produce. This fiscal year, the SDA aims to increase the 2022/23 season to **thirty-seven events**, including partnering events in 2022. **Eighteen** of these seasons' events generated "No sales revenue" and supporting the community, the city, and downtown businesses.

Events for 2022/2023

- 16 Events: Music While Dining on Murphy - Every Wednesday & Thursday - May and June. **No sales revenue is generated at these events.**
- 1 Day Event: Taste of the World & Wine Stroll - May 13th.
- 2-Day Event: Art & Wine Festival - June 3rd & 4th (In partnership with the Sunnyvale Chamber of Commerce).
- 8 Events: Summer Music Series - Every Wednesday - July and August.
- 8 Events: Jazz & Beyond – Every Saturday – July and August.
- 1 Day Event: Technology Expo (TBD in partnership with the City of Sunnyvale). **No sales revenue is generated at this event.**
- 1-Day Event: Holiday Tree Lighting. **No sales revenue-generating event.**

These events attract new visitors from all over the Bay Area to our vibrant and growing downtown community.

Event Sponsorships & City Contribution

We are grateful for continued support from the city and sponsors who help keep our SDA events growing and serving the community in 2022/23. We thank the City of Sunnyvale, Cityline Sunnyvale, Minkoff Group, El Camino Health, Google, Meta, LinkedIn, Specialty Waste, Murphy Square, StarOne Credit Union, and City National Bank for continuing their support.

As we've always stated, more than ever, the SDA and our downtown businesses need the city and other sponsorship support for these events. Due to the current economic uncertainty ahead, supply cost increases, ongoing fixed costs, and annual wage increases, these events allow business owners to weather these challenges during this unprecedented period.

Each year in February, the SDA evaluates what sponsorship support we have coming in. We always plan months to ensure that we can deliver the events the SDA puts on annually. However, it is always hard to predict what our budget will look like six months before the coming fiscal year.

Event-Related Financial Breakdown

Our focus in 2022/2023 has continued to address our SDA businesses' needs amidst the transition from the COVID-19 pandemic that has impacted our downtown district. Businesses everywhere in Sunnyvale have struggled to keep their doors open and employees working. Unfortunately, there have been casualties of businesses due to overhead costs and staffing challenges.

We continued working through the many financial challenges despite corporate sponsorship reductions due to the lack of a complete annual event schedule. Over the last couple of years, we were fortunate to have received support from Community Grants, annual City support, developers' support, and critical local and corporate sponsorships to help.

Account	2022/2023 Actual Forecast	2023/2024 Projected
EVENT INCOME		
<i>Holiday Tree Lighting</i>	17,400	15,000
<i>Jazz & Beyond</i>	29,765	35,000
<i>Taste of the World & Wine Stroll</i>	31,000	39,000
<i>Music on Murphy</i>	-	5,000
<i>Stronger Together</i>	1,500	1,500
<i>Summer Series</i>	31,519	40,000
<i>Tech Expo</i>	-	5,000
TOTAL EVENT INCOME	111,184	140,500
EVENT EXPENSES		
<i>Holiday Tree Lighting</i>	2,418	3,000
<i>Jazz & Beyond</i>	44,115	40,000
<i>Taste of the World & Wine Stroll</i>	16,721	15,000
<i>Music on Murphy</i>	8,485	4,000
<i>Stronger Together</i>	225	1,200
<i>Summer Series</i>	37,768	30,000
<i>Tech Expo</i>	-	5,000
TOTAL EVENT EXPENSES	109,732	98,200

*** The event expenses only reflect general marketing and promotional material, day of staffing, Wine, Beer, performers, and some equipment. It does not include pre-event preparation costs for Staff labor to follow up with vendors, host locations coordination, design time for marketing products, booking bands, volunteer coordination, poster design, flyer design, Social Media outreach & Website, ticket sales, beverage sales, and various other tasks required to deliver the SDA events annually. Also, event expenses do not reflect our "Stronger Together" promotion, marketing, or payout to businesses for the "downtown certificates."*

Overview

The 2022/23 year proved successful despite the many challenges the SDA has experienced. We invested in better financial strategies, operational staffing, management tools, and marketing solutions early in the year. At the end of 2021, we moved into our new office on Historic Murphy Avenue and added new conference room technology to better prepare for the new way business will be conducted. The conference room and training room allow our SDA businesses to meet with vendors and customers and schedule training off-site.

Although we still had to deal with COVID-19 challenges, we delivered sixteen Music while Dining on Murphy events, the Taste of the World & Wine Stroll, eight Summer Music Series concerts, eight Jazz & Beyond shows, the Annual Holiday Tree Lighting Ceremony, and the potential Technology Expo.

The SDA continues to work with Cityline Sunnyvale and other developers, property managers, and the City of Sunnyvale to promote cohesion between the existing businesses in Sunnyvale and the expansion of Sunnyvale downtown.

We also want to thank all the Sunnyvale downtown businesses that make this possible with their continued participation and support. We appreciate the sacrifices our BID members have endured with the changes in our downtown's new developments. We are excited and optimistic about the future and its possibilities. Sunnyvale Downtown continues to expand with many new commercial businesses, retail businesses, and entertainment destinations.

Future

Keeping the BID fee assessment in conjunction with the city's contribution provides the foundational funding for our organization. The SDA's goal is to continue producing quality events and promoting downtown Sunnyvale as a great place to shop, dine, work, and live. In addition, these events attract new visitors to our vibrant, growing downtown and community pride.

This year the SDA will continue to focus on connecting more current and new businesses to our website to provide additional visibility with promotions, events, and job listings. We have also been reaching out to banking, financial planning, IT Services, social media experts, and other services based on business-specific requests. In addition, we offer a conference room and training room so our members can have an area to meet with clients and vendors and train their staff. The new construction is ongoing for the next few years; many new businesses are looking for direction and support in their new community; the SDA is here to assist them in navigating our city and downtown.

We appreciate the continued support of the SDA's BID, and we do not take the support for granted. The SDA continues to be good stewards of all funds, grants, and sponsorships we receive and considers this partnership with the common goals for a vibrant downtown.

Michael Johnson
Executive Director
Sunnyvale Downtown Association

Sunnyvale Downtown Association
Statement of Activity
July 2023- June 2024

REVENUES

		Jul 2022-Jun 2023	Jul 2023-Jun 2024	Comments
Revenue		Actual	Projected	
BID Funds		36,071.50	41,000.00	
City Contributions		40,000.00	40,000.00	
Community Grants		11,000.00	7,500.00	
Total City Contributions		87,071.50	88,500.00	
Developer Support & Funding Income		135,000.00	30,000.00	
Stronger Together Sponsorships		1,500.00	1,500.00	
Holiday Tree Lighting				
	Sponsorships	17,400.00	15,000.00	
Total Holiday Tree Lighting		17,400.00	15,000.00	
Jazz & Beyond				
	Sales	12,365.03	15,000.00	*Price increase to \$10 per-drink
	Sponsorships	17,400.00	20,000.00	
Total Jazz & Beyond		29,765.03	35,000.00	
Taste of The World and Wine Stroll				
	*Sales	18,000.00	25,000.00	*Prices increase \$50-\$60 day of
	Sponsorships	13,000.00	14,000.00	
Total Taste of World and Wine Stroll		31,000.00	39,000.00	
Music on Murphy				
	Sponsorships	0.00	5,000.00	
Total Music on Murphy		0.00	5,000.00	
Summer Series				
	*Sales	11,244.00	15,000.00	*Price increase \$10 per-drink
	Sponsorships	19,100.00	25,000.00	
	Vendors	1,175.00	0.00	
Total Summer Series		31,519.00	40,000.00	
Tech Expo				
	Sponsorships	0.00	5,000.00	
Total Tech Expo Sales		0.00	5,000.00	
Total Revenue		333,255.53	259,000.00	

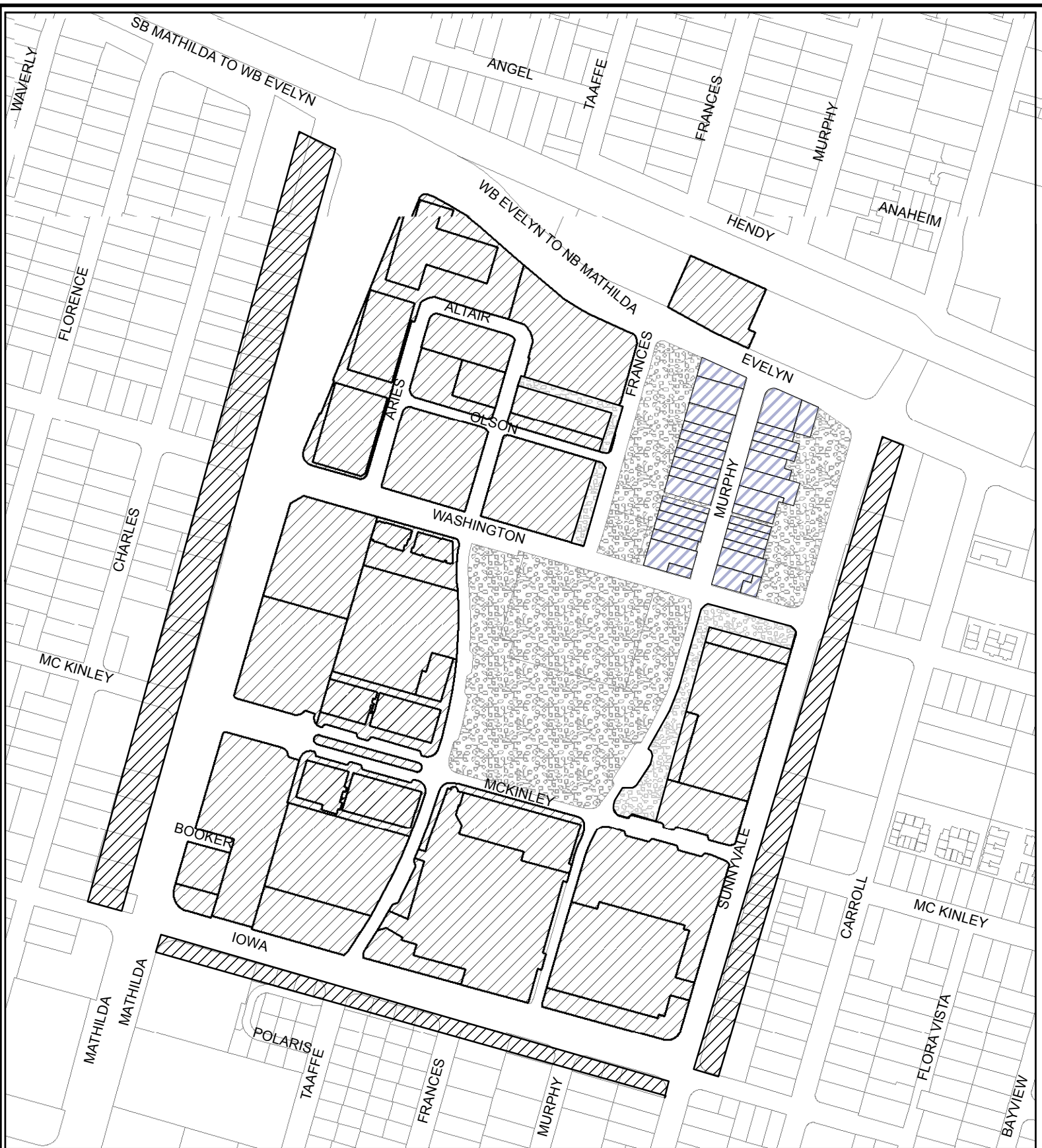
SUNNYVALE DOWNTOWN ASSOCIATION STATEMENT OF ACTIVITY

July 2023 - June 2024

EXPEDITURES

		Jul 2022-Jun 2023	Jul 2023-Jun 2024	
Expenditures		Actual	Projected	Comments
Administrative				
	Advertising/Promotional	2,828.82	500.00	
	Banking Fee	310.00	300.00	
	Insurance	413.00	500.00	
	Legal & Accounting	1,515.00	1,000.00	
	Operational Expenses	1,652.23	1,000.00	
	Rent	30,000.00	30,000.00	
	Utilities	751.98	750.00	
	Telephone/Internet/Website	2,898.51	1,900.00	
Total Administrative		40,369.54	35,950.00	
Staffing				
Payroll Expenses		160,581.00	150,000.00	
Consulting		1,066.25	500.00	
Total Staff & ED Compensations		161,647.25	150,500.00	
Event Expenses				
	Holiday Christmas Tree Lighting F	2,417.78	3,000.00	
	Jazz & Beyond Fees	44,115.00	40,000.00	
	Tast of the World & Wine Stroll	16,721.00	15,000.00	
	Music on Murphy Expenses	8,485.00	4,000.00	
	Stronger Together Fees	225.00	1,200.00	
	Summer Series Fees	37,768.00	30,000.00	
	Technology Expo Fees	0.00	5,000.00	
Total Event Expenses		109,731.78	98,200.00	
Total Expense		311,748.57	284,650.00	
Net Income		21,506.96	(25,650.00)	




Note: The SDA will continue outreach for additional event sponsorships for fiscal year 2023/2024.



DOWNTOWN BUSINESS IMPROVEMENT DISTRICT ZONES

0 130 260 520 Feet

Legend

-  ZONE A
-  ZONE B
-  ZONE C



BID Zones & Fee Breakdown

	ZONE A	ZONE B	ZONE C
Retailers, Restaurants, Bars	\$500	\$300	\$150
Service Businesses	\$300	\$200	\$100
Lodging	\$10/rm.	\$10/rm.	\$10/rm
Professional Services Businesses	\$100	\$100	\$100
Financial Institutions	\$500	\$500	\$500

Business type definitions:

Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

Service Businesses: Businesses that sell services. Examples are beauty and barber shops, repair shops, most automotive-oriented businesses, entertainment businesses such as theaters, etc.

Lodging: Includes renting rooms by the day or week to community visitors.

Professional Services Businesses: Includes Architects, Engineers, Attorneys, Dentists, Doctors, Accountants, Optometrists, Realtors, Insurance Offices, Mortgage Brokers and most other businesses that require advanced and/or specialized licenses and/or advanced academic degrees.

Financial Institutions: Includes banking and savings and loan institutions as well as credit unions, etc.

**Downtown Sunnyvale Business Improvement District
Proposed Improvements and Activities for Fiscal Year 2023/2024**

Income		
Zone A	34 Businesses paying an average annual benefit fee of \$466.	\$16,000
Zone B	44 Businesses paying an average of \$187.	\$8,300
Zone C	144 Businesses paying an average of \$145.	\$17,550
Total potential BID assessment collections		\$41,850
Projected assessment collections		\$40,000
Revenues from SDA special events and fund-raisers		\$75,000
Grants, event sponsorships and other misc. revenue		\$144,000
Total BID Program annual budget		\$259,000

Expenditures		
Program	Amount	Percent
1) Commercial Marketing Program	\$106,000	41%
a) Advertising and promotion (Ads, social media, etc.)		
b) Theme development		
c) Special events and activities		
d) Visitor attraction		
2) Civic Beautification and Signage Program	\$2,500	1%
a) Streetscape beautification, lighting		
3) Programs Administration and BID Management	\$150,500	58%
Totals	\$259,000	100%

DRAFT 2/23/23

Jan

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE DECLARING CITY COUNCIL'S
INTENTION TO LEVY AND COLLECT AN ASSESSMENT
AND TO REAUTHORIZE THE DOWNTOWN
SUNNYVALE BUSINESS IMPROVEMENT DISTRICT FOR
FISCAL YEAR 2023/2024 AND HOLD A PUBLIC HEARING**

WHEREAS, under California Streets and Highways Code Section 36500, *et seq.*, the City Council of the City of Sunnyvale is authorized to reauthorize an improvement district and to act as the legislative body for an improvement district; and

WHEREAS, the City Council now desires to review the annual report and proceed with the reauthorization of an improvement district in order to finance improvements and/or activities necessary or incident to development in the City of Sunnyvale.

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

1. Authority. The City Council proposes to conduct proceedings and declares its intention to reauthorize an improvement district pursuant to California Streets and Highways Code Section 36500, *et seq.*
2. Name. The name of the district will continue to be the "Downtown Sunnyvale Business Improvement District" (the "District").
3. Boundaries. No changes are proposed in the boundaries of the Business Improvement District as established in fiscal year 2023/2024.
4. Annual Report. The annual report for the District (the "Report") with a detailed description of the improvements and activities is on file in the office of the City Clerk and is attached to the Report to Council No. 23-0168 and the City Council hereby approves the Report.
5. Improvements. A Report with the types of improvements and activities proposed to be funded by the levy of assessments on businesses in the District is on file in the Office of the City Clerk.
6. Benefit Fee. The City Council intends to levy an annual benefit fee on businesses in the District to pay for selected improvements and activities of the District. All funds of the District shall be expended on improvements and activities within the District. There are no changes proposed for the method and basis of levying the assessments in the Business Improvement District as established in fiscal year 2023/2024.

7. Exemption. New businesses shall be exempt from payment of the fee until the next period following the commencement of operations of the business.

8. Public Hearing. A public hearing to reauthorize the levying the assessment is hereby set for May 2, 2023, at 7:00 p.m., before the City Council of the City of Sunnyvale, at Council Chambers, City Hall, 456 West Olive Avenue, Sunnyvale, CA.

(a) Testimony. At the public hearing the testimony of all interested persons, for or against the reauthorization of the District and levying of the assessment, interested in matters concerning the boundaries of the District, the areas of benefit within the District and the assessments to be levied, will be heard.

(b) Protest(s). A protest against the reauthorization of the District and levying of the assessment, or any aspect of it, may be made orally or in writing. Any oral protest shall be made at the said public hearing. To count in the majority protest against the District, a protest must be in writing. A written protest may be withdrawn from record at any time before the conclusion of the public hearing. Each written protest shall contain a written description of the business in which the person signing the protest is shown on the official records of the City of Sunnyvale as the owner of the business. If the written protest is not signed by registered business owner, then the protest shall contain or be accompanied by written evidence that the person is the owner of the business. Any written protest as to the regularity or sufficiency of the proceedings shall be in writing and clearly state the irregularity of defect to which objection is made.

If, at the conclusion of the public hearing, there are of record, written protests by the owners of the businesses within the District that will pay fifty percent (50%) or more of the total assessments of the entire District, no further proceedings to reauthorize the District and to levy the assessment shall occur for a period of one year from the date of the finding of a majority protest by the City Council.

If the majority of the written protests are only against the furnishing of a specified type or types of improvement or activity within the area, those types of improvements or activities shall be eliminated, pursuant to Streets and Highways Code Section 36525.

9. Notice of Public Hearing. The City Clerk is hereby directed to cause notice of the public hearing to be given by causing copies of this Resolution to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication of this Resolution in a newspaper of general circulation once, at least seven (7) days before the hearing, and a list of places where copies of this Resolution are posted.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

DAVID CARNAHAN
City Clerk
(SEAL)

LARRY KLEIN
Mayor

APPROVED AS TO FORM:

JOHN A. NAGEL
City Attorney



City of Sunnyvale

Agenda Item

23-0486

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Ratify Appointment of Councilmember Murali Srinivasan as Councilmember Russ Melton's Proxy to the Santa Clara County Airport Land Use Commission (ALUC)

BACKGROUND & DISCUSSION

On March 14, 2023, City Council ratified the Cities Association of Santa Clara County (CASCC) appointment of Councilmember Russ Melton as Primary to Seat 07 on the Santa Clara County Airport Land Use Commission (ALUC). The ALUC Bylaws, Sections 3.4 and 3.5, specify that upon being appointed and taking the oath of office, members shall appoint a single proxy who may, upon being directed by the primary appointee, represent the member and exercise their vote. Councilmember Russ Melton has selected Councilmember Murali Srinivasan as his proxy (Seat 07A).

The ALUC Bylaws are included as Attachment 1.

EXISTING POLICY

Council Policy 7.4.12, *Council Appointments to Intergovernmental Agencies*

For appointments made with outside bodies, the City Council must ratify the appointment of a Councilmember as part of a noticed agenda item at a regular meeting. No further Council ratification is needed for subcommittee appointments if the appointing committee assignment has already been ratified by Council.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact associated with this report.

PUBLIC CONTACT

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

RECOMMENDATION

Staff makes no recommendation. By approval of the consent calendar, Council ratifies the appointment of Councilmember Murali Srinivasan to Seat 07A as Councilmember Russ Melton's proxy to the Santa Clara County Airport Land Use Commission.

Prepared by: Victoria Ketell, Executive Assistant

Reviewed by: Teri Silva, Assistant City Manager

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. ALUC Bylaws

**BYLAWS OF THE
AIRPORT LAND USE COMMISSION
OF SANTA CLARA COUNTY**

1.0 NAME

The name of this organization is the Airport Land Use Commission of Santa Clara County, which may be abbreviated ALUC.

2.0 PURPOSE

The purpose of the ALUC is to carry out the statutory responsibilities required by Sections 21670 through 21679.5 of the Public Utilities Code of the State of California. Specifically, these responsibilities include, but are not limited to, assisting local agencies in ensuring compatible land uses in the vicinity of local airports, maintaining an Airport Land Use Plan, and reviewing the plans, regulations, and other actions of local agencies and airport operators.

3.0 MEMBERSHIP

1. The Commission shall be composed of seven (7) voting members to be selected as follows:
 - a. Two (2) representing the cities, appointed by the city selection committee; at least one, and preferably both, of these members must represent a city adjacent to an airport.
 - b. Two (2) representing the county, appointed by the Board of Supervisors.
 - c. Two (2) having expertise in aviation, appointed by a committee comprised of the aviation director of the San Jose International Airport, the director of Palo Alto Airport, and the director of the county roads and airports department.
 - d. One (1) representing the general public to be selected by the other six (6) members of the Commission.

2. Terms of office shall be:

- a. Except for the terms of office of the first Commission, the term of office of each member shall be four years, ending on the first Monday in May of the fourth year. Terms of office shall be determined by the appointing bodies pursuant to Section 21670 of the Public Utilities Code of the State of California.
- b. Should the ALUC in existence at the time of adoption of these by-laws be disbanded and a new ALUC be re-established, the members of the first re-established Commission shall classify themselves by lot so that the term of office of one member is one year, of two members is two years, of two members is three years, and of two members is four years. The expiration date of the term of office of each member shall be the first Monday in May of the year in which the term is to expire. Any vacancy shall be filled for the unexpired term as designated in "a" above.

3. Members of the ALUC are required to file a statement of economic interest per the requirements of FPPC Form 700.

4. Each member, upon appointment and taking the oath of office, shall promptly appoint a single proxy who shall take the oath of office and file conflict of interest reports with the clerk of the board. The proxy shall be designated in a signed written instrument, which shall be kept on file by the Clerk of the Board. When so directed by the appointing member, a proxy member will represent the sitting member in all affairs of the Commission and exercise the vote of the member at meetings. If a member cannot be present for a meeting and his/her proxy will be attending, the Director of the Department of Planning and Development, or designee, should be notified within a reasonable period of time before the meeting so that arrangements will be made for the proxy to serve. If neither the member nor proxy can attend, the Chair or the Director of the Department of Planning and Development, or designee, must be notified within a reasonable period of time before the meeting.

5. Proxies serve at the pleasure of the appointing member and

must meet the basic qualifications required for appointment to county Commissions. A vacancy in the office of proxy shall be filled promptly by appointment of a new proxy. Proxies are voting members only when substituting for the member.

6. Staff representatives from airports operated for the benefit of the public, including staff representatives from San Jose International Airport, the Santa Clara County Roads and Airports Department, the City of Palo Alto, and Moffett Federal Airfield, may attend any meeting of the Commission to serve as a staff resource to the Commission. Staff representatives shall not vote on any matter considered by the Commission.
7. If an ALUC member (or proxy in stead) is absent for two regular meetings, the Chair shall first consult with the member to attempt to determine the cause for the absences, and may then forward a letter to the member's appointing body requesting correction of the problem, potentially including replacement of the member.
8. The Chair shall notify the member's appointing body sufficiently in advance (e.g. 6 months) of the end of that member's term for that body to appoint a successor who would take office at the end of the term of the outgoing member.
9. Resignations from the ALUC shall be submitted to the resigning member's appointing body, with a copy to the Secretary and Clerk of the Board.

4.0 ROBERT'S RULES OF ORDER

Except as otherwise provided herein, the Commission shall be governed by the rules of procedure set forth in Robert's Rules of Order (The Modern Edition).

5.0 OFFICERS

1. The officers of this Commission shall be:
 - a. Chair
 - b. Vice-chair
2. The Chair and Vice-chair shall be elected by, and serve at the pleasure of, the Commission for a period of one (1) year with

a maximum of two consecutive years in each position. A Commissioner may not serve as a Commission officer again until he/she has not been an officer for 12 consecutive months.

3. Elections of officers shall occur at the first meeting after January 1 of each year or, when necessary, at the first meeting following an office becoming vacant.

6.0 STAFF

1. The staff of this Commission shall be:
 - a. Staff Coordinator
 - b. Secretary
 - c. County Counsel
2. The Staff Coordinator shall be an employee of the County Planning Office assigned by the Director of the Department of Planning and Development, or designee.
3. The Secretary shall be the Director of the Department of Planning and Development, or designee, or the Clerk of the Board, or designee.
4. The County Counsel shall be appointed by the Office of the County Counsel and provides legal advice as needed.

7.0 DUTIES OF OFFICERS AND STAFF

1. The Chair shall:
 - a. Preside at meetings of the Airport Land Use Commission.
 - b. Call public hearings and other public meetings and initiate other action as provided for in California Public Utilities Code Sections 21670-21679.5.
 - c. Perform other duties customarily performed by a Chair.
2. The Vice-chair shall serve as Chair upon absence or incapacity of the Chair.
3. The Staff Coordinator shall:
 - a. Receive, review and report on applications and referrals

to the Airport Land Use Commission.

- b. Make written responses to local agency referrals.
- c. Prepare plans and reports as required by the Commission and keep the Commission informed of new matters involving Airport Land Use Commissions.
- d. Prepare letters regarding official action taken by the Airport Land use Commission.

4. The Secretary shall:

- a. Prepare and distribute notices for public meetings at least seven (7) calendar days prior to each meeting.
- b. Prepare and distribute an agenda setting forth all items of business to be transacted or discussed by the Commission as well as staff reports for each meeting of the Airport Land Use Commission at least seven (7) days prior to the meeting.
- c. Prepare, print and distribute minutes of each meeting of the Commission.
- d. Carry on correspondence at the direction of the Commission. The Secretary as directed by the Chair may carry out routine correspondence regarding matters that do not require a vote by the Commission (e.g., correspondence not purporting to reflect the position or opinion of the Commission).
- e. Maintain the records of the Airport Land Use Commission.

8.0 AGENDA

- 1. The agenda shall specify the time, location and order of business of any meeting, and shall include for the meeting:
 - a. All matters referred to the Commission.
 - b. All matters submitted by any member of the Commission.
 - c. All matters referred or requested by any other person during the usual course of business during regular meetings of the ALUC, provided those matters are consistent with the work of the Commission.
 - d. The Chair, or other Commissioner designated by the Chair shall, at his/her discretion, meet in person, by telephone, or other means of communication with the Staff

Coordinator designated to the ALUC to place any and all matters upon the Agenda for consideration at a regular meeting not later than 12 o'clock Noon on the tenth (10th) calendar day immediately preceding the regular meeting day. Any and all members of the ALUC are invited to participate in the agenda setting process and review items for the agenda not later 12 o'clock Noon on the tenth (10th) day preceding the regular meeting date. Items for inclusion on the agenda shall be submitted by the Staff Coordinator to the Secretary, no later than 8:00am on the ninth (9th) day preceding the regular meeting.

- e. A Consent Calendar, which includes routine ALUC correspondence, approval of Minutes, or other items not requiring a public meeting.
2. The Commission may, from time to time, adopt by minute order a new or revised agenda and order of business with such agenda topics or headings listed in such order as is consistent with the Brown Act and as may be convenient or desirable for the conduct of Commission business.

9.0 VOTING

1. At the time of voting on any issue before the Commission, each voting member or his/her proxy may cast one vote.
2. A majority of the full Commission (i.e. four members) shall constitute a quorum for the transaction of business. No action may be taken by the Commission except by the recorded vote of a majority of the full membership.
3. A member shall disqualify himself/herself from participation in the review or adoption of a proposal in the event of conflict of interest and shall notify the Secretary of any conflicts prior to the meeting at which the item that is the subject of the conflict will be considered. The member may be replaced by his/her proxy provided the proxy has no conflict of interest with the proposal.

10.0 MEETINGS

1. Except as otherwise provided in these rules and regulations or the Brown Act, meetings of the Commission shall be open and public and shall comply with all applicable requirements

- of the Brown Act, and shall be conducted in accordance with the agenda and order of business prepared for the meeting.
2. Regular meetings of the Airport Land Use Commission will be held on the fourth Wednesday of each month (or as needed at the discretion of the Chair or at the request of the majority of the Commission members).
 3. Special meetings of the Airport Land Use Commission may be called by the Chair provided that written notice is mailed to all members at least seven (7) days prior to the meeting and all Brown Act requirements for special meetings are met.

11.0 RULES AND REGULATIONS FOR PUBLIC MEETINGS

All Commission meetings shall be held in accordance with the Brown Act.

12.0 AMENDMENTS

Amendments of these bylaws shall be by a two-thirds vote of the entire membership (i.e. five votes in favor) at a Commission meeting following at least ten (10) days written notice of any amendment.



Paul Donahue, Chair
Airport Land Use Commission

11/18/2015

APPROVED AS TO FORM AND LEGALITY:



11/18/2015

Elizabeth G. Pianca, Deputy County Counsel Date



City of Sunnyvale

Agenda Item

23-0491

Agenda Date: 4/4/2023

SUBJECT

Adopt Ordinance No. 3212-23 Amending Various Sections of Title 16 (Buildings and Construction) and Title 19 (Zoning) of the Sunnyvale Municipal Code Related to the Board of Building Code Appeals and the Chief Building Official

BACKGROUND

The attached Ordinance was introduced at a regular meeting of the City Council held on March 21, 2023 with the following vote: 7-0

RECOMMENDATION

Adopt Ordinance No. 3212-23 amending various Sections of Title 16 (Buildings and Construction) and Title 19 (Zoning) of the Sunnyvale Municipal Code related to the Board of Building Code Appeals and the Chief Building Official

ORDINANCE NO. 3212-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING VARIOUS SECTIONS OF TITLE 16 (BUILDINGS AND CONSTRUCTION) AND TITLE 19 (ZONING) OF THE SUNNYVALE MUNICIPAL CODE RELATED TO THE BOARD OF BUILDING CODE APPEALS AND THE CHIEF BUILDING OFFICIAL

THE CITY COUNCIL OF THE CITY OF SUNNYVALE FINDS AND DECLARES AS FOLLOWS:

SECTION 1. SECTION 16.16.040 AMENDED. Section 16.16.040 (Definitions) of Chapter 16.16 (Building Code) of Title 16 (Buildings and Construction) is hereby amended to read as follows:

16.16.040. Definitions.

California Building Code Chapter 2 is hereby amended to include:

For the purpose of the California Building Code, certain terms are defined as follows:

- (1) “Board of appeals” means the board created to hear and determine appeals from a decision or order of the chief building official. The city council shall serve as the board of appeals.
- (2) ”Chief building official” means the officer or other person charged with the administration and enforcement of the following codes of the city:

(A) – (I) [Text unchanged]

(3) – (4) [Text unchanged]

SECTION 2. SECTION 16.17.040 AMENDED. Section 16.17.040 (Definitions) of Chapter 16.17 (Residential Code) of Title 16 (Buildings and Construction) is hereby amended to read as follows:

16.17.040. Definitions.

2019 California Residential Code Chapter 2 is hereby amended as follows:

For the purpose of the California Code, certain terms are defined as follows:

- (1) “Board of appeals” means the board created to hear and determine appeals from a decision or order of the chief building official. The city council shall serve as the board of appeals.
- (2) Chief building official” means the officer or other person charged with the administration and enforcement of the following codes of the city:

(A) – (I) [Text unchanged]

(3) – (5) [Text unchanged]

SECTION 3. SECTION 16.52.109 AMENDED. Section 16.52.109 (Board of Appeals) of Chapter 16.52 (Fire Code) of Title 16 (Buildings and Construction) is hereby amended to read as follows:

16.52.109. Board of appeals.

California Fire Code is hereby amended by adding Section 109.1.1 to read:

109.1.1 Appeals. The Office of the City Clerk maintains guidelines and procedures for the Board of Appeals. The city council shall serve as the Board of Appeals.

SECTION 4. SECTION 16.62.040 AMENDED. Section 16.62.040 (Variance procedure—Appeal board) of Chapter 16.62 (Prevention of Flood Damages) of Title 16 (Buildings and Construction) is hereby amended to read as follows:

16.62.040. Variance procedure—Appeal board.

(a) The building code board of appeals of the city of Sunnyvale shall hear and decide appeals and requests for variances from the requirements of this chapter. The city council shall serve as the board of appeals.

(b) – (f) [Text unchanged]

SECTION 5. SECTION 19.39.070 AMENDED. Section 19.39.070 (Appeal) of Chapter 19.39 (Green Building Regulations) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby added to read as follows:

19.39.070. Appeal.

(a) – (b) [Text unchanged]

(c) The appeal shall be processed and considered at a Building Code board of appeals hearing in accordance with the Building Code. The city council shall serve as the board of appeals.

SECTION 6. SECTION 19.54.060 AMENDED. Section 19.54.060 (Structural standards) of Chapter 19.54 (Wireless Telecommunications Facilities) of Title 19 (Zoning) of the Sunnyvale Municipal Code is hereby added to read as follows:

19.54.060. Structural standards.

All wireless telecommunication facilities shall, at all times, comply with all applicable requirements of the Uniform Building Code in effect on the date the building permit is issued. Thereafter, upon renewal of the permit, the chief building official may, at his or her discretion, require the facility to be upgraded to meet then-current requirements if it is deemed necessary to protect the public health, safety and welfare.

SECTION 7. CEQA. The action being considered is not a project under the California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).

SECTION 8. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days after adoption.

SECTION 9. 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 March 21, 2023, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on April 4, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

DAVID CARNAHAN
City Clerk
Date of Attestation: _____

LARRY KLEIN
Mayor

(SEAL)

APPROVED AS TO FORM:

JOHN A. NAGEL
City Attorney



City of Sunnyvale

Agenda Item

23-0501

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Ratifying the City Manager's Proclamation of a Local Emergency Regarding the March 2023 Winter Storms and Find that the Action is Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15269 and 15378(b)

BACKGROUND

The San Francisco Bay Area region has seen a series of storms and atmospheric river systems that have brought high winds and extraordinarily levels of precipitation starting in late December and continuing through March 2023. The March 13 - 15, 2023 atmospheric river event produced winds that reached as high as 97 miles per hour at higher elevations and gusts in the range of 40 to 50 miles per hour at lower elevations at locations throughout Santa Clara County. This was followed by a record-setting low-pressure system or "bomb cyclone" with high winds and rains March 21-22, 2023, and forecasts for rain in the following week.

The combination of saturated soils and continued rainfall has undermined a storm drain outfall on Mockingbird Lane that discharges into Stevens Creek. Approximately 25-30 feet of the outfall discharge pipe has been washed away and also resulting in sloughing off of the Creek embankment. Currently, only a 3 foot section of the pipe remains. Further erosion threatens to undermine the public street and other infrastructure including homes along Mockingbird Lane.

EXISTING POLICY

Council Policy 2.4.1, Policy 1 - Emergency Planning and Coordination: Provide an integrated approach to planning and management for emergencies and disasters.

Sunnyvale Municipal Code Chapter 2.16 Emergency Organization and Functions, which provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons.

Sunnyvale Municipal Code Section 2.08.190 (Emergency Procurements) - The city manager, the purchasing officer or a department head, or a designee of such individual, may make or authorize others to make emergency procurements, regardless of the cost, if there is an urgent necessity to do so for the preservation of life, health or property. Such emergency procurements shall be made with such competition as is practical under the circumstances and shall be limited to those goods and services necessary to satisfy the emergency need. In such circumstances, the purchasing officer or department head shall provide a written report of the procurement to the city manager, including a description of the emergency and the basis for selection of the particular contractor; and a copy of this report shall be included in the procurement records maintained by the purchasing officer. In the

event that such emergency action is necessary and the procurement cost is greater than one hundred thousand dollars in any one transaction, the city manager shall make a full and complete report to the city council at its next regularly scheduled meeting.

ENVIRONMENTAL REVIEW

Emergency repairs to repair property or facilities damaged by a declared disaster, or when necessary to maintain service essential to the public health, safety or welfare, are exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15269 of the CEQA Guidelines. In addition, the declaration of emergency is an administrative and fiscal action that is exempt from CEQA under Section 15378(b) of the CEQA Guidelines.

DISCUSSION

On March 18, 2023, city staff were contacted by residents along Mockingbird Lane reporting severe creek erosion along the Stevens Creek channel and embankment. City staff responded and observed that the bank of Stevens Creek, which flows north past Mockingbird Lane, had been eroded to the point that the asphalt roadway was being undermined. A near-vertical cliff, approx. 20-25 feet high, had formed below the dead-end roadway. Staff installed warning tape and cones to prevent cars and pedestrians from approaching. The storm outfall that discharges from Mockingbird Lane into Stevens Creek has been washed away with only about a three-foot section remaining.

Emergency repairs are required to stabilize the embankment and reconstruct the failed outfall to avoid further erosion that could undermine the roadway and nearby private properties. At this point no private properties have been impacted.

The City Manager signed a proclamation on March 30, 2023, declaring a local emergency to allow the City to begin the emergency repairs as required and retain a contractor to perform the repairs. The emergency proclamation and subsequent ratification by the City Council are also required to seek federal disaster funding assistance.

FISCAL IMPACT

The costs to repair the Creek embankment and the outfall are expected to be in the range of \$300,000 - \$500,000 although this is a very preliminary estimate. City's general fund reserves will be used for the repairs. A separate project will be created and all expenditures will be recorded and tracked in this account. Staff will return to Council to appropriate funding once a clear picture is established of the costs.

Staff expects to seek reimbursement from the Federal Emergency Management Agency (FEMA) for the actual cost of repairs including staff time.

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 Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

RECOMMENDATION

Adopt a Resolution Ratifying the City Manager's Proclamation of a Local Emergency Regarding the

March 2023 Winter Storms and Find that the Action is Exempt from California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Sections 15269 and 15378(b)

Prepared by: Ramana Chinnakotla, Director, Environmental Services

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution (with City Manager's Proclamation attached as Exhibit A)
2. Mockingbird Lane Erosion Photos

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE CONFIRMING THE CITY
MANGER/DIRECTOR OF EMERGENCY SERVICES'
PROCLAMATION OF EXISTENCE OF A LOCAL
EMERGENCY RELATED TO THE MARCH 2023 WINTER
STORMS**

WHEREAS, Chapter 2.16 of the Sunnyvale Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected by or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, pursuant to California Government Code Sections 8680.9 and 8558(c), a local emergency is a condition of extreme peril to persons or property which is or is likely to be beyond the control of the services, personnel, equipment, and facilities of a local agency proclaimed as such by the affected local agency; and

WHEREAS, the purpose of a local emergency proclamation is to provide extraordinary powers to issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, obtain vital supplies, and require emergency services of employees; and

WHEREAS, a local emergency proclamation is a prerequisite for requesting state or federal assistance; and

WHEREAS, on March 8, 2023, Governor Gavin Newsom declared a state of emergency in the Santa Clara County due to winter storms that struck California beginning in late February, and including a forecasted atmospheric river system, which was predicted to, and did, result in a series of storms that have continued into late March 2023; and

WHEREAS, on March 10, 2023, President Joseph Biden approved the California emergency declaration for the winter storms in California, including Santa Clara County, beginning on March 9, 2023, and continuing; and

WHEREAS, threatened conditions of extreme peril to the safety of people and property have arisen within the City of Sunnyvale caused by:

1. The San Francisco Bay Area region has seen a series of storms and atmospheric river systems that have brought high winds and extraordinarily levels of precipitation start in late December and continuing through March 2023.

2. The March 13 - 15, 2023 atmospheric river event produced winds that reached as high as 97 miles per hour at higher elevations and gusts in the range of 40 to 50 miles per hour at

lower elevations at locations throughout Santa Clara County. This was followed by a record-setting low pressure system or "bomb cyclone" with high winds and rains March 21-22, 2023 and forecasts for rain in the following week.

3. The combination of saturated soils and high winds caused numerous trees to fall and lose limbs that blocked roadways and damaged public and private property; the rainfall has also undermined a storm drain outfall into Stevens Creek and the Creek embankment, and threatens to undermine the public right-of-way on Mockingbird Lane and other infrastructure including homes along Mockingbird Lane; and these conditions are expected to continue.

WHEREAS, the aforesaid conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Sunnyvale; and

WHEREAS, the aforesaid conditions warrant and necessitate the proclamation of the existence of a local emergency in the City, effectively immediately on March 30, 2023 and addressing impacts described in this proclamation for the period beginning March 8, 2023; and

WHEREAS, the Director of Emergency Services of the City of Sunnyvale does hereby find that extraordinary measures are required to protect the public health, safety, and of persons and property within the City of Sunnyvale, that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City; and

WHEREAS, California Government Code, Title 2, Division 1, Chapter 7.5 - California Disaster Assistance Act (CDAA) allows that with the Proclamation of a Local Emergency the City may seek financial assistance and may request reimbursement of the significant expenses incurred during response, if approved by the Director of the California Office of Emergency Services or Concurrence or Governor's Proclamation; and

WHEREAS, the City Council hereby finds that the above described conditions related to the March 2023 winter storms did warrant and necessitate the proclamation of the existence of a local emergency in Sunnyvale.

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

1. The Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services/City Manager, and attached as Exhibit A to this Resolution, is hereby ratified and confirmed.
2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Sunnyvale.
3. As required by law, the City Council shall review the need to continue the state of emergency every thirty (30) days until this resolution is terminated.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

DAVID CARNAHAN
City Clerk
(SEAL)

LARRY KLEIN
Mayor

APPROVED AS TO FORM:

JOHN A. NAGEL
City Attorney

EXHIBIT A

**PROCLAMATION OF A LOCAL EMERGENCY
BY THE CITY OF SUNNYVALE CITY MANAGER/EMERGENCY SERVICES DIRECTOR
REGARDING THE MARCH 2023 WINTER STORMS**

WHEREAS, Chapter 2.16 of the Sunnyvale Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected by or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, pursuant to California Government Code Sections 8680.9 and 8558(c), a local emergency is a condition of extreme peril to persons or property which is or is likely to be beyond the control of the services, personnel, equipment, and facilities of a local agency proclaimed as such by the affected local agency; and

WHEREAS, the purpose of a local emergency proclamation is to provide extraordinary powers to issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, obtain vital supplies, and require emergency services of employees; and

WHEREAS, a local emergency proclamation is a prerequisite for requesting state or federal assistance; and

WHEREAS, on March 8, 2023, Governor Gavin Newsom declared a state of emergency in the Santa Clara County due to winter storms that struck California beginning in late February, and including a forecasted atmospheric river system, which was predicted to, and did, result in a series of storms that have continued into late March 2023; and

WHEREAS, threatened conditions of extreme peril to the safety of people and property have arisen within the City of Sunnyvale caused by:

1. The San Francisco Bay Area region has seen a series of storms and atmospheric river systems that have brought high winds and extraordinarily levels of precipitation start in late December and continuing through March 2023.
2. The March 13 - 15, 2023 atmospheric river event produced winds that reached as high as 97 miles per hour at higher elevations and gusts in the range of 40 to 50 miles per hour at lower elevations at locations throughout Santa Clara County. This was followed by a record-setting low pressure system or "bomb cyclone" with high winds and rains March 21-22, 2023 and forecasts for rain in the following week.
3. The combination of saturated soils and high winds caused numerous trees to fall and lose limbs that blocked roadways and damaged public and private property;

the rainfall has also undermined a storm drain outfall into Stevens Creek and the Creek embankment, and threatens to undermine the public right-of-way on Mockingbird Lane; and these conditions are expected to continue.

WHEREAS, the aforesaid conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Sunnyvale; and

WHEREAS, the aforesaid conditions warrant and necessitate the proclamation of the existence of a local emergency in the City, effectively immediately on March 30, 2023 and addressing impacts described in this proclamation for the period beginning March 8, 2023; and

WHEREAS, the Director of Emergency Services of the City of Sunnyvale does hereby find that extraordinary measures are required to protect the public health, safety, and of persons and property within the City of Sunnyvale, that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City; and

WHEREAS, California Government Code, Title 2, Division 1, Chapter 7.5 - California Disaster Assistance Act (CDAA) allows that with the Proclamation of a Local Emergency the City may seek financial assistance and may request reimbursement of the significant expenses incurred during response, if approved by the Director of the California Office of Emergency Services or Concurrence or Governor's Proclamation; and

WHEREAS, the City Council is not in session and cannot be immediately called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Sunnyvale due to the March 2023 winter storms; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of the local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by the Charter, by ordinances and resolutions of this City, and by the City of Sunnyvale Emergency Plan, as approved by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the City Council of the City of Sunnyvale.

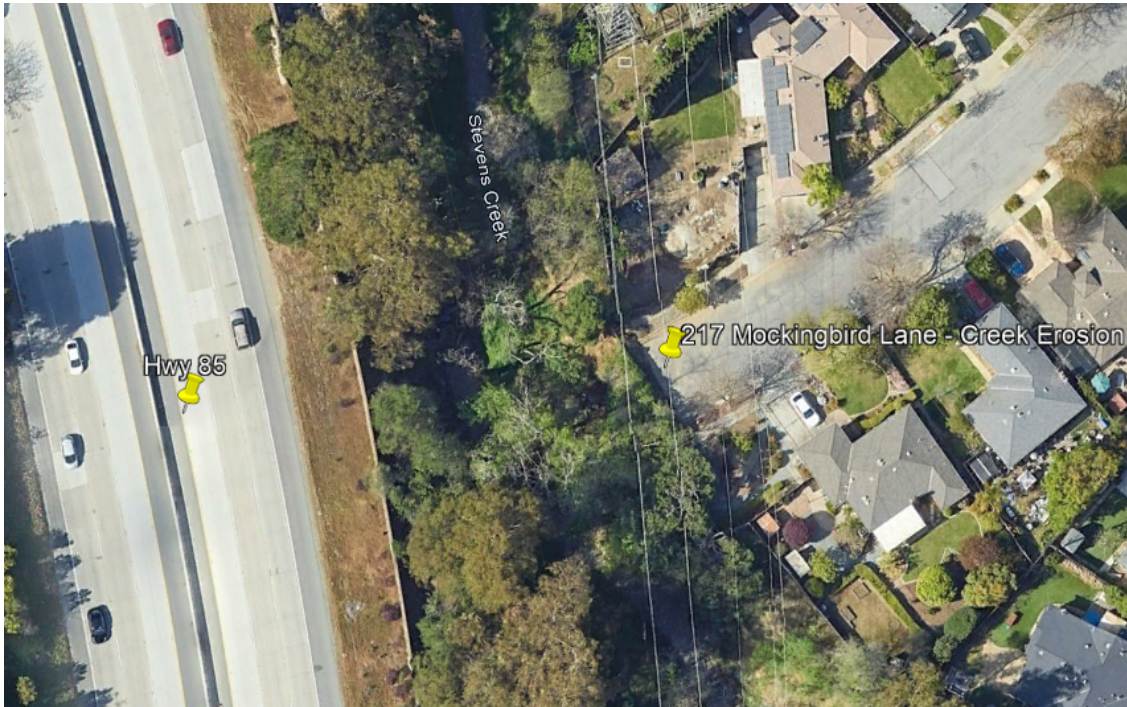
Date: March 30, 2023

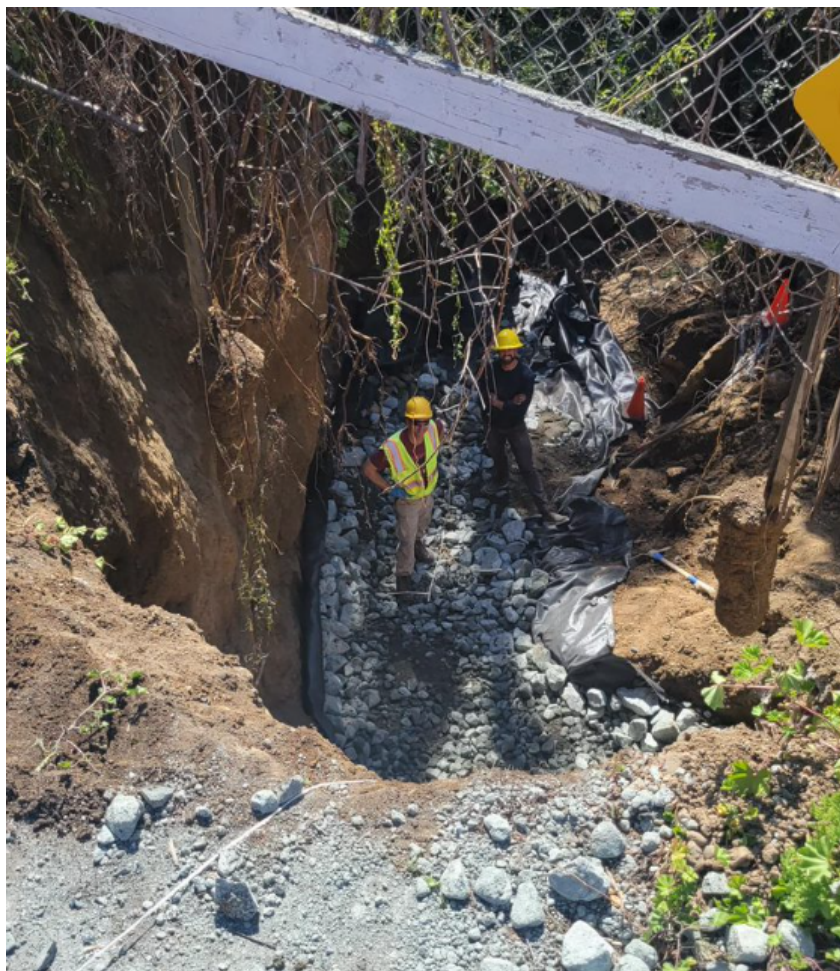


Kent Steffens

Director of Emergency Services/City Manager

March 2023







City of Sunnyvale

Agenda Item

23-0308

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Award of Contract to Hazen and Sawyer for the Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design (F23-001)

REPORT IN BRIEF

Approval is requested to award a contract in the amount of \$7,401,597 (\$6,835,021 for base services and \$566,576 for optional services) to Hazen and Sawyer of New York, NY for the Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design. Approval is also requested for a 10% contingency in the amount of \$740,160.

EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$250,000 in any one transaction.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(a).

The City certified a final Program Environmental Impact Report (PEIR) for the 2016 Master Plan. However, because of changes in CEQA requirements, expected changes to project size and scope from the Master Plan Update, and the length of time since the last PEIR was certified, additional CEQA documentation may be required. The Master Plan Update will include a task for evaluating and proposing a CEQA compliance strategy and developing the applicable environmental documents. These environmental documents will be presented to Council for certification along with the updated Master Plan, once completed by the consultant.

BACKGROUND AND DISCUSSION

The City of Sunnyvale's Water Pollution Control Plant (WPCP) was initially built in 1956. With additions over the years, it has grown to a tertiary treatment facility that receives an average dry weather flow of 12 million gallons per day. In 2016, the City prepared a Master Plan (RTC No. 16-0663) for the Sunnyvale Cleanwater Program (SCWP) to guide improvements to the WPCP facilities over the next 20 years or more. The Master Plan was developed between 2013 and 2016 to address several challenges facing the WPCP today and into the future, as well as support City policies. These main challenges include aging infrastructure, changes in regulatory requirements increases in population, flows and loads and changing water quality. The Master Plan identified projects, estimated costs, and recommended implementation approaches to achieve planning objectives for the SCWP. The City adopted a final PEIR for the Master Plan in compliance with CEQA Guidelines.

While the Master Plan identified projects in all five phases of the Program, Phases 1 and 2 had greater levels of detail than future Phases 3, 4, and 5. For that reason, the City seeks to reassess and update the Master Plan. This is the first planned update of the Master Plan since its adoption in 2016. An updated version of the SCWP Master Plan is needed to:

- Adapt to recent and upcoming changes in capital improvement project drivers.
- Incorporate lessons learned during the first seven years of Program implementation.
- Develop a more detailed roadmap for the next phase of the Program that reflects the most recent information regarding City policy, state and federal laws and regulations, changing water quality conditions, changing flows and loads, operating conditions, state of technology, market conditions, and decisions made during earlier phases.

The Master Plan Update scope of work generally includes strategic facility planning, flow and load development, alternatives evaluation, technology selection, process optimization and modeling, hydraulics, heat and energy balance optimization and modeling, Automated Control System (ACS) planning, and climate change impact evaluation. Several key issues that the Master Plan Update will address are described below:

- Changes to anticipated future National Pollutant Discharge Elimination System (NPDES) effluent limits for nitrogen, phosphorous and other relevant contaminants of concern.
- New land use plans within the City's sewer service area (resulting in approximately 28% more influent flow and load at build-out of the service area).
- Evaluation of technologies that enhance the performance of existing equipment at the WPCP through add-on intensification processes and/or chemical treatment.
- Changes to current and future imported food waste composition, flow, and load.
- Updated air permitting requirements associated with imported food waste and anticipated changes to the cogeneration system (including new equipment and emissions control technology).

The consultant will evaluate strategic issues, recommend process improvements, and plan support systems and site use. The Master Plan Update Report will document these analyses and lay out an updated scope, schedule, and cost for the remainder of the SCWP. This updated set of projects may alter the sequence and packaging of existing SCWP projects. It may also identify new projects which are not currently included in the City's Projects Budget but are identified as necessary to accomplish the SCWP objectives.

Cogeneration Upgrade Design

The WPCP's existing cogeneration equipment and facilities are at their end-of-life and unreliable. The Cogeneration Upgrade Design project is necessary to improve the reliability of on-site electric power production from biogas produced from the Plant's digesters and to decrease the consumption of utility-supplied natural gas. Larger capacity power generation and heat recovery facilities are needed to beneficially utilize the increased biogas production resulting from larger flows and loads to the WPCP and the planned import and handling of food waste. Biogas not used or only partially used for

the production of electric power is flared, resulting in the release of possible harmful by-products such as methane and carbon monoxide to the atmosphere. In addition to the replacement of cogeneration equipment, the capital improvement project includes Best Available Control Technology (BACT) emissions control improvements, hot-water heat loop upgrades, biogas conveyance piping modifications, biogas treatment and conditioning improvements, and the renovation of the existing Power Generation Building.

The work performed during the Master Plan Update will provide the basis of design for the Cogeneration Upgrade. The Cogeneration Upgrade Design project will include conducting several field assessments to document existing condition, developing a conceptual design, evaluating alternatives and recommending specific equipment. and the scope will include completing final design in order to culminate a bid-ready construction package. In parallel, approvals for implementation of this project will be needed from the electrical utility provider (PG&E) and air permitting agency (BAAQMD). This scope also includes engineering services during bidding, construction, and start-up/commissioning.

The consultant will prepare applications for two required BAAQMD permits (Authority to Construct), one for food waste import (an operational practice that the City wishes to begin as soon as possible) and one for the planned cogeneration project.

Consultant Selection and Negotiation

A competitive Request for Proposals (RFP) for the Master Plan Update and Cogeneration Upgrade Design was posted on City's Demandstar public procurement network on August 24, 2022 and directly emailed to eight (8) Bay Area firms. Thirty-five firms requested the RFP documents, and two responsive and responsible proposals were received on October 18, 2022, one from Hazen and Sawyer, and one from Jacobs. The proposals were reviewed by an evaluation team consisting of Public Works and Environmental Services Department staff. The team evaluated proposals based on demonstrated qualifications, experience, and programmatic approach. Both firms were invited to participate in an interview and discussion with the City.

The Hazen and Sawyer team demonstrated great depth of experience and project management support for the required services for this project and was ultimately selected. The final negotiated fee for the base services in the agreement is \$6,835,021, while \$566,576 is identified for optional services, for a total not to exceed contract of \$7,401,597.

Additionally, the City has negotiated a 3.75% annual increase to non-senior staff and a 2% annual increase for senior staff after the first three years of the contract. To support this action, staff is requesting the City Manager to be authorized to amend the contract annually after the first three years, within budgeted amounts.

Optional Services

The scope of work has been developed to allow Hazan and Sawyer to conduct additional evaluation, funding, and regulatory tasks, for up to \$566,576 in additional costs. These optional tasks include:

- Technical Documentation for Grant and Loan Applications (allowance)
- Master Planning for Renewable Energy Projects
- Evaluation of Phase 5 projects (allowance)
- Subsequent Program Environmental Impact Report (PEIR)
- Cleanwater Center Strategic Assessment
- Strategic Water Reuse Evaluation (Allowance - \$50,000)

Since there is a potential that adding some of these items may prove necessary for key facility planning and decision making, obtaining funding, and meeting regulatory requirements, the above services are included as optional services to be performed under the contract.

Hazan and Sawyer will only proceed with these items if directed in writing by the City. If through the conceptual and preliminary design process, it is determined that some of these items are not sufficiently beneficial, then the City will not direct the contractor to perform them.

FISCAL IMPACT

The contract consists of base services in the amount of \$6,835,021, optional services in the amount of \$566,576, and a 10% contingency in the amount of \$740,160, for a total of \$8,141,757. Funding for this project is available in Project 834400 - SCWP Master Plan Update and Project 833370 - Cogeneration Upgrade Design.

Project costs are as follows:

	0.3 Master Plan Update (Project 834400)	5.1 Cogeneration Upgrade (Project 833370)	Total
Project Planning or Design (Including Bid and Construction Support)	\$2,420,496	\$4,414,525	\$6,835,021
Optional Services	\$566,576		\$566,576
Total Contract Amount	\$2,987,072	\$4,414,525	\$7,401,597
10% Contingency	\$287,707	\$441,453	\$740,160
Total Cost	\$3,274,779	\$4,855,978	\$8,141,757

Due to the acceleration of the project, increased escalation, and the current construction bid climate, it is anticipated that a recommendation to increase the appropriation by approximately \$6.7 million for Project 833370 - Cogeneration Upgrade will be requested during the FY 2023/24 budget cycle.

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 Public Library, Senior Center, Community Center and in the Department of Public Safety Lobby. In addition, the agenda and report are available at the Sunnyvale Public Library, Office of the City Clerk, and on the City's website.

ALTERNATIVES

1. Take the following actions:
 - Award a contract to Hazen and Sawyer for Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design in substantially the same form as Attachment 1 to the report in an amount not-to-exceed \$7,401,597;
 - Authorize the City Manager to execute the contract when all the necessary conditions have been met;
 - Approve a 10% contingency in the amount of \$740,160; and
 - Authorize the City to amend the contract annually after the first three years to increase rates as follows: 3.75% to non-senior staff and 2% for senior staff, subject to available budget and if pricing and services remain acceptable to the City.
2. Other action as directed by Council.

STAFF RECOMMENDATION

Alternative 1: Take the following actions:

- Award a contract to Hazen and Sawyer for Water Pollution Control Plant Master Plan Update and Cogeneration Upgrade Design in substantially the same form as Attachment 1 to the report in an amount not-to-exceed \$7,401,597;
- Authorize the City Manager to execute the contract when all the necessary conditions have been met;
- Approve a 10% contingency in the amount of \$740,160; and
- Authorize the City to amend the contract annually after the first three years to increase rates as follows: 3.75% to non-senior staff and 2% for senior staff, subject to available budget and if pricing and services remain acceptable to the City.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Chip Taylor, Director of Public Works

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Consultant Service Agreement

**DRAFT CONSULTANT SERVICES AGREEMENT BETWEEN CITY OF SUNNYVALE AND
HAZEN AND SAWYERS FOR DESIGN AND CONSTRUCTION SUPPORT SERVICES
FOR MASTER PLAN UPDATES AND COGENERATION UPGRADE DESIGN**

THIS AGREEMENT, dated _____, is by and between the CITY OF SUNNYVALE, a California chartered municipal corporation ("CITY"), and HAZEN AND SAWYER ("CONSULTANT").

WHEREAS, CITY advertised a Request for Proposals (RFP) F23-001 on date August 24, 2022; and

WHEREAS, CITY accepted CONSULTANT proposal submitted on dated October 18, 2022; and

WHEREAS, CITY desires to secure professional services necessary for investigation, analysis, design, preparation of construction drawings and contract specifications, consultation, services during construction and other services for a project known as Master Plan Updates and Cogeneration Upgrade Design; and

WHEREAS, CONSULTANT represents that it, and its sub-consultants, if any, possess the professional qualifications and expertise to provide the required services and are licensed by the State of California to practice engineering in the required disciplines;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

CONSULTANT shall provide services in accordance with Exhibit "A" entitled "Scope of Work." All exhibits, including all associated attachments, referenced in this Agreement are attached hereto and are incorporated herein by reference. To accomplish that end, CONSULTANT agrees to assign Rion Merlo, PhD, PE, PMP to this project, to act in the capacity of Project Manager and personally direct the professional services to be provided by CONSULTANT.

Except as specified in this Agreement, CONSULTANT shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision and expertise to perform all operations necessary and required to satisfactorily complete the services required in this Agreement.

2. Notice to Proceed/Completion of Services

- (a) CONSULTANT shall commence services upon receipt of a Notice to Proceed from CITY. Notice shall be deemed to have occurred three (3) calendar days after deposit in the regular course of the United States mail.
- (b) When CITY determines that CONSULTANT has satisfactorily completed the services defined in Exhibit "A," CITY shall give CONSULTANT written Notice of Final Acceptance, and CONSULTANT shall not incur any further costs hereunder. CONSULTANT may request this determination of completion when, in its opinion, it has satisfactorily completed the Scope of Work (Exhibit "A"), and if so requested, CITY shall make this determination within fourteen (14) days of such request.

3. Project Schedule

The Project Schedule is set forth in the attached Exhibit "A-1."

4. Payment of Fees and Expenses

Payments shall be made to CONSULTANT on a monthly basis as set forth in the attached Exhibit "B" entitled "Compensation Schedule." All compensation will be based on monthly billings as provided in Exhibit "B." Compensation will not be due until said detailed billing is submitted to CITY within a reasonable time before payment is expected to allow for normal CITY processing. An estimate of the percent of total completion associated with the various categories of the services shall be furnished by CONSULTANT with said billing. When applicable, copies of pertinent financial records will be included with the submission of billing(s) for all direct reimbursables. Compensation shall not exceed the amounts set forth in Exhibit "B" for each phase. In no event shall the total amount of compensation payable under this agreement exceed the sum of Six Million Eight Hundred Thirty-Five Thousand Twenty-One and No/100 Dollars (\$6,835,021.00) for the duration of the contract, as well as optional services in an amount not to exceed Five Hundred Sixty-Six Thousand Five Hundred Seventy-Six and No/100 Dollars (\$566,576.00) unless upon written modification of this Agreement. In no event shall the total amount of compensation payable under this agreement exceed the sum of Seven Million Four Hundred One Thousand Five Hundred Ninety-Seven and No/100 Dollars (\$7,401,597.00). All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707.

CONSULTANT will be reimbursed as promptly as fiscal procedures will permit upon receipt by the CITY of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated in the Compensation Schedule and shall reference the project title. The final invoice must contain the final cost and all credits due CITY. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work.

5. No Assignment of Agreement

CONSULTANT bind themselves, their partners, successors, assigns, executors, and administrators to all covenants of this Agreement. Except as otherwise set forth in this Agreement, no interest in this Agreement or any of the work provided for under this Agreement shall be assigned or transferred, either voluntarily or by operation of law, without the prior written approval of CITY. However, claims for money due to or to become due to CONSULTANT from CITY under this Agreement may be assigned to a bank, trust company or other financial institutions, or to a trustee in bankruptcy, provided that written notice of any such assignment or transfer shall be first furnished to CITY. In case of the death of one or more members of CONSULTANT's firm, the surviving member or members shall complete the services covered by this Agreement. Any such assignment shall not relieve CONSULTANT from any liability under the terms of this Agreement.

6. Consultant is an Independent Contractor

CONSULTANT is not an agent or employee of CITY but is an independent contractor with full rights to manage its employees subject to the requirements of the law. All persons employed by CONSULTANT in connection with this Agreement will be employees of CONSULTANT and not employees of CITY in any respect. CONSULTANT is responsible for obtaining statutory Workers' Compensation coverage for its employees.

7. Consultant's Services to be Approved by a Registered Professional

All reports, cost estimates, plans and other documents which may be submitted or furnished by CONSULTANT shall be approved and signed by a qualified registered professional in the State of California. The title sheet for calculations, specifications and reports, and each sheet of plans, shall bear the professional seal, certificate number, registration classification, expiration date of certificate and signature of the professional responsible for their preparation.

8. Standard of Workmanship

CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform the services and its duties and obligations, expressed and implied, contained herein, and CITY expressly relies upon CONSULTANT's representations regarding its skills and knowledge. CONSULTANT shall perform such services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California.

The plans, designs, specifications, estimates, calculations reports and other documents furnished under the Scope of Work (Exhibit "A") shall be of a quality acceptable to CITY. The criteria for acceptance of the work provided under this Agreement shall be a product of neat appearance, well-organized, technically and grammatically correct, checked and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that used by CITY for similar projects.

9. Responsibility of CONSULTANT

CONSULTANT shall be responsible for the professional quality, technical accuracy and the coordination of the services furnished by it under this Agreement. Neither CITY's review, acceptance nor payment for any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and CONSULTANT shall be and remain liable to CITY in accordance with applicable law for all damages to CITY caused by CONSULTANT's negligent performance of any of the services furnished under this Agreement.

Any acceptance by CITY of plans, specifications, calculations, construction contract documents, reports, diagrams, maps and other material prepared by CONSULTANT shall not, in any respect, absolve CONSULTANT for the responsibility CONSULTANT has in accordance with customary standards of good engineering practice in compliance with applicable Federal, State, County and/or municipal laws, ordinances, regulations, rules and orders.

10. Right of CITY to Inspect Records of CONSULTANT

CITY, through its authorized employees, representatives, or agents, shall have the right, at any and all reasonable times, to audit the books and records including, but not limited to, invoices, vouchers, canceled checks, time cards of CONSULTANT for the purpose of verifying any and all charges made by CONSULTANT in connection with this Agreement. CONSULTANT shall maintain for a minimum period of three (3) years from the date of final payment to CONSULTANT or for any longer period required by law, sufficient books and records in accordance with generally accepted accounting practices to establish the correctness of all charges submitted to CITY by CONSULTANT. Any expenses not so recorded shall be disallowed by CITY.

11. Confidentiality of Material

All ideas, memoranda, specifications, plans, calculations, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for CONSULTANT and all other written information submitted to CONSULTANT in connection with the performance of this Agreement shall be held confidential by CONSULTANT and shall not, without the prior written consent of CITY be used for any purposes other than the performance of the Project services, nor be disclosed to an entity not connected with the performance of the Project services. Nothing furnished to CONSULTANT which is otherwise known to CONSULTANT or is or becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not use CITY's name, insignia or distribute exploitative publicity pertaining to the services rendered under this Agreement in any magazine, trade paper, newspaper or other medium without the express written consent of CITY.

12. No Pledging of CITY's Credit

Under no circumstances shall CONSULTANT have the authority or power to pledge the credit of CITY or incur any obligation in the name of CITY.

13. Ownership of Material

All material, including information developed on computer(s), which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports and other material developed, collected, prepared or caused to be prepared, under this Agreement shall be the property of CITY, but CONSULTANT may retain and use copies thereof.

CITY shall not be limited, in any way, in its use of said material, at any time, for work associated with Project. However, CONSULTANT shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to the release of this material to third parties for work other than on Project.

14. Hold Harmless/Indemnification

To the extent permitted by law (including, without limitation, California Civil Code section 2782.8), CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers and employees from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs and expenses, including reasonable attorneys' fees in connection with any injury or damage to persons or property to the extent arising out of any negligence, recklessness or willful misconduct of CONSULTANT, its officers, employees, agents, contractor, subcontractors or any officer, agent or employee thereof in relation to CONSULTANT's performance under this Agreement. In no event shall the cost to defend charged to the design professional exceed the design professional's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs. Such defense and indemnification shall not apply in any instance of and to the extent caused by the sole negligence, recklessness or willful misconduct of CITY, its officers, employees, agents or representatives.

15. Insurance Requirements

The City requires that CONSULTANT maintain insurance requirements on the Pacific Insurance Network System (PINS). CONSULTANT shall take out and maintain during the life of this Agreement policies of insurance as specified in Exhibit "C" attached and incorporated by reference and shall provide all certificates and/or endorsements as specified in Exhibit "C-" through PINS for approval by the City Risk Manager prior to CONSULTANT (or subcontractor) commencing any work under this Agreement.

16. No Third Party Beneficiary

This Agreement shall not be construed or deemed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action hereunder for any cause whatsoever.

17. Notices

All notices required by this Agreement, other than invoices for payment which shall be sent directly to Accounts Payable, shall be in writing, and sent by first class with postage prepaid, or sent by commercial courier, to address below.

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by email or fax, to accomplish timely communication. Each party may change the address by

written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three business days after mailing.

To CITY: Jennifer Ng, Assistant Director of Public Works
Department of Public Works
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONSULTANT: Hazen and Sawyer
Attn: Marc Solomon
90 New Montgomery Street #333
San Francisco, CA 94105

18. Waiver

CONSULTANT agrees that waiver by CITY of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

19. Amendments

No alterations or changes to the terms of this Agreement shall be valid unless made in writing and signed by both parties.

20. Integrated Agreement

This Agreement embodies the agreement between CITY and CONSULTANT and its terms and conditions. No verbal agreements or conversation with any officer, agent or employee of CITY prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon CITY.

21. Conflict of Interest

CONSULTANT shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONSULTANT is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this Agreement CONSULTANT shall not accept employment or an obligation which is inconsistent or incompatible with CONSULTANT'S obligations under this Agreement.

22. Governing Law, Jurisdiction and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its conflict of law principles. Proper venue for legal actions will be exclusively vested in a state court in the County of Santa Clara. The parties agree that subject matter and personal jurisdiction are proper in state court in the County of Santa Clara, and waive all venue objections.

23. Records, Reports and Documentation

CONSULTANT shall maintain complete and accurate records of its operation, including any and all additional records required by CITY in writing. CONSULTANT shall submit to CITY any and all reports concerning its performance under this Agreement that may be requested by CITY in writing. CONSULTANT agrees to assist CITY in meeting CITY's reporting requirements to the state and other agencies with respect to CONSULTANT's work hereunder. All records, reports and documentation relating to the work performed under this Agreement shall be made available to City during the term of this Agreement.

24. Termination of Agreement

- A. If CONSULTANT defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of satisfactory services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONSULTANT shall present CITY with any work product completed at that point in time.
- B. Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY also shall have the right to terminate this Agreement for any reason upon ten (10) days' written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONSULTANT shall present CITY with any work product completed at that point in time.
- C. If CITY fails to pay CONSULTANT, CONSULTANT at its option may terminate this Agreement if the failure is not remedied by CITY within thirty (30) days after written notification of failure to pay.

25. Subcontracting

None of the services covered by this Agreement shall be subcontracted without the prior written consent of CITY. Such consent may be issued with notice to proceed if subcontract consultants are listed in the project work plan.

26. Fair Employment

CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, or any other protected characteristic in violation of state or federal law.

27. Changes

CITY or CONSULTANT may, from time to time, request changes in the terms and conditions of this Agreement. Such changes, which are mutually agreed upon by CITY and CONSULTANT, shall be incorporated in amendments to this Agreement.

28. Other Agreements

This Agreement shall not prevent either Party from entering into similar agreements with others.

29. Severability Clause.

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

30. Captions

The captions of the various sections, paragraphs and subparagraphs, of the contract are for convenience only and shall not be considered nor referred to for resolving questions of interpretation.

31. Entire Agreement; Amendment

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

32. Miscellaneous

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

33. Force Majeure

Neither party shall be liable for loss or damage suffered by the other as a result of any failure or delay in the performance of its services or obligations under the Agreement caused by a Force Majeure event which is defined herein. The party relying on this provision shall give prompt notice to the other party of the Force Majeure event or circumstance and shall take all reasonable steps to resume performance at the earliest possible date. The time for performance shall be extended by the number of days from the date notice is given until performance is able to be resumed.

A Force Majeure event refers to any event that is beyond the reasonable control of the CITY and CONSULTANT and cannot be prevented with reasonable care, including, but not limited to, natural disasters, infectious disease pandemics, and war; however, any shortage of credit, capital or finance shall not be regarded as an event beyond the reasonable control of a party.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF SUNNYVALE ("CITY")

HAZEN AND SAWYER
("CONSULTANT")

By _____
City Manager

By _____

Name/Title

ATTEST:

By _____
City Clerk

By _____

Name/Title

APPROVED AS TO FORM:

City Attorney

Exhibit A
Detailed Scope of Work
Sunnyvale Cleanwater Program
Master Plan Update and Cogeneration Upgrade Design—Projects 0.3 and 5.1

I. General

The City of Sunnyvale is seeking proposals from licensed engineering firms to provide professional engineering services for planning, design, permitting support, and engineering services during bidding and construction for capital improvements at the Donald M. Somers Water Pollution Control Plant (WPCP). The scope of work for the successful Consultant (once under contract) is anticipated to be organized into the following task groups:

- Project Management
- Master Plan Update (Project 0.5)
- Cogeneration Upgrade (Project 5.1)
- Environmental Documentation and Permitting
- Optional Tasks

Background information on the Sunnyvale Cleanwater Program (Program) and a summary description of the core technical tasks are provided below. Section III contains a detailed description of the required scope of services for each task and subtask.

An updated version of the Sunnyvale Cleanwater Program Master Plan (Master Plan) is needed to:

- Adapt to recent and upcoming changes in capital improvement project drivers.
- Incorporate lessons learned during the first 6 years of Program implementation.
- Develop a more detailed roadmap for the next phase of the Program using process optimization as the foundation of this roadmap.

The scope of work generally includes strategic facility planning, flow and load development, alternatives evaluation, technology selection, process optimization and modeling, hydraulics, heat and energy balance optimization and modeling, Automated Control System (ACS) planning, and climate change impact evaluation. Ancillary services include:

- Project management
- Conducting workshops
- Preparing permit application(s)
- Operation and maintenance (O&M) and capital cost estimating

At this time, it is expected that the Consultant will perform detailed master planning for a future 'full-development' (or baseline) scenario based on a high-intensity development condition and identified potential 'key triggers' (e.g., additional regulations, biosolids disposal or end-use availability, and co-digestion feedstock availability) as directed by the City and investigated by the Consultant. The Consultant will also identify and plan for 'scaled-down' scenario(s) for each process area compared to the full-development scenario and document

the capacity of the scaled-down improvements.

The scope of work also includes design engineering services and services during construction for the Cogeneration Upgrade project. This capital improvement project currently includes replacement of existing facilities with new larger capacity power generation and heat recovery facilities, Best Available Control Technology (BACT) emissions control equipment, hot-water heat loop upgrades, biogas conveyance piping modifications, and a biogas treatment and conditioning system. Renovation of the existing Power Generation Building is also included. This project definition may change as a result of the recommendations made during master planning. Proposers should base their fee proposal on the scope, as currently defined.

The Cogeneration Upgrade has been expedited to increase the reliability of on-site production of electric power from renewable biogas, as well as to reduce consumption of utility-supplied natural gas. Services needed during the Cogeneration Upgrade include:

- Documenting existing conditions
- Preparing design information memos (DIMs)
- Conducting workshops
- Capital cost estimating
- Coordination with PG&E
- Environmental documentation and permitting
- Preparation of 30%/60%/90%/100% and bid set construction documents
- Engineering services during bidding and construction

The City has identified three optional tasks that may also be included in the project scope, to be authorized at the City's discretion. Section III.E contains additional information about the anticipated scope of work associated with these optional tasks.

II. Project Information

A. Description

1. Cleanwater Program Description

The existing Donald M. Somers WPCP was originally built in 1956. With additions over the subsequent 15–20 years, it grew to a tertiary treatment facility with an average dry weather flow of 14 million gallons per day (MGD) and a permitted average dry weather flow of 29.5 MGD. An asset condition assessment conducted in 2006 identified several critical WPCP structures as 'at-risk' and in need of immediate rehabilitation. Based on this assessment, the City began implementing several rehabilitation projects and also developed a long-term Strategic Infrastructure Plan (SIP) to serve as a road map for the physical improvements and process enhancements needed to maintain a high level of treatment and to meet current and expected regulatory requirements and stewardship objectives (Available Documents, Section V). In 2013, the City secured the professional services of a team of consultants to develop a comprehensive Master Plan, which included the basis of design (for the various process areas to be rebuilt) and a Program Environmental Impact Report (PEIR).

In 2016, the City adopted a Master Plan to guide improvements to the WPCP facilities and operations over the next 25 years (Available Documents, Section V). The Master Plan was developed to address challenges facing the WPCP and to support City policies. These challenges include aging infrastructure, changes in regulatory requirements, as well as increases in population, flows, and loads. The Master Plan identified capital improvement projects, estimated costs, and recommended approaches to achieve the planning objectives.

The City also certified a Final PEIR for the Master Plan in compliance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines (Available Documents, Section V).

Implementation of this Master Plan is accomplished through the ongoing Sunnyvale Cleanwater Program (Program). The Program consists of five phases:

- Phase 1 – Primary Treatment and Plant Rehabilitation
- Phase 2 – Secondary Treatment Stage 1
- Phase 3 – Bioenergy Upgrades
- Phase 4 – Secondary Treatment Stage 2
- Phase 5 – Tertiary Treatment Upgrades

The packaging and timing of projects has evolved since the Master Plan was adopted; the evolution is captured in the current Program schedule (Available Documents, Section V).

2. Master Plan Update Description

While the Master Plan identified projects in all five phases of the Program, there is greater confidence in the characterization of Phases 1 and 2 than in Phases 3, 4, and 5. For that reason, the City seeks to reassess and update their Master Plan every 5 to 10 years; this is the first planned update. The Master Plan Update will provide a roadmap for future phases that reflects the most recent information about City policy, state and federal regulations, operating conditions, state of technology, market conditions, and decisions made during earlier phases. Several key issues are described below:

- Changes to anticipated future National Pollutant Discharge Elimination System (NPDES) effluent limits for nitrogen and phosphorous
- New land use plans within the City's sewer service area (resulting in ≈32% more influent flow and load at build-out of the service area)
- Changes to current and future imported food waste composition, flow, and load
- Updated air permitting requirements associated with imported food waste and anticipated changes to the cogeneration system (including new equipment and emissions control technology)

The work performed during the Master Plan Update will validate the Cogeneration

Upgrade scope. This effort includes updating flow and energy projections for biogas, landfill gas, and supplemental natural gas; projecting energy demand for electric power and heat for hot water; updating equipment type and size; updating the project scope description; and updating capital and operating cost estimates. This planning level information will provide the basis of design for the Cogeneration Upgrade (Section II.A.3).

3. Cogeneration Upgrade Description

Once the Cogeneration Upgrade scope has been validated, the Consultant will initiate design. This effort includes several field assessments to document existing conditions, develop a conceptual design, evaluate alternatives and recommend specific equipment, and complete final design (30/60/90/100 sets) to culminate a bid- ready construction package. Opinions of probable construction cost (OPCC) will be needed at each stage of design. In parallel, approvals for implementation of this project will be needed from the electrical utility provider (PG&E) and air permitting agency (BAAQMD). This scope also includes services during bidding, construction, and start-up/commissioning.

Equipment selections will be determined via an alternatives analysis during preliminary planning. For budgeting purposes, the Consultant may assume that the existing internal combustion engines and associated power production and heat recovery equipment will be replaced with larger capacity units of similar type.

Note that two Authority to Construct permits will be needed, for which the Consultant is to prepare applications—one for food waste import (an operational practice that the City wishes to begin as soon as possible) and one for the planned cogeneration project.

B. Location

The WPCP is located at 1444 Borregas Avenue, Sunnyvale, Santa Clara County, California.

The site lies in the Moffett Park neighborhood, directly south of South San Francisco Bay, in the northern part of the City of Sunnyvale. The site includes approximately 16.5 acres within the main WPCP, and approximately 440 acres of oxidation ponds. The City's Sunnyvale Materials Recovery and Transfer (SMaRT) Station lies to the east. The City's closed municipal solid waste landfill borders the south and west of the site. The Sunnyvale West Channel forms the western boundary of the site.

C. Existing Conditions

Following adoption of the Master Plan, the City began implementing the Cleanwater Program. Projects recently completed include Caribbean Drive Parking and Trail Enhancements and Package 1 of the new Headworks and Primary Treatment Facilities. Additional capital improvement projects recommended by the Master Plan are categorized into two groups—funded and unfunded (Tables 1 and 2). Funded projects are included in the City's 20-year projects budget. Unfunded projects are not included in the City's adopted budget, generally because the necessity of these projects is less certain. Additional smaller projects at the WPCP will be executed by the Environmental Services Department.

The WPCP operates in accordance with NPDES Permit No. CA0037621, as adopted by Order R2-2020-0002 of the California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB-SF Bay), Order No. R2-2019-0017 Waste Discharge Requirement for Nutrients from Municipal Wastewater Discharges to San Francisco Bay, Order No. R2-2017-0041 Waste Discharge Requirements for Mercury and PCBs from Municipal and Industrial Wastewater Discharges to San Francisco Bay, and Title V of the Clean Air Act.

Table 1. Cleanwater Program Project Schedule Summary – Funded Projects

Project ID	Project Name	Planned End Date ¹	Comment ²
1.1.2	Headworks and Primary Treatment – Package 2	9/2022	In commissioning phase
2.1.1	Plant Rehabilitation	7/2024	Design 100% complete
2.1.2	Perimeter Wall	10/2024	In design
2.1.3	Pipeline Rehabilitation	2/2026	In design
2.2.2	Secondary Treatment Stage 1	7/2026	Includes Thickening/Dewatering Stage 1; Out for bid
9.1	Recycled Water Improvements	4/2027	Scope may expand to add filtration; current funding is for pump station upgrades only
9.2	Community Improvements	3/2027	
9.4	Misc. Civil/Site Improvements	8/2027	
0.3	Master Plan Update	1/2025	This project
0.4	WPCP Condition Assessment	5/2024	
0.6	Waste Gas Burner	12/2027	
3.1	Filter Control Building	10/2027	
3.4	Chloramine Disinfection	3/2034	
4.4	Digester No. 5	9/2028	
4.5	Food Waste Facility	9/2028	
5.1	Cogeneration Upgrade	9/2027	This project
10.1	Demo of Fixed Growth Reactor (FGR) Pump Station	9/2037	Linked to Project 10.2
2.3	Secondary Treatment Stage 2	2/2036	
2.4	Primary Effluent (PE) Equalization – Diurnal and Emergency Storage	11/2034	
3.2	Filter Backwash Storage	12/2038	
4.3	Thickening/Dewatering Stage 2	10/2034	
10.2	Demo FGR No. 2	8/2037	Linked to Project 10.1
3.5	Ultraviolet (UV) Disinfection	3/2038	

Notes:

1. Planned end date for is estimated time when Final Acceptance is expected to be issued by the City. For projects with construction work elements, the date listed above is end of commissioning/start-up.
2. Status listed is as of the issuance date of this RFP.

Table 2. Cleanwater Program Project Schedule Summary – Unfunded Projects

Project ID	Project Name	Planned End Date ¹	Comment
8.3	Cleanwater Center	3/2026	
2.5	Retire Ponds	4/2042	Impacted by decisions made on Projects 2.3 and 2.4
4.6	Phosphorous Recovery Facility	2/2031	Regulatory driver uncertain
4.7	Biosolids Post-Processing	10/2031	Regulatory driver uncertain
2.7	Chemical Dosing for P-Removal	5/2035	Regulatory driver uncertain
3.3	Denitrification Filters	2/2039	Regulatory driver uncertain
3.6	Ozone Disinfection	3/2042	Regulatory driver uncertain
3.7	Microfiltration	3/2041	Regulatory driver uncertain

Notes:

1. Planned end date for is estimated time when Final Acceptance is expected to be issued by the City if the project received funding. For projects with construction work elements, the date listed above would be the estimated end of commissioning/start-up.

III. Consultant Scope of Services

The City has engaged a program management consultant (PMC) who augments the City's Public Works Department and coordinates all projects in the Sunnyvale Cleanwater Program. This project will be directed by Public Works staff, with day-to-day management by the PMC and close involvement with the City's Environmental Services Department.

The Consultant is expected to maintain frequent and timely communication throughout the duration of the project. Minimum required workshops and progress meetings are enumerated under the tasks they support. Additional meetings or conference calls as-needed to move the project forward are included implicitly in this scope. Consultant's meeting responsibilities include:

- Scheduling meetings one month in advance
- Identifying the meeting purpose and required attendees
- Preparing and sending an agenda and any presentation material at least one week in advance
- Preparing and distributing meeting minutes within one week

For workshops, Consultant's responsibilities also include:

- Submitting the associated draft deliverable and related presentation at least one week prior to the workshop
- Including decisions required at the workshop in the agenda
- Obtaining PMC's input on workshop content
- Submitting the slides in PowerPoint format
- Leading a pre-call to plan the workshop with PMC and Public Works

For deliverables, Consultant will provide electronic copies (in PDF format) of the draft and the final versions to the City. A comment file (*.xls) will be provided by the City to the Consultant; Consultant will provide responses to resolve all comments prior to completing the final version of the deliverable. PDFs must be fully text-searchable and formatted to be navigable with a 'bookmark' for each heading and subheading. Final deliverables will incorporate review comments and decisions made at the associated workshop; workshop minutes, PowerPoint presentation, comment log, and decision log will be included as appendices.

Drawings will be prepared and delivered in both computer-aided drafting, CAD (as applicable, AutoCAD Civil 3D Version 2021 [for civil], Revit Version 2021 [for structure/building], and Plant 3D Version 2021 [for process piping]) and PDF files, with files formatted to be print-ready and sized 24x36 inches. Mapping and field survey primary information (e.g., topographic survey, buried utilities survey, geotechnical data, GIS data) will be supplied in CAD and/or equally suitable format to support integration into CAD for base mapping purposes.

Upon conclusion of the project, the Consultant will provide the City with all delivered files in original native file format (e.g., *.docx, .xlsx); this includes reports, CAD files, modeling files, spreadsheets, cost estimates, calculations, and all other deliverables.

A. Project Management

1. Project Management

The Consultant will be the primary responsible party for managing the project's schedule and contract budget, including the schedule and budget of their subconsultants. Consultant must not perform any work they consider out-of-scope without prior approval from the City. Consultant is also responsible for alerting the City if it ever becomes apparent that the work as-scoped no longer appears likely to accomplish the objective as originally intended.

Key personnel will be identified by name and role in the proposal. The Consultant will not replace key personnel without written approval from City.

Consultant will be responsible for the following items:

a. Project Management Plan

Consultant must submit a Draft and Final Project Management Plan that includes a calendar of meetings, workshops, and deliverables. This calendar will be tabular and include the name, date, required attendees, and decisions to be made at each workshop; and the subtask, deliverable name, draft due date, comment due date, final due date, and objective of all technical memoranda (TM) and DIM. Calendar should show no more than three deliverables under review at any time, not including the deliverables submitted under this Task A1. If desired, the Project Management Plan may be submitted in stages, as decisions and objectives needed for later activities become clearer while the project progresses.

b. Meeting Management

From project kickoff through completion of Task C.3, Consultant is expected to lead a biweekly progress meeting and prepare action item logs for subsequent follow-up. Consultant will track action items and decisions made at these meetings. Consultant must also hold informal weekly check-ins with the PMC.

c. Project Schedules

Schedules will include all required workshops, all draft and final deliverables, on-site fieldwork, target bid date (for advertising of the package in Task F) and external interfaces that impact Consultant's schedule. Schedules must allow four weeks for the City to review design submittals, two weeks for the City to review each other deliverable, and adequate time for regulator review of permit applications. A two-month detailed look-ahead schedule is required at all progress meetings. Overall project schedule updates will be provided monthly.

A preliminary schedule of major milestones for this scope of work is included in Section IV.

d. Quality Assurance / Quality Control

Prior to submittal, all deliverables must be reviewed by a senior professional. Draft deliverables must be complete and technically reviewable by PMC and City reviewers. Prime firm is responsible for reviewing and ensuring the quality and accuracy of subconsultant-led deliverables and attending and managing the content of subconsultant-led calls and meetings.

e. Document Management

e-Builder will be used as the records management system for the Program. Consultant will use e-Builder to submit invoices and deliverables. One hour of training and licenses for up to three users will be provided to the Consultant.

f. Pay Applications

Consultant will submit monthly invoices. Invoices must include complete documentation of all project costs and include a cover page listing the total budget, amount authorized by notice to proceed (NTP), previous billed-to-date, current billing, and total billed-to-date for each task. Invoices must be accompanied by a brief progress report that lists the work accomplished in the previous month.

g. Department of Industrial Relations (DIR) Requirements

In compliance with California Public Works Law, the Consultant, and its subconsultants with prevailing wage workers, must register with the DIR. The City will coordinate with the Consultant to set up the project in the Labor Compliance Program Tracker (LCPTTracker). The Consultant and subconsultants must submit weekly certified payroll (CPR) to the DIR e-CPR website and to LCPTTracker for all prevailing wage work conducted that week, or state that no prevailing wage work was conducted during that week. At completion of the project, all weekly CPRs must be submitted in LCPTTracker with the last CPR

marked final, the fringe benefit statement (DAS 140, DAS 142, CAC 2, DAS Apprentice Certificates, as applicable), and all weeks of CPRs uploaded to the DIR e-CPR website.

Assumptions

- Planning and design duration is 3 years.
- Biweekly progress meetings are required until the final (100% bid set) Cogeneration System design is submitted to the City, and then monthly during the bidding and construction phases.

Meetings and Workshops

- Project kickoff meeting
- Biweekly progress meetings
- Weekly check-in calls

Deliverables

- Draft Project Management Plan
- Final Project Management Plan
- Monthly invoices and progress report
- Weekly certified payroll submitted to e-CPR and LCPTracker, when required per DIR

2. Support for Council Study Sessions

The City may require the Consultant's support for two Council Study Sessions. If such support is required, the Consultant's role will be to prepare a PowerPoint presentation and up to three attachments per sessions, presenting the project scope, status, and issues. Presentations and attachments should provide comprehensive but high-level information about the projects, suitable for an executive decision-making audience. Consultant's Project Manager to attend the sessions and be prepared to answer questions.

Deliverables

- Two Draft PowerPoint presentations and attachments
- Two Final PowerPoint presentations and attachments
- Attendance at two Council Study Sessions

B. Master Plan Update

All elements of the 2016 Master Plan will be validated during this project. Those projects with significant changes will be developed to at least a conceptual level, and to a basis of design level of detail for those projects in Phase 3.

The Consultant is responsible for preparing a work breakdown structure and managing deliverable production and workflow to meet schedule, budget, and quality expectations.

Where written reports and TM are identified, the Consultant will produce and submit (in a timely manner) both draft and final versions, as described below. The Consultant will then compile all of the resulting recommendations from Subtasks III.B.1 through III.B.5 into one composite Draft Master Plan Update Report (produced under Subtask III.B.6), upon which the environmental documentation and permitting activities in Task D will be based. The Consultant will prepare and submit the Final Master Plan Update Report after incorporation of review comments and once the environmental documentation and permitting activities have concluded.

1. Strategic Update

Design Consultant will be responsible for assessing the current state of knowledge and policy on each strategic issue, identifying (at a qualitative level) the impact on the Program, leading a workshop to converge on a shared understanding and consensus path forward, and documenting each issue in a TM. While the Master Plan Update will identify a single Capital Improvement Plan (CIP) ('full-development condition'), Design Consultant will recommend an approach that is robust to future changes and consider these strategic updates (in addition to future development and other defined triggers). The results of this task are expected to influence analysis and recommendations by the Consultant on subsequent tasks to shape and steer the Cleanwater Program.

a. PFAS and other Contaminants of Emerging Concern

Per- and polyfluoroalkyl substances (known as PFAS) were identified by the U.S. Environmental Protection Agency (EPA) as chemicals of emerging concern owing to their ubiquitous presence and persistence in the environment. To date, PFAS has not been detected in Valley Water's raw water supply. However, the potential for PFAS and other contaminants to be found in treated wastewater effluent and/or biosolids remains, because wastewater treatment plants are the recipient of all contaminants added by discharging customers. The Consultant will produce a TM that summarizes the current regulatory framework, laboratory measurement methods, and detection limits for PFAS and other contaminants of emerging concern. Viable strategies and the associated risks will be discussed in this TM, including 'do nothing,' upstream pre-treatment, liquid effluent treatment technologies, and solids treatment technologies. The TM will include discussion regarding options and impacts to the City's biosolids disposal Program if the biosolids are found to contain PFAS or other emerging contaminants, either now or in the future.

b. Climate Change Resiliency and Sea Level Rise Protection

The City adopted a *Climate Action Playbook* in 2019 that sets forth strategies to adapt and reduce the City's contribution to climate change. The Consultant will review this document and identify synergies with the Cleanwater Program. The Consultant will identify opportunities within the scope of the Master Plan Update to further these objectives.

This subtask calls for the Consultant to conduct focused analysis into the potential extent of future sea level rise due to climate change, because the WPCP is located at a low elevation abutting South San Francisco Bay. As such, the plant site and associated influent sewers are at an increasing risk of flooding due to sea level rise and the associated rise in groundwater levels. The U.S. Army Corps of

Engineers (USACE) and local regional flood management authorities partnered to initiate shoreline improvements around San Francisco Bay, including constructing new regional levees and raising existing levees in the vicinity. However, timing of regional flood control improvements is uncertain.

While the City has taken steps to protect the plant site by completing design of a new wall around the perimeter of the WPCP (construction of this wall will be completed under Project 2.1), the wall is designed to protect against the 100-year flood event and does not consider additional sea level rise. To evaluate this strategic issue, the Consultant will analyze the potential risk and impacts of rising groundwater and surface flooding to the plant, including to the influent sewers, buried structures, and groundwater wells.

The Consultant will prepare a TM that describes the analysis completed for this task and discusses the resultant recommendations regarding how best to improve resilience of the WPCP to future risks of climate change and sea level rise, consistent with relevant goals and objectives set forth in the City's *Climate Action Playbook*. The potential need for additional facilities (or changes to planned facilities), design guideline targets for future facilities, and/or operations and maintenance changes will be identified in this TM.

(Refer to Optional Task III.E.2 for the Consultant's responsibilities regarding identification and evaluation of potential renewable energy projects.)

c. Recycled Water Quality

The City has an existing recycled water treatment and pumping system that provides reclaimed water for year-round delivery to off-site customers. Since preparation of the previous Master Plan, some concerns have arisen about the recycled water quality, specifically the total dissolved solids (TDS) content in the recycled water (as well as algal growth) and its impact on the capacity of the existing dual media filters (relative to projected future flows). TDS in recycled water can also increase copper concentrations that are primarily due to corrosion from copper pipe. The City is interested in adding a dedicated filtration system (Task III.B.3.c herein) for recycled water and also potentially increasing opportunities for third-party uses of recycled water.

Using data provided by the City, the Consultant will statistically evaluate the recycled water quality and evaluate cost-effective treatment options to reduce TDS content. At least three treatment options will be presented. The Consultant will update recommendations for design criteria for capital facilities and any O&M changes to the existing recycled water system. The Consultant will prepare a TM that summarizes the findings and offers recommendations. The TM will include a summary of current Title 22 requirements for a range of potential uses, including but not limited to commercial/industrial uses (e.g., evaporative cooling, dual-plumbing systems), landscape irrigation, and indirect potable reuse; however, a market study for receiving recycled water is not required under this task (to be performed by others in a separate planning effort). Information from this TM will be used in subsequent planning by the Consultant regarding the future filtration projects, as discussed in Section 3.c herein.

d. Flow Management and the Oxidation Ponds

The City currently operates and maintains an aerated pond system that provides secondary biological treatment for biochemical oxygen demand (BOD) reduction, emergency storage for peak primary effluent (PE) flow, and storage of filter backwash flow from the dual media filters (DMFs). Once Project 2.2.2 is fully commissioned, only the backwash flows and a relatively small portion of PE will be routed through the pond system for secondary treatment under a ‘split flow’ operational strategy. The previous Master Plan recommended ultimately discontinuing use of the ponds for secondary treatment and repurposing a portion of the pond area for construction of diurnal flow equalization and emergency PE storage. The City does prefer to discontinue use of open ponds for secondary treatment, primarily because: (1) ponds generate algae, (2) dredging, dewatering, and disposal of pond sludge is cumbersome and expensive, and (3) using the ponds for treatment will prevent the WPCP from meeting expected future effluent nitrogen limits.

The Consultant will reassess volumetric storage capacity needs and identify alternatives that can provide sufficient diurnal PE storage and emergency flow management to support the future plant. Alternatives to be considered include retiring the ponds, retaining the ponds as open storage, and retaining the ponds as covered storage. The Consultant will identify the pros/cons and risks associated with the alternatives, quantify the expected frequency and extent of use of flow storage target volume(s), offer recommendations regarding fate of the ponds and pond area, provide an updated list of expected permits/approvals and time to obtain, and provide updated estimates of the capital and O&M costs. The Consultant will summarize this evaluation and findings in the TM.

e. Odor Management

Expected future development consists of mixed-use development near the plant and within previously modeled odor threshold isopleths (as defined in *Technical Memorandum 2 – H₂S/Odor Modeling Results and Control Strategy*, Carollo/CH2M 2020). Existing isopleths are based on older development projections and do not account for the new Moffett Park Specific Plan or other recent specific plans. These isopleths may expand when higher loads are accounted for. Additionally, with an overall increase in development in the area, it is expected that thousands of additional residents and office workers will be using the trails and recreational facilities around the WPCP. The Consultant will review the existing model and past odor sampling data provided by the City and will perform up to one day of sampling to supplement existing data, if recommended by the Consultant. The Consultant will then develop a strategic framework for odor management improvements considering the impact of future development on both loads and receptive sensitivity. The strategic framework will outline specific guidelines and/or requirements for the planning and evaluation of each process area (e.g., the extent of odor source containment required). The Consultant will review, and update from a high-level perspective, if necessary, the WPCP’s plant-wide H₂S/odor dispersion model to show the extent of odor management required. The recommended strategic framework will be summarized in a TM.

Assumptions

- Field sampling and laboratory analysis will not be required to support the strategic updates described above.
- Strategic Update workshops will occur in person.

Meetings & Workshops

- Workshop – PFAS and Emerging Contaminants
- Workshop – Climate Change Resiliency and Sea Level Rise
- Workshop – Recycled Water Production
- Workshop – Flow Management and the Oxidation Ponds
- Workshop – Odor Management

Deliverables

- TM – Strategic Update on PFAS and Emerging Contaminants
- TM – Strategic Update on Climate Change Resiliency and Sea Level Rise
- TM – Strategic Update on Recycled Water Production
- TM – Strategic Update on Flow Management and the Oxidation Ponds
- TM – Strategic Update on Odor Management

2. Flows and Loads

a. Influent Flows and Loads

Using the existing land use and zoning information and other planning information provided by the City, the Consultant will update the projected future influent flows and loads entering the plant headworks. Note that water conservation, development changes, and COVID-19–related changes to live- work patterns have occurred since the 2016 Master Plan was prepared and have impacted influent flows and loads. Expected future growth has increased significantly since 2016 (*Task Order 29 Technical Memorandum*, CDM Smith/BV 2022). Determination must be made as to whether a potential ‘flow swap’ with adjacent sewer district (intended to alleviate a collection system issue)—which may add up to 0.5 mgd of influent flow to the WPCP during wet weather—can be accommodated. The Consultant will coordinate with the City to confirm population projections and other planning estimates associated with wastewater generation from residential, commercial, and industrial zoned properties within the City’s service area. The Consultant will also evaluate available plant process data (e.g., past 5 years) and update the projected flows and loads to reestablish the basis of design for future plant facilities.

As raw sewage concentrations have increased in recent years, the Consultant will consider the data trends (e.g., why they have occurred, and their potential to continue) and compare them to other wastewater treatment plants in the Bay Area. Based on this review, the Consultant will recommend unit factors to be used for updating the future raw influent flow and load projections. Example factors to be reviewed include number and type of wastewater capita (i.e., customers by

This effort to update the flows and loads will define the baseline full-development condition for the Master Plan Update. Consultant should also prepare forecasts of future raw influent flows and loads for a less-intensive development scenario and consider opportunities for modular process improvements that could accommodate either scenario.

In addition to the raw influent flow and load changes noted above, the City has also modified expectations for future fats, oils, and grease (FOG) and food waste import (which enters the solids treatment stream directly) since the 2016 Master Plan was prepared and since Project 2.2 design criteria was established. FOG import is no longer anticipated. Additionally, algae (from ponds) co-digestion may be a possibility, based on a separate study (to be performed by others). Using planning information provided by the City, the Consultant will incorporate the updated future imported food waste flows and loads into the overall flow and mass balance of the treatment plant.

The Consultant will review and update previous recommendations by others to address capacity bottlenecks. The City will provide previous computer process modeling files and calculations (e.g., BIOWIN, *.xlsx) to the Consultant for information purposes and for specific updates, such as updating Figure 1 shown below.¹ The Consultant is responsible for model development (i.e. using BIOWIN; other non-proprietary and commercially available biokinetic model may be considered, if approved by the City) and for all modeling results and calculations conducted during this project. Refer to scope requirements in Task III.B.4.c regarding conveyance capacity analysis associated with the future flows.

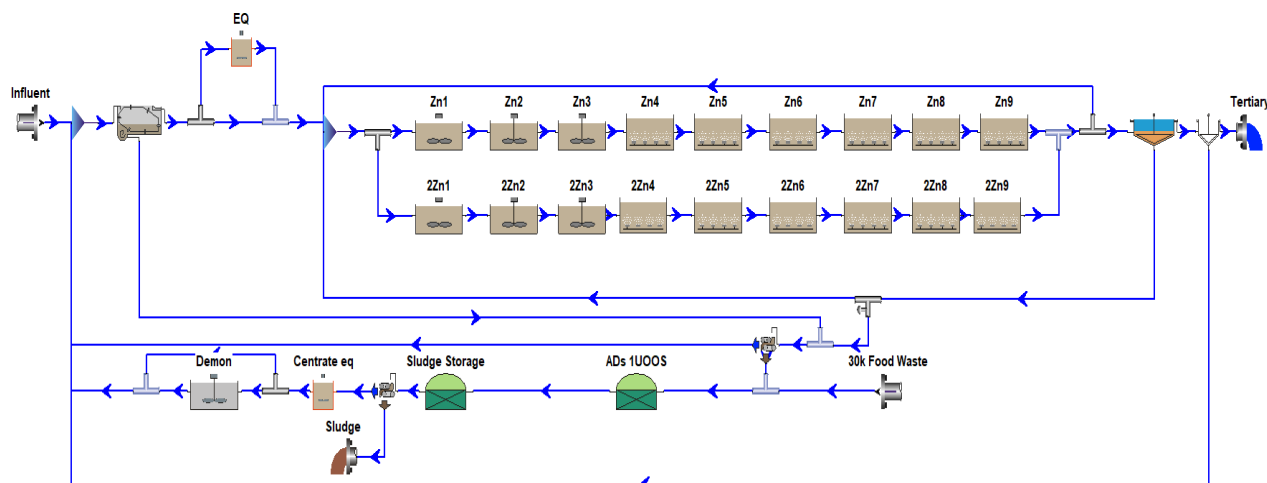


Figure 1. Existing BLOWIN Plant Schematic

Assumptions

- Workshops will be held virtually.
- City will provide updated estimates for food waste import to the Consultant that can be directly incorporated into the Consultant's plant-wide flow and mass balance.
- Refer to the *Task Order 29 Technical Memorandum* (Sunnyvale Cleanwater Program Management Team 2022) for previous analysis of development impacts to the projected flows and loads and preliminary recommendations for treatment process planning changes to address capacity bottlenecks.

¹ Figure 1 is a screenshot of the plant configuration in the existing plant BLOWIN model. The existing modeling files will be provided and Consultant will need to update the modelling files to reflect the recent and future plant design. Known changes needed include: moving the DEMON effluent return from the headworks to the primary effluent split box, updating the influent specifier to reflect the projected future influent flows and loads; and updating the unit processes within the configuration to provide sufficient treatment capacity to meet future flows.

Meetings and Workshops

- Flows and Loads Workshop
- Capacity Analysis Workshop

Deliverables

- Flows, Loads, and Capacity Analysis TM

3. Process Improvement

Considering changes during Phase 2 project design, decisions made during the strategic update, increased flows and loads, and recent changes in policy and regulatory drivers, Design Consultant will update the process alternative selection, using the existing Cleanwater Implementation Plan from the 2016 Master Plan, Project 2.2 TM and DIM for reference.

Design Consultant will prepare a technical memo for each major process area:

(1) documenting the alternatives analysis, including pros and cons of economic and non-economic factors, (2) detailed flow and load balance, (3) capital and life cycle cost, including detailed assumptions and backup, (4) design criteria, and (5) layout drawings. Recommendations for changes to a given treatment process must be cohesive and consistent with recommendations to upstream and downstream unit processes (e.g., changes to primary or secondary treatment technologies are likely to impact flows and loads to solids stream processes). The Consultant will consider process optimization and energy optimization/efficiency for each major process area for the recommended approach. The Consultant will also consider odor management for applicable process areas in conjunction with the odor management framework developed.

a. Primary Treatment

The Primary Treatment TM will update projected range of flows and loads entering and exiting the tanks, identify alternatives to increase capacity, and describe conceptual design requirements for process changes. Recent analysis indicated an increase in the quantity of flows and loads, requiring primary treatment beyond the design capacity delivered under Project 1.1. Overflow rate, hydraulic residence time, and tank redundancy are concerns. One option to address this is to modify the sedimentation process by adding magnetite ballast (or similar) to the process. The Consultant will evaluate the clarifier capacity and determine when it appears necessary to make a change to this process. At least four alternatives will be evaluated, including (1) conversion to a ballasted process as described, (2) conversion to a Chemically Enhanced Primary Treatment (CEPT) process, (3) replacement with primary filtration, (4) addition of high-rate clarification to manage peak flows, and (5) another option per the Consultant's recommendation. A short-term minor process change (e.g., to CEPT) may be needed prior to a long-term process conversion (e.g., ballasted, filtration, etc.) in order to schedule the upgrades consistent with the pace of development. Thus, the study must confirm size, location, and timing for primary clarification

improvements (e.g., including chemical storage, ballast recovery facilities, sludge pumping changes) using a holistic approach that considers plant-wide impacts

(e.g., to solids and biogas streams).

The Consultant will also consider odor management in the alternatives evaluation and cost information.

b. Secondary Treatment

The Secondary Treatment TM will update projected range of flows and loads entering and exiting secondary treatment, identify alternatives to increase capacity, and describe conceptual design requirements for process changes. Anticipated future effluent total inorganic nitrogen (TIN) limits have changed since the 2016 Master Plan. Loading to the bioreactors and secondary clarifiers is a concern. One option to address this is to modify two of the nine zones in the new and future Modified Ludzack–Ettinger (MLE) bioreactors by adding plastic media for attachment of fixed growth biota to promote simultaneous nitrification-denitrification (SND). Another SND process or alternative secondary process change may also be suitable to address future needs. The Consultant will evaluate the planned bioreactors and secondary clarifier capacity and determine when it appears necessary to make a change to this process. At least four alternatives will be evaluated, including (1) partial conversion as described above, (2) increase PE diurnal flow equalization volume and retain the planned MLE process, (3) eliminate PE diurnal flow equalization volume completely and provide a more intensified secondary process conversion, and (4) another option per Consultant's recommendation.

c. Filtration

The plant currently filters all flow upstream of disinfection using four existing DMFs. A significant increase is now expected in the quantity of secondary effluent conveyed to the DMFs at build-out. If unchanged, the specific loading rate (gpm/sf) and operational complexity of filtration (especially with regards to Title 22 recycled water production) are significant concerns. Changes to anticipated future effluent TIN limits have also occurred. One option to address the recent changes is to add a new filtration system dedicated to recycled water production and to retain the four existing DMFs for Bay discharge. Note that there is also an existing bypass around the DMFs to the filtered water sump, which could also be used to manage higher flows.

The Filtration TM will update projected range of flows and loads entering and exiting the existing DMFs, evaluate hydraulics, identify alternatives for modifications to the DMF process, identify alternatives for a new dedicated recycled water filtration system, and describe conceptual requirements for process and operational changes. The Consultant will conduct a literature search regarding recent filter column studies, media selection, and technology options for a dedicated recycled water filtration system and will consider expected water quality conditions once the planned conventional activated sludge (CAS) facilities are online. Consultant will evaluate at least two alternatives for maintaining or modifying the DMFs for Bay discharge. At least three alternatives will be evaluated for a new dedicated recycled water filtration system. Process, hydraulic, and siting location limitations will be identified for all alternatives. Findings will be summarized in the Filtration TM. A conceptual strategy for

seasonal flow management and hydraulic flow splitting will be presented for the recommended alternative.

d. Disinfection

The plant currently disinfects effluent for Bay discharge using sodium hypochlorite (12.5%) with contact time in the chlorine contact tanks (CCTs), followed by injection of sodium bisulfite (25%) to CCT effluent for dechlorination to manage chlorine residual. The 2016 Master Plan recommended demolition of the CCTs near the end of the expected life of the CCTs and replacement of the existing disinfection process with ultraviolet (UV) for tertiary filtered effluent. The 2016 Master Plan also recommended an intermediate step prior to installation of UV conversion of the existing disinfection process to a chloramine disinfection system via addition of aqueous ammonia. This recommendation was associated with concerns about potential increased formation of trihalomethane (THM) above permit limits after the transition to CAS. Recent flow and load analysis indicates a significant increase in the quantity of flow requiring effluent disinfection—greater than anticipated for the UV facility described in the 2016 Master Plan but within the capacity of the existing CCTs to provide a minimum of 30 minutes of contact time under all flow scenarios.

The Consultant will update the expected flows requiring disinfection for Bay discharge. The Consultant must review information from the Regional Board regarding potential future THM effluent limits, recommend updated effluent quality targets as appropriate, and offer perspectives regarding the likely need for chloramine disinfection as an intermediate process change. The Consultant will also evaluate the existing dechlorination system to determine whether sufficient contact time is expected for the higher projected flows that would allow compliance with chlorine residual limits. The Consultant will then update the expected size, cost, and construction timing for a future UV system. The UV system evaluation will include consideration of impacts associated with the City's decisions about tertiary filtration (Task III.B.3.c); a sensitivity analysis regarding expected transmissivity range will be included. The disinfection TM will summarize these analyses.

e. Solids Thickening

The Solids Thickening TM will update projected range of flows and loads to the sludge blending tank and downstream thickening units, identify alternatives to increase capacity, and describe conceptual design requirements for new thickening equipment. Recent analysis indicated a significant increase in the quantity of total solids that require treatment above the design capacity provided under Project 2.2. One option to address this is to add a fourth rotary drum thickener (RDT) and associated sludge pumps; however, it is unclear if sufficient space is available. The Consultant will evaluate the thickening equipment capacity planned, determine when it will be necessary to add capacity, and consider approaches to do so. At least three alternatives will be evaluated, including (1) addition of a fourth RDT, (2) replacement of the three RDTs with three larger units, and (3) another option per the Consultant's recommendation. The alternatives must consider plant-wide process changes holistically (e.g.,

including recommended future changes to the primary treatment, secondary treatment, and digestion processes).

The Consultant will also consider odor management in the alternatives evaluation and cost information.

f. Digestion

Recent analysis indicated that additional anaerobic digestion capacity will be required beyond the 'fifth digester' currently planned. The Digestion TM will

- (1) update projected range of flows and loads entering and exiting the digesters (including sludge and biogas), (2) identify alternatives to increase anaerobic digestion capacity, (3) describe conceptual design requirements for new anaerobic digesters (including tank volumes, preferred digester mixing and heating type, preferred digester cover type, size of biogas collection and piping), and (4) identify potential refurbishment needs for the existing digesters and existing digester equipment building.

At least three alternatives will be evaluated, including (1) addition of recuperative thickening, (2) replacement of two existing digesters with larger units, and (3) another option per the Consultant's recommendation. All options should satisfy the City's projected solids load, including food waste import. Evaluation of recuperative thickening will include consideration for the location of the thickening equipment.

g. Digested Sludge Storage and Solids Dewatering

Recent analysis indicated that a significant increase of digestate and biosolids quantities is anticipated, beyond the design capacity which will be delivered under Project 2.2. The City may address this by increasing dewatering operations from 4.5 days per week to 6 days per week. Consultant will evaluate the dewatering equipment capacity planned and determine when it appears necessary to make this operational change and determine if/when it may be necessary to plan the replacement of the screw presses with centrifuges. The Consultant will also consider odor management for any potential dewatering improvements.

The expected increased solids quantities will also increase the amount of dewatering filtrate sent to the sidestream treatment process (deammonification, DEMON® system by World Water Works). Future expansion of the DEMON® system was previously anticipated. The Consultant will identify how the updated flows and loads are expected to impact to the sidestream treatment system and provide recommendations for improvements (if any) may be needed to this unit process.

The Consultant will also check the capacity of the digested sludge storage tank and cake bin to confirm sufficient capacity is available under the 6-day-per-week operations scenario. Findings will be summarized in the Digested Sludge Storage and Solids Dewatering TM.

Assumptions

- Up to three alternatives will be evaluated for each process area, unless otherwise indicated.
- Workshops will be held virtually.
- Subtask III.B.3.a will confirm that the newly constructed primary treatment facilities will have insufficient capacity for ultimate flows. If capacity is anticipated to be sufficient, the Primary Treatment TM and workshop will be removed from this scope.

Meetings and Workshops

- Primary Treatment Workshop
- Secondary Treatment Workshop
- Filtration and Disinfection Workshop
- Solids Handling Workshop

Deliverables

- Plant Hydraulic Model
- Plant Process Model
- Primary Treatment TM
- Secondary Treatment TM
- Filtration TM
- Disinfection TM
- Solids Thickening TM
- Digestion TM
- Digested Sludge Storage and Solids Dewatering TM

4. Support Systems Improvement

a. Combined Heat and Power Plan

The main objective of this task is to validate the scope of the Cogeneration Upgrade project, as well as the upcoming Waste Gas Burner Project. The Consultant must also validate the strategy of using biogas on-site, in lieu of selling the biogas as renewable natural gas (RNG).

An Electrical and Combined Heat and Power Plan (ECHP Plan) was developed for the 2016 Master Plan (Available Documents, Section V). Key changes since 2016 include:

- Increased forecasted power loads (refer to the previous power demand projections provided with the recent PG&E service upgrade application in Available Documents, Section V)
- Increased forecasted solids loads
- Increased biogas production, including from co-digestion (in addition to food

waste); Consultant will consider algae co-digestion, if directed by the City, based on a separate evaluation

- Anticipated increase in heat demand (owing to updated plans for construction of additional anaerobic digesters and other heated facilities)
- Reduction in landfill gas production rates
- New sustainability goals, including greenhouse gas emissions reduction targets adopted by the City in 2019 (*Climate Action Playbook*)

Consultant must update this plan to incorporate design evolution, updated biogas forecasts, and increase in electric power and heat demands identified during Phases 1 and 2, as well as consider the impacts from relevant plant-wide improvements recommended in the Master Plan Update, to thereby deliver a cohesive set of recommendations.

The existing combined heat and power (CHP) system is currently connected to PG&E's utility grid and, at times, produces more power than used on-site. The existing CHP system is unable to stably operate in 'island mode' and must flare biogas whenever PG&E's grid is unable to accept power export. In the future, it is likely (but not certain) that the City will consume all of the power produced on-site at all times. The Consultant will validate this assumption during preliminary design.

Battery storage is not currently planned. Consultant will evaluate whether there will be (off-peak) durations in time when more power may be produced than immediately used on-site, whether battery storage would be cost-effective, and/or if periodic power export to the utility grid should be anticipated. The Consultant will advise the City how best to rectify the current operational issues to support stable island mode operation for the new CHP facility.

As part of updating the Combined Heat and Power Plan, the Consultant must:

- Evaluate available biogas and energy from the existing and planned future anaerobic digesters, including defining the minimum to maximum range in volumetric flow and energy value (e.g., cfm, BTU/hr).
- Update the projected future landfill gas generation volumetric flow rates and energy values based on the past 3 years of data.
- Update the planned Project 0.5 regarding the Waste Gas Burners. Identify the number, size, and type of replacement burners needed to safely manage the projected future biogas and landfill gas flow rates and to comply with air permitting requirements.
- Validate the approach of utilizing the biogas on-site for power generation in lieu of upgrading the biogas to RNG. A high-level feasibility analysis for producing RNG and injecting RNG into a natural gas pipeline will be performed. Consultant will consider the revenue potential from obtaining renewable energy credits through the Renewable Fuel Standard and the Low Carbon Fuel Standard, as well as selling within voluntary fixed-price markets. Consultant should consider the volatility of these environmental attribute-type markets and present options to manage risk, as well as a high-level sensitivity

analysis.

- Identify the need for biogas storage, if any, to manage the range in projected biogas generation rates to allow for cost-effective power generation equipment sizing.
- Update the estimated future demand for supplemental natural gas (currently used to increase the energy content of gaseous fuel fed to the internal combustion engines).
- Update the target design capacity for new power generation (MWe) and heat generation equipment (MWt) needed to replace the existing internal combustion engines and associated heat recovery equipment.
- Identify the approximate diurnal and seasonal balance between electric power produced and power used on-site under future conditions. If surplus power will be produced at any time, quantify the duration when production of surplus power is anticipated and the total energy quantity of such surplus in megawatts (MW). Conduct a high-level evaluation of the cost-effectiveness of surplus power export to PG&E versus on-site storage and use via installation of energy storage batteries. If battery storage is identified as a potential, the Consultant is to evaluate technology and siting options and recommend which is most feasible.
- Identify the target design capacity and equipment to provide supplemental hot water to meet the future plant-wide heating needs (e.g., hot-water boilers, afterburners). Identify provisions for backup heating means to address engine out-of-service conditions. If a surplus of heat is anticipated, identify the type and size of equipment needed to shed excess heat. Produce a schematic of the plant's hot-water supply / return piping loop showing existing and future points of generation and use.
- Evaluate three feasible technology alternatives for power generation (e.g., internal combustion engines, microturbines, and fuel cells). Evaluate three technologies (or combinations of technologies) feasible for plant-wide heating. Compare the supply versus demand capacity, biogas treatment needs, estimated air pollutant and greenhouse gas (GHG) emissions, system installation and maintenance requirements, general pros/cons, and estimated life cycle cost. Based on this comparison and with consideration of the City's selection criteria, identify the preferred alternative to be designed. At least two makes/models of specific power generation equipment must be identified for the preferred alternative.
- Evaluate two feasible biogas treatment technologies. Identify the preferred biogas treatment system type and size associated with the recommended alternative.
- As part of the biogas treatment technology evaluation, coordinate the collection of up to three biogas samples for laboratory analysis of siloxanes. The City will provide H₂S data.
- Identify the BACT for control of air pollutant emissions associated with the

recommended alternative.

The Combined Heat and Power Plan TM must include:

- High-level technical analysis on the feasibility of producing RNG
- Technical analysis of combined heat and power alternatives
- Capital cost of each alternative
- O&M cost of each alternative
- One-line diagram of the plant's electrical power system showing existing and future points of generation and loads for the recommended alternative
- Schematic of plant's hot-water supply / return piping loop showing existing and future points of generation and use for the recommended alternative
- Schematic of plant's biogas, landfill gas, and supplemental natural gas piping loop (connecting the landfill gas, anaerobic digesters, and engines) showing recommended conceptual changes to the piping configuration and/or location of control valves, flowmeters, pressure relief valves, and waste gas burners, as compared to the existing condition
- Dimensional layouts of the recommended power generation, heat recovery, biogas treatment system, and BACT emissions facilities needed in association with the recommended alternative
- Plant site subarea plan showing the location and approximate size of the recommended facilities relative to the site plan resultant from this analysis, including means for maintenance access
- Calculation of estimated air emissions from the recommended CHP system equipment in sufficient detail to support actions on the environmental permitting documentation (subsequent PEIR, CEQA addendum), as described in Section III.D herein.

b. Electrical Plan:

As part of updating the electrical plan, Design Consultant must:

- Evaluate energy needs for the recommended upgrades. Update Phase 2 load study. (Refer to estimates developed for Project 2.2.2 service upgrade application in Section V, Available Documents.)
- Assess standby power reliability. Standby generation installed during Phases 1 and 2 was sized based on smaller power loads than those currently anticipated at build-out. Identify additional standby power needs, including provisions for 'black start' and 'island mode' operational capabilities.
- Verify adequacy of the electrical distribution system for the ultimate plant build-out (switchgear, motor control centers, transformers, duct banks), including distribution of any additional standby power.
- Refer to Optional Task III.E.2 for renewable energy project planning needs. If this optional task is authorized, the Consultant will integrate the recommended

alternative energy projects into the master planning deliverables (e.g., site electrical plan, cost information, report) and combined heat and power system design.

c. Conveyance and Storage

The Consultant will evaluate the existing and planned storage and the major conveyance structures and pipelines to confirm sufficient capacity is planned. Consultant will update estimated freeboard under peak flow conditions within open tanks/structures, as shown on previously prepared hydraulic profiles. Identify any/all locations where freeboard criteria are violated and recommend options to mitigate.

The Consultant will confirm or update the volume required for PE flow equalization for diurnal storage and for emergency storage, as necessary, to manage the projected future flows and loads consistent with the process improvements recommended under Task 5. The Consultant will offer updated recommendations for the type (e.g., covered tanks, open ponds) and site location where sufficient storage can be provided.

The City will provide previously prepared hydraulic profiles as *.pdfs to the Consultant for information purposes. The Consultant is responsible for development of updated hydraulic models to confirm planned sizes for major hydraulic structures and pipelines to meet projected future flow needs. The Consultant is responsible for hydraulic model development and for all modeling results and calculations conducted in this project. The Consultant must provide an updated profile and the associated calculation/modeling files for the recommended alternative.

d. Automated Control System Plan

The previous ACS Plan was completed in July 2014 and served as the planning document for the design and installation of a new control system as part of the Cleanwater Program. The purpose of the ACS Plan was to replace multiple islands of data monitoring and control with a single hardware and software platform while improving functionality, reliability, security, and ease of maintenance.

The ACS Plan recommended a phased implementation approach aligned with major process upgrades. The initial phase of the ACS was designed as part of the Headworks and Primary Treatment Project currently under construction and includes the base infrastructure needed for the ACS. The following major components are included:

- Rockwell Factory Talk View Human Machine Interface (HMI) Servers, Firewall and Historian
- 72-strand single mode fiber backbone to support ACS, Business, and Security functions
- Managed switches and rapid spanning tree (self-healing loop)
- Communication Cabinets

- Rockwell (Allen-Bradley) programmable logic controller (PLC)
- Field device networks (Profibus, Ethernet)
- ACS wireless network

The ACS will be expanded as part of the Existing Plant Rehabilitation and the Secondary Treatment and Dewatering projects currently out for bid.

The updated ACS Plan must incorporate all necessary and appropriate information including consideration of the following:

- Update current conditions and incorporate planned upgrades currently under design or construction. Include ACS expansion needs to support future projects.
- Update conceptual site plans and network diagrams.
- List central and remote operations centers, including current, temporary, and planned locations.
- List wireless networks.
- List third-party process optimization software.
- Update data availability, access, and utilization, including trending and reporting.
- Include alarm management.
- Include cybersecurity.
- Interface with existing preventive maintenance management / work order system to allow for predictive maintenance and effective troubleshooting and repair.
- Review the equipment tagging system and plan (for use with maintenance management system).
- Include video monitoring for security and process.
- Include ACS documentation, storage, and retrieval.
- Develop an implementation plan for recommended improvements. Where possible, align ACS improvements with other planned projects.

The following tasks are anticipated to be part of updating the ACS Plan:

- Review the documentation, including but not limited to, 2014 ACS Master Plan, Cleanwater Program project designs, ACS Instrumentation and Control Design Standards, ACS Programming Standards, ACS submittals, and O&M manuals.
- Evaluation of existing conditions, which must include an on-site investigation.
- Meet with WPCP operations and maintenance staff to gain an understanding of how the ACS is used to operate the plant, if the ACS provides required functionality, and the ability to maintain the ACS (assumes small group

meetings during a 2-day period).

- ACS Current Assessment and Gap Analysis will be produced to summarize the results of the field investigation and to develop a gap analysis compared to industry best practices (one 2-hour review meeting).
- Meet with PMC to understand future projects planned.
- ACS Improvement Recommendations will be developed to identify improvement recommendations (one 2-hour review meeting).
- Coordinate recommendations for the ACS with future planned projects and recommendations of the WPCP Master Plan.
- Develop a prioritized implementation plan for ACS improvements, including budgetary cost estimate and schedule. The cost estimate will be based on AACE International Class 4 cost estimating (one 2-hour review meeting).
- Develop a Draft and Final ACS Plan TM document to include the current assessment and gap analysis, improvement recommendations, and implementation plan developed in previous tasks.

Assumptions

- City will provide landfill gas and biogas data and food waste receiving values.
- ACS Kickoff Meeting will be 4 hours.
- ACS on-site investigation will be up to 3 days.
- ACS Current Assessment and Gap Analysis will be submitted as Draft prior to the gap analysis review meeting. Review comments will be incorporated when the Consultant submits the ACS Plan TM, which will include the ACS Current Assessment and Gap Analysis as one section.
- ACS Improvement Recommendations will be submitted as a Draft prior to the improvement recommendations meeting. Review comments will be incorporated when the Consultant submits the ACS Plan TM, which will include the ACS Improvement Recommendations as one section.

Meetings and Workshops

- Combined Heat and Power Workshop
- Electrical Workshop
- Conveyance and Storage Workshop
- ACS Kickoff Meeting
- ACS Current Assessment and Gap Analysis Review Meeting
- ACS Improvement Recommendations Review Meeting
- ACS Plan Workshop

Deliverables

- TM – Combined Heat and Power Plan

- TM – Electrical Plan
- TM – Conveyance and Storage Plan
- TM – ACS Current Assessment and Gap Analysis
- TM – ACS Improvement Recommendations
- TM – ACS Plan

5. Site Planning

The Consultant must apply the results of the process alternatives analysis to lay out treatment process configurations and associated power, electrical, and control system footprint needs. Recommended site layout alternatives will be developed.

Facility locations and orientations should deliberate hydraulic and process considerations, value of land and maximizing flexibility, and sustainability opportunities. Public access, visitor and staff parking, as well as equipment storage should be incorporated into the building site layout considerations. Routine operational and maintenance access needs for the proposed process configurations, as well as traffic considerations for deliveries, will be considered as part of the overall process layout development.

Concept-level design plans based on the preferred site layout will be developed for all major facilities and reviewed with the City.

Assumptions

- Draft site layout will be developed before finalizing the ECHP Plan, so the Cogeneration Upgrade design can be integrated with holistic site considerations.
- It is assumed that the existing plant site boundary will be sufficient in size to house all of the needed treatment facilities to support build-out of the City's wastewater service area. If it is deemed necessary to reclaim land (from the closed landfill) to provide additional space, additional services may be requested from the Consultant to explore this option.

Meetings and Workshops

- Site Layout Workshop

Deliverables

- Refer to Subtask III.B.6.

6. Implementation Planning

The results of master planning activities under Subtasks III.B.2 through III.B.5 will be integrated into the deliverable produced under this subtask. The Consultant will prepare a Draft Master Plan Update Report that includes an updated capital implementation plan and schedule. This document estimates the cost and timing of all recommended future improvements at the WPCP and includes both capital and O&M costs. The report will include:

- Introduction

- CIP Approach
- Cost-Estimating Approach
- Key Assumptions
- Contingency Planning
- Site Plan (at build-out)
- Summary of process optimization for the recommended improvements
- Summary of energy efficiency/optimization for the recommended improvements (as applicable)
- Summary Information (e.g., CIP table of costs by project and milestone dates for planning, design, construction, commissioning)
- Appendices to include:
 - CIP workshop meeting minutes and slides
 - Project descriptions for each recommended project. Content to include project name and number, core driver, justification, project description, list of facility improvements included, sketch/plan of facility, other alternatives considered but not selected (bullet list only), implementation considerations, list of permits and approvals, and any special considerations (e.g., regulatory dependencies, linkages to other projects, future proofing concepts, such as modular construction or ability to intensify).
 - Project capital cost – one per recommended project using template to be provided by City
 - Schedule information is to include target online date and estimated durations for planning, permitting, design, bidding, construction, and commissioning/start-up.
 - Estimated O&M costs by year. O&M costs will incorporate the recommended approach of the Combined Heat and Power Plan.

The Draft Master Plan Update Report will be used by the Consultant to support the environmental documentation and permitting activities (Task III.D). The Consultant will address comments on the Draft prior to preparing and submitting the Final Master Plan Update Report.

Assumptions

- Consultant does not need to develop a budgeting tool.
- Documentation of alternatives analysis, meeting minutes, and other technical analysis completed under other subtasks within Task B will not need to be repeated in the Draft and Final Master Plan Update Report.
- Copy of the current Cleanwater Program schedule will be provided to the Consultant to use as a starting point for the implementation plan schedule.

Meetings and Workshops

- Implementation Plan Workshop

Deliverables

- Draft and Final Master Plan Update Report
- Draft and final revised implementation schedules

C. Cogeneration Upgrade (Project 5.1)

1. Documentation of Existing Conditions

a. Supplemental Topographic and Planimetric Survey

Consultant will conduct a topographic and planimetric survey in the vicinity of the planned biogas conveyance routing, biogas treatment system, and the existing Power Generation Building (e.g., to 50 feet surrounding this building). Site topography, limits of paving, buildings, equipment pads, and other surface features will be identified in sufficient detail to support preparation of the site/civil construction drawings described in Section E herein.

b. Supplemental Subsurface Utility Mapping

Consultant will conduct a survey of subsurface features in the vicinity of the planned biogas conveyance routing, biogas treatment system, and within the vicinity of the existing Power Generation Building (e.g., to 50 feet surrounding this building). Buried and aboveground utilities (water, sewer, storm, power, telecom) process yard piping, conduits, and other existing features will be identified in sufficient detail to support preparation of the construction drawings described in Section E herein.

c. Geotechnical Characterization

Consultant will perform all geotechnical investigation and analysis necessary to make geotechnical recommendations for the design of this project. The geotechnical recommendations must include requirements for fill or excavation, corrosion protection, foundations, trenching, soil stabilization, and soil reuse potential.

d. Hazardous Materials Assessment of Existing Power Generation Building

Consultant must conduct an assessment of the existing biogas piping, biogas conditioning system, and the Power Generation Building and prepare a report identifying the extent and type of hazardous materials found. The Hazardous Materials Assessment Report will be of sufficient detail to include in the construction bid package (Task III.C.3) to advise the construction contractor regarding hazardous materials located in the area of work.

e. Structural and Seismic Assessment of Existing Power Generation Building

The Consultant will identify any structural modifications and seismic retrofits needed to rehabilitate the Power Generation Building to extend its useful life. The Consultant will conduct a site inspection of the existing Power Generation Building, complete a code review, and analyze the existing structural integrity and member strengths. The seismic evaluation should at a minimum be a ASCE 41 Tier 1 and Tier 2 evaluation. Additionally, the evaluation may include use of finite element

models and/or detailed analysis approaches to focus on specific areas where structural deficiencies are most likely to exist and/or where field testing may be needed to better define the deficiencies. The assessment will establish the design criteria, layout, and construction sequencing for building rehabilitation and seismic upgrades. The assessment will be performed prior to completing preliminary design of the cogeneration system upgrades (Task III.C.3.e). The assessment will evaluate the future static and dynamic loading conditions, including vibration associated with planned cogeneration engines and other equipment expected to be sited inside the building or mounted onto exterior walls. The Consultant will identify options for structural and seismic rehabilitation with consideration of risk, cost-effectiveness, construction duration (and outage periods), and longevity of the solution. The Consultant will prepare a TM that includes the following:

- Findings from condition inspection and field testing, including specific structural and seismic deficiencies
- Calculations estimating the future static and dynamic loads, including list of recommended safety factors and other technical assumptions (in appendix)
- Options and recommendations for structural modifications and seismic upgrades needed to rehabilitate this building for continued use throughout the next 30 to 50 years
- Recommendations for specific bracing locations and type
- Recommendations for specific coatings, grout, and other structural repair
- Capital cost estimate for the rehabilitation recommendations

Assumptions

- Conceptual design information regarding future engines, such as heating, ventilation, and air-conditioning (HVAC) equipment, emissions abatement equipment, and electrical equipment, expected to be located inside the existing Power Generation Building may be used for the analysis. Because the specific equipment and building modifications will not be completely known until the final design phase, the Consultant will need to make reasonable assumptions (based on the Combined Heat and Power Plan) and include safety factors in this analysis. Structural engineering for preliminary design and final design is included in Tasks D and E, respectively.

Meetings and Workshops

- Structural and Seismic Assessment Workshop

Deliverables

- Site Survey – Supplemental Topographic and Planimetric Survey (CAD and PDF files)
- Site Survey – Supplemental Subsurface Utility Mapping (CAD and PDF files)
- Draft and Final Geotechnical Report
- Draft and Final Hazardous Materials Assessment Report

- Draft and Final Structural and Seismic Assessment Report

2. Preliminary Design

During preliminary design, Consultant will assess the technical issues associated with each element of the Project, identify and evaluate equipment selection and other specific design criteria, and document the recommendations and decisions that the design will be based on. This will be accomplished through a series of DIMs.

Each DIM will include a summary of the recommendations and assumptions, a discussion of the issues and alternatives evaluated, and preliminary drawings and cost estimate for the selected alternatives. DIMs must describe the work to a 15% design level of detail. Content should include summary code requirements, list of expected permits and approvals, design criteria, key technical assumptions, equipment list, electrical load list, preliminary control narratives, and manufacturer's equipment cut sheets. Drawings should include preliminary dimensional plans and sections, and draft process and instrumentation drawings (P&IDs). Drawings may be attached as 11x17-inch scale in an appendix. DIMs should be consistent with the scope, schedule, budget, and site construction staging area identified during the master planning tasks. Note additional level of detail required for DIM 2 – Power Generation and Emissions Controls owing to the need for the design team to coordinate equipment size and performance with building renovations and air permitting requirements.

Draft DIM will be submitted at least two weeks prior to the DIM Workshop. Each DIM Workshop must include a presentation of the Draft DIM content, discussion of review comments, and resolution of all decisions required prior to finalizing the DIM. Final DIM will incorporate review comments and decisions made at the DIM Workshop, and include the Workshop minutes, PowerPoint presentation, comment-response log, and decision log as appendices. Each step must be completed in accordance with the calendar included in the Project Management Plan submitted under Task 1.

a. DIM #1 – Biogas Treatment and Handling

Consultant will prepare a design information memorandum that progresses the design of the recommended biogas treatment, conveyance, and handling systems from the conceptual information that resulted from completion of Task 6a and confirm the design requirements for the recommended biogas treatment system are consistent with the equipment recommended in DIMs #2 and #3.

DIM #1 contents to include:

- Description of the recommended biogas treatment and conditioning system, including equipment types and optional/customizable elements
- Draft process and information diagrams, including:
 - Biogas collection and conveyance system (including digester gas piping, landfill gas supply, supplemental natural gas, waste gas burners, and related safety devices). Show tie-ins for planned future anaerobic digesters and any other potential uses of the biogas (if tie-ins would be upstream of biogas treatment and conditioning system).

- Biogas treatment and conditioning system to remove hydrogen sulfide, siloxane, and moisture and to provide biogas boosting or compression. Include all pressure relief and safety devices.
- Dimensional site plan showing biogas treatment system relative to site plan and plant access roads. Identify clearances around points of maintenance for major equipment and access for media replacement.
- Dimensional drawings showing biogas treatment system plan layout and at least two sections/elevations. Include proposed electrical and control panel locations.
- Manufacturer's budgetary cost proposal(s) for major system package(s)
- Manufacturer's cut sheets with make/model/size identified for proposed biogas treatment equipment and waste gas flares

Assumptions

- P&IDs prepared in this phase focus on the process mechanical and safety elements and may exclude ACS network connections and alarms.
- Workshop with the City will be held virtually. The Consultant is to prepare meeting minutes.

Meetings and Workshops

- DIM #1 Workshop

Deliverables

- Draft and Final DIM #1

b. DIM #2 – Power Generation and Emissions Controls

Consultant will prepare a design information memorandum that progresses the design of the recommended power generation system and emissions control equipment from the conceptual information that resulted from completion of Task B.4.a. Consultant will evaluate two different makes/models of equipment recommended under Task B.4.a for feasibility assessment.

The DIM should include recommendations for final design and procurement approach and schedule consistent with the City's procurement requirements, engineering needs, and requirements to obtain permits and approvals in a timely manner. Consultant must obtain written vendor proposals addressed to the City of Sunnyvale for at least two competitive vendor packages. Contents of these packages are to include: description of equipment, instrumentation and controls, bill of materials, list of services included and excluded, cut sheets of all equipment (including size, weight, energy generation, heat generation, air emissions), biogas pre-treatment requirements, dimensional layout drawings, P&IDs, O&M requirements for major equipment (including estimated annual outage durations and minor and major overhauls, as applicable), warranty terms, and budgetary quotes. Provide sufficient information that would support pre-selection (i.e., sole source specification) of one package over the other, to meet air permitting, project schedule, and design certainty needs.

DIM #2 contents to include:

- Description of the recommended power generation and emissions control technology, including equipment types and optional/customizable elements
- Draft process and information diagrams, including:
 - Power generation equipment, including all pressure relief and safety devices
 - Emissions control equipment, including all pressure relief and safety devices
- Dimensional site plan showing buried and aboveground facilities proposed for location outdoors relative to site plan and plant access roads; identify minimum clearances around points of maintenance for major equipment
- Dimensional subarea drawings showing indoor system plan layout plus sections/elevations for equipment proposed for location inside the existing Power Generation Building, including proposed heat recovery equipment and electrical and control panel locations; identify minimum clearances around points of maintenance for major equipment
- Manufacturer's cut sheets with make/model/size and air emissions for recommended power generation and BACT equipment; include cut sheets for heat recovery equipment associated with power generation system
- Manufacturer's budgetary cost proposal(s) for major system package(s)

Assumptions

- City will pre-select one make/model of engine (or other power generation and heat recovery equipment) upon which the final design documents and air permitting will be based using the information in DIM #2.
- P&IDs prepared in this phase focus on the process mechanical and safety elements and may exclude supervisory control and data acquisition (SCADA) network connections and alarms.
- Meetings and workshops will be held virtually. The Consultant is to prepare meeting minutes.

Meetings and Workshops

- DIM #2 Workshop
- Procurement Strategy Selection Meeting

Deliverables

- Draft and Final DIM #2

c. DIM #3 – Heat Recovery and Distribution

Consultant will prepare a design information memorandum that progresses the design of the recommended heat generation, heat recovery, and hot-water loop system from the conceptual information that resulted from completion of Task

B.4.a. Consultant will confirm that design requirements for the recommended heat recovery system are consistent with the specific equipment recommended in DIM #2.

DIM #3 contents to include:

- Description of the recommended heat recovery system modifications, including equipment types and optional/customizable elements for new/replacement equipment and components
- Draft process and information diagrams, including:
 - Hot-water loop schematic showing all heat sources and uses, including existing and planned future boilers, heat exchangers (water-to-water, water-to-sludge, water-to-air), expansion tanks, pressure-regulating valves, pressure relief valves, and safety devices
 - Detailed schematic for heat recovery equipment associated with the recommended combined heat and power facility, including all boilers expansion tanks, pressure-regulating valves, pressure relief valves, and safety devices
- Dimensional site plan showing buried and above ground piping and facilities associated with the hot-water heat loop; identify minimum clearances around points of maintenance for major equipment
- Dimensional subarea drawings showing plan layouts for new heat generation equipment not otherwise shown in DIM#2 drawings (e.g., boilers), including electrical and control panel locations; identify minimum clearances around points of maintenance for major equipment
- Manufacturer's cut sheets with make/model/size and air emissions for recommended new/replacement boilers and other recommended heating equipment; if evaporative cooling (or other cooling equipment) is necessary, include cut sheets for this equipment
- Manufacturer's budgetary cost proposal(s) for major equipment or system package(s)

Assumptions

- P&IDs prepared in this phase focus on the process mechanical and safety elements and may exclude SCADA network connections and alarms.
- Meetings and workshops will be held virtually. The Consultant is to prepare meeting minutes.

Meetings and Workshops

- DIM #3 Workshop

Deliverables

- Draft and Final DIM #3

3. Design Development

a. General

Consultant will perform all work including, but not limited to, the following: civil engineering, environmental engineering, electrical engineering, mechanical engineering, structural engineering, architecture, land surveying, geotechnical, instrumentation and controls, and related work necessary to prepare sets of plans and specifications suitable for Public Works bidding that are compliant with all applicable requirements. Plans and technical specifications must be stamped and signed by the Engineer of Record. The plans and specifications must be coordinated with the front-end template, which will be provided by the Construction Management Consultant and completed by the Consultant. All submittals must be in both digital and hard-copy format.

Plans and specifications must not have any statements obligating the City to do anything other than what is stated in the City's standard construction contract. The plans and specifications must provide sufficient detail to result in a high-quality product while allowing competitive pricing where possible and appropriate. The bid documents must also provide options to the contractor, where appropriate, to obtain the same high level of quality for the best bid price. Plans and specifications must be readily biddable and objective, avoiding use of subjective terms, such as "performing work to the satisfaction of the City." Proprietary products or services must be avoided unless there are no comparable alternatives.

Plans and details must generally be to-scale unless not-to-scale drawings provide better information. Match lines must be provided as necessary. All plan sheets must be organized and coordinated for clarity during construction. The horizontal and vertical control established in the 2016 Master Plan must be used. All relevant CEQA mitigation measures must be incorporated into the design, plans, and specifications. Design must maintain consistency with the permit application, once submitted.

Consultant must comply with all applicable laws, regulations, and best practices. The design provided must be robust, with enough redundancy to maintain reliable and effective functioning while using passive control systems, when able, if active control systems fail. The entire project must address comprehensive subsystems that provide reliability and flexibility of operation, greenhouse gas reduction, and compliance with all relevant laws, rules, regulations, ordinances, codes, permits, and foreseeable future revisions to these conditions.

All access must be designed to meet the latest City standard details. The design must harmonize with elements of the Master Plan Update and PEIR, including overall systems planning and layout, power generation and distribution, ACS and control center, and related systems. Instrumentation and control design must follow the City's ACS Standards, which will be updated by PMC in 2023.

b. Design Steps

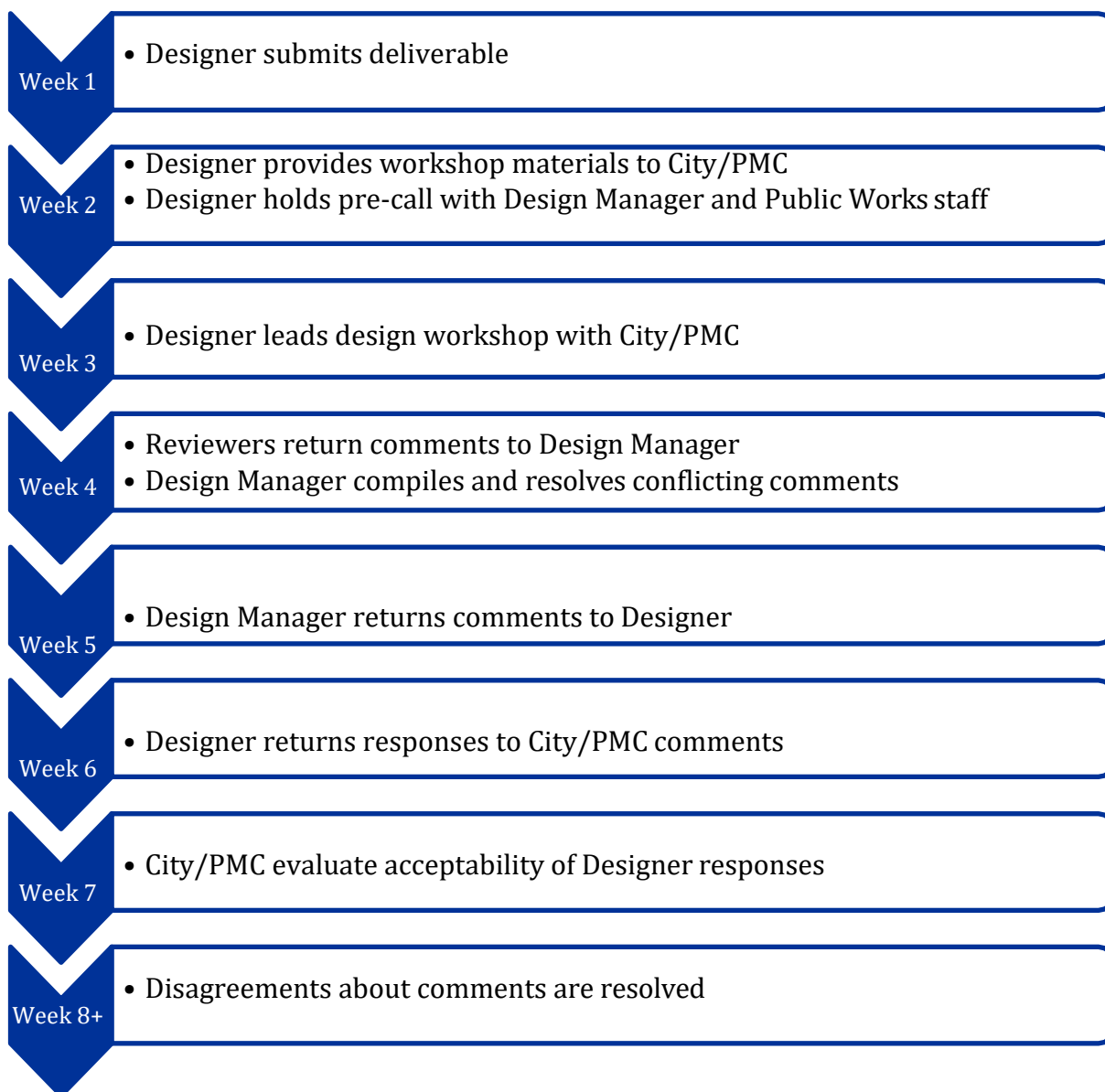
Design Development must include the following steps:

- 30% Design

- 60% Design
- 90% Design
- 100% Design

Bid documents will be produced under Task C.3.i–Bid Documents

Each design package must be submitted in accordance with the calendar included in the Project Management Plan delivered under Task A1. Design review process will adhere to the following diagram.



Note, the continual operation of the WPCP and permit compliance is of greatest importance. Any work done on-site, including all planning and design, must be done in a manner to not disrupt the operation of the WPCP.

c. Format

The City's standard plan format must be used (24×36 inches nominal). Consultant must also submit a 3D model at each stage of design. The specifications must be in Construction Specifications Institute (CSI) standard format (8.5×11 inches nominal) bound. Plans must be organized in logical layers.

Hard-copy submittals must consist of two sets of full-sized plans, 12 sets of half-sized plans, and 14 copies for reports, specifications, and other material. If

Building Department review is needed, an additional two sets of full-sized plans and specifications must be provided at the 90% and 100% design stages. Digital submittals must be submitted via e-Builder in both PDF and native file format. Files exceeding 100 megabytes (MB) must be broken up into smaller files. PDF files must include bookmarks to all section and subsection headers.

d. PG&E Coordination

Modifications to the electric utility connections and power meter at the Power Generation Building are anticipated. The Consultant will coordinate with PG&E's project representative to confirm utility requirements for the design. The Consultant will design the utility interconnection system in accordance with PG&E and City requirements.

If periodic power export is forecasted, then negotiation of a Power Purchase Agreement between the City and PG&E would be necessary.

Consultant will meet with PG&E, as necessary, to confirm PG&E requirements for interconnect agreement, approximate schedule for securing PG&E approvals, and any specific requirements for safety/interconnect equipment to support all recommended future operational mode(s) as part of the replacement CHP facility. Consultant must schedule the first meeting with PG&E prior to submittal of Draft DIM #2.

e. 30% Design

Given the critical nature of these facilities, the City requires significant details as part of the 30% design. Consultant must provide comprehensive P&IDs—completed to a 90% level—and a thorough review of the control strategies and operations implications through facilitation of a reliability, operability, and process hazard analysis of the facilities being implemented and their integration with existing infrastructure and controls. Outputs from this phase must include:

- 30% Design Workshop
- Preliminary plans and profiles, including cover sheet and plan sheets with base mapping and all existing utilities
- Plan cover sheet template to be provided by the City
- Contractor mobilization area(s) and construction traffic routing
- Preliminary details
- General process schematics
- Detailed description of special construction requirements and constraints required to minimize the impacts of construction on continuous and safe operation of existing facilities
- Survey control plan with vertical and horizontal controls description, monuments, and benchmarks
- Sizing and number of facility improvement components, including piping,

mechanical, electrical, instrumentation, and support equipment

- Cut sheets, model numbers, and curves for equipment/appurtenances
- Preliminary construction schedule
- 30% cost estimates
- List of facilities belonging to PG&E, AT&T, Comcast Cable, and others; identify utility facilities that will need to be adjusted and/or relocated as a result of the proposed construction
- Determination if the project construction activities are covered under the NPDES Construction General Permit; if they are covered, determine the project type and risk level and then prepare a brief memo that summarizes the project classification

The plans must clearly show the entire site, relevant surrounding areas, and the following at a minimum:

- Underground utilities:
 - Sanitary lines, laterals (as necessary), manholes, or cleanouts
 - Storm drainage lines, laterals (as necessary), manholes, catch basins, or inlets
 - Water lines, laterals, valve boxes, hydrants, relief valves, irrigation lines, heads, valves, wiring, other components
 - Electrical, communications, gas and other power lines, other underground, utilities lines, boxes, vaults
- Surface features:
 - Existing structures
 - Concrete pavement, driveways, and emergency access routes
 - Survey monuments and boxes, benchmarks
 - Sufficient elevation contours and/or spot elevations to determine earthwork quantities, drainage, and access
 - Buildings, appurtenances, utility poles, other features
 - Trees, shrubs, and other surface features
- Overhead features in affected area:
 - Signage, benches, amenities
 - Tree canopies, vegetation
 - Overhead wires or obstructions
 - Other overhead features or obstructions
- Contaminants either in buildings, improvements, pavement markings, or underground
- Site access for construction

- Process/Mechanical
 - Dimensional plans and sections
 - Standard mechanical details
 - 90% complete P&IDs, including all equipment, instrumentation, network connections, controls, alarms, ambient monitors, and all safety devices
- Preliminary equipment list
- General equipment arrangement plans and major sections
- Major facility dimensions
- Preliminary drafts of major specifications
- Preliminary control strategy narratives
- National Fire Protection Agency (NFPA) 820 Guidelines review for project specifics
- Structural/Demolition
 - Standard structural details
 - Structural foundation plans and sections
 - Final structural design criteria
 - Structural general notes and standard details
 - General demolition plans
 - Specification index and boilerplate specification section drafts
- Electric power
 - Review of site power system and City Standards for electric power systems
 - Preliminary site power plans
 - Preliminary facility single-line power diagrams
- Instrumentation and Controls
 - Control system architecture and integration with existing system
 - Preliminary control strategies and loop descriptions, including formulas and preliminary setpoints for alarms
- f. 60% Design

60% design development must include incorporation of power systems elements, ACS elements, and site and architectural elements that coordinate future anticipated improvements and access needs.

All plan sheets must be started and included as part of the submittal for this phase. Outputs from this phase must include the following:

Plans

- Cover Sheet – title, sheet index, vicinity map, location maps, notes, brief description of contractor's scope of work, horizontal and vertical control, graphical scale, other information, as necessary
- Layout of new facilities
- Details and sections
- Yard piping and duct bank plans
- Paving and grading
- Process/Mechanical
 - Demolition drawings
 - Equipment arrangement plans, sections, and details
 - Specifications for vendor review
- Structural/Demolition
 - Structural plans, sections, and details
 - Demolition plans, sections, and details
 - Preliminary rebar detailing
 - Specifications
- Electric Power
 - WPCP power single-line drawings
 - Process area single-line drawings
 - Electrical room plans and equipment sections
 - Schematic site power plans
 - Specifications
- Instrumentation and Controls
 - ACS system architecture and integration with existing system
 - ACS input/output (I/O) on P&IDs
 - Control schematics
 - I/O and instrument index
 - Final control strategies and loop descriptions
 - Specifications

Specifications

- Technical specifications
- Description of each item on bid schedule with requirements
- Completed front-end specification template
- Bid schedule

- Engineer's construction cost estimate
- Construction schedule

Other

- Responses to City's review comments

g. 90% Design

Consultant must develop the 60% design submittal into 90% design plans, specifications, and cost estimates. All comments from the previous submittal must be resolved and incorporated. Design must include:

Plans

- All information included in previous submittals
- Process/Mechanical
 - Equipment and piping plans, sections and details
- Electric Power
 - Site power and lighting plans
 - Process area power, communication, and lighting plans
 - Electrical, building, and equipment elevations
- Instrumentation and Controls
 - Comprehensive P&IDs
 - Control and fiber diagrams
 - Control single-line diagrams
 - Control panel details
 - Instrumentation installation details

Specifications

- Technical Specifications
- Description of each item on bid schedule with requirements
- Completed front-end specification template
- Bid schedule
- Engineer's construction cost estimate
- Construction schedule

Other

- Responses to City's review comments

h. 100% Design

All comments from the previous submittal must be resolved and incorporated

prior to submittal. Hard-copy submittals must consist of two sets of full-sized plans, and two copies for reports, specifications, and other materials.

100% design must include:

- All information included in the 90% design
- Completed Divisions 0 and 1 specifications:
 - Final Bid Schedule
 - Tabulation of quantities of all work
 - Final engineer's construction cost estimate in the form of the Bid Schedule, (along with supporting documents not part of the Bid Package)
 - Final list of submittals
 - Recommendation for allowed construction time period
 - Final list of information available to bidders with disclaimer

Plans and technical specifications shall be coordinated with front-end specifications. Front-end specification template will be provided by the City and completed by the Consultant.

i. **Bid Documents**

All comments from the previous submittal must be resolved and incorporated. Hard-copy submittals must consist of two sets of full-sized plans, and two copies for reports, specifications, and other materials. Bid documents must include:

- Complete sets of plans, stamped, and signed on each sheet by the Engineer of Record
- Complete front-end documents stamped and signed on the Table of Contents sheet by the Engineer of Record; if there is more than one Engineer of Record, stamp and sign the Table of Contents sheet for only the section(s) that apply to each engineering discipline
- Certification of Peer Review signed that the entire Bid Package was reviewed and is recommended for Public Works bidding (not incorporated with Bid Package)
- Digital copy of all work products and supporting work
- Structural calculations, energy efficiency worksheets, and related work

Assumptions

- PMC will lead pre-negotiation of vendor equipment packages

Meetings and Workshops

- 30%, 60%, 90%, 100% design review workshops

Deliverables

- 30%, 60%, 90%, 100% and bid documents (drawings, specifications, cost estimates, schedules, and other documents outlined above)
- Responses to comments log for each round of City/PMC review

4. Engineering Services During Construction

a. Bidding Services

Consultant to respond to all Requests for Information in a timely manner, attend pre-bid meeting, and prepare addenda as necessary. All communications must be directed through the City.

Consultant to participate in pre-bid meeting and site walk, and collaborate with PMC to prepare materials for these meetings.

Conformed Documents will be prepared by the Consultant, incorporating all addenda to the bid documents. Contractor must sign off on conformed documents as part of the Conformed Document process. City will provide reproduction services. Deliver conformed documents in PDF and native file form.

b. Construction Support Services

The Construction Management Consultant (CMC)—in conjunction with the City's Public Works staff—will have primary responsibility for construction management and inspection. The Consultant's point of contact must be the CMC, not the contractor. The Consultant must provide the following services at a minimum:

- Respond to Requests for Information (RFIs), clarify the plans and specifications (where appropriate), or provide revisions or additional detail, where necessary.
- Review and respond to all submittals.
- Attend pre-construction meeting, and periodic construction meetings and field inspection for final completion as determined by the City. All other required on-site meetings must be considered necessary and, based on the competency and adequacy of the contract documents, are therefore the responsibility of the Consultant.
- Prepare As-Built Drawings based upon redlines provided by contractor.
- Review proposed substitutions for conformance to drawings and technical specifications, if any.
- Review and make recommendations on proposed changes to the contract (Request for Quotation/Contract Change Order).
- Provide coordination and oversight related to equipment testing, integration, commissioning and start-up (all documentation of these events must be submitted to the City by the Consultant).
- Participate in testing, commissioning, integration and documentation process.
- Participate in the final inspection and development of the punch lists.

- Participate in 'Lessons Learned' meetings.

c. O&M Manual Updates

The Consultant must produce an updated Area Procedure and Expectations (APE) section to the City's existing electronic O&M Manual for the new facilities installed as a result of construction of the design developed under Task E (i.e., including the new power generation system, biogas treatment system, and heat recovery system). APE sections must include:

- Process overview and objectives
- Design criteria
- Process parameters and performance goals
- Key performance indicators
- Process control variables and parameters
- Process control decisions
- Process control response
- Process control observations
- Sampling and data recording
- Situational response (links to Standard Operating Procedures by others)
- Duties and/or expectations of the O&M staff working within each area

The updated APE must be formatted to be suitable for inclusion in the existing electronic O&M manual. The Consultant must include template forms and spreadsheets for standardizing O&M and control. A Draft and Final APE report must be prepared. The Consultant must plan for two meetings/presentations with City staff in association with this subtask.

D. Environmental Documentation and Permitting

1. CEQA Compliance Strategy

Because of the changes in CEQA requirements, the expected changes to project size and scope from the Master Plan Update, and the length of time since the 2016 Program Environmental Impact Report (EIR) was certified, it is anticipated that a CEQA document will be required for the Master Plan Update. Consultant will compare the project descriptions resulting from the Master Plan Update to those from the original Master Plan, review the PEIR and its subsequent addenda, and propose a CEQA compliance strategy for the proposed Master Plan Update. Consultant will produce a table that summarizes the Master Plan Update's changes to the original Master Plan and identifies potential changes to impacts assessed in the PEIR. Consultant will propose the appropriate level of CEQA documentation required.

Assumptions

- Meetings and workshops with the City and PMC will be held virtually.

Deliverables

- Draft and Final CEQA Compliance Strategy Memo

2. PEIR Addendum

If supported by the analysis performed in Task D.1, Consultant will prepare a PEIR Addendum to describe the changes made from the original Master Plan with the Master Plan Update, present an evaluation of the environmental impacts in comparison to the impacts disclosed in the PEIR, and provide appropriate mitigation measures applicable to the impacts of Master Plan Update.

If the analysis performed in Task D.1 indicates that a more extensive CEQA process is required, the City will authorize Option Task E.4.

Assumptions

- Consultant will not be responsible for filing documents/notices with the State Clearinghouse and Santa Clara County Recorder
- Certification will occur at a regularly scheduled City Council meeting
- Consultant will assist the City with Assembly Bill 52 (Native Americans: CEQA) compliance
- Single addendum will cover both the Master Plan Update and the Cogeneration Upgrade Design

Meetings and Workshops

- Call to review City/PMC comments on Administrative Draft PEIR Addendum

Deliverables

- Administrative Draft, Backcheck Draft, and Public Draft PEIR Addendum
- Notice of Completion and Notice of Availability
- Final PEIR Addendum
- Statement of Findings/Statement of Overriding Conservation for City Council agenda item
- Notice of Determination
- Responses to comments log for each round of City/PMC review of the PEIR

3. Bay Area Air Quality Management District Permitting—Food Waste Authority to Construct (ATC)

The Sunnyvale WPCP operates in accordance with BAAQMD Major Facility Review Permit #A0733, commonly referred to as Title V. Emissions of particulate matter, organic compounds, sulfur dioxide, hydrogen sulfide, mono-nitrogen oxides, and carbon monoxide are regulated under this permit.

The acceptance of imported food waste and treatment within the WPCP constitutes a modification of the wastewater treatment process; thus, a permit application must be submitted to BAAQMD to address the changes (refer to the Co-Digestion Preliminary Investigation [Yorke] Available Documents, Section V). Consultant is responsible for preparing all information and submittals necessary to obtain this permit.

Assumptions

- PMC will lead negotiation and correspondence with BAAQMD.
- Any physical upgrades required by the permit can be deferred until implementation of the appropriate capital improvement project.
- ATC needed for food waste is independent from the ATC needed for the Cogeneration Project.

Meetings and Workshops

- Task kickoff
- Presentation of Draft permit application to the City
- Presentation of Final permit application to BAAQMD

Deliverables

- Strategic schedule of permitting activities to obtain the ATC for food waste import
- Draft ATC application regarding food waste import
- Response-to-comments table for Draft ATC application regarding food waste import
- Final ATC application regarding food waste import
- Draft and Final letter responses to BAAQMD comments on the submitted application

4. BAAQMD Permitting – Cogeneration Upgrade ATC

The Sunnyvale WPCP operates in accordance with BAAQMD Major Facility Review Permit #A0733, commonly referred to as Title V. Emissions of particulate matter, organic compounds, sulfur dioxide, hydrogen sulfide, mono-nitrogen oxides, and carbon monoxide are regulated under this permit. Because the Cogeneration Project is anticipated to include new/replacement emissions sources or modifications to existing sources, issuance of an ATC and a Title V Minor Modification from BAAQMD is expected. Consultant is responsible for confirming this assumption. Consultant must prepare all information and submittals necessary to obtain permits and approvals from BAAQMD.

Consultant must prepare a plan for air permitting and compliance activities associated with the Cogeneration Upgrade. This plan must include a schedule of meetings with BAAQMD showing how information and approvals will be obtained in advance of critical milestone dates for design and construction of the Cogeneration

Upgrade Project. The plan will identify when final equipment make/model decisions must be made. The Consultant must draft the permit application(s) and coordinate with the City to finalize.

Assumptions

- PMC will lead negotiation and correspondence with BAAQMD.
- ATC needed for the Cogeneration Project is independent from the ATC needed for food waste import and treatment.

Meetings and Workshops

- Task kickoff
- Presentation of Draft permit application to City
- Presentation of Final permit application to BAAQMD

Deliverables

- Strategic schedule of permitting activities to obtain the ATC for cogeneration system modifications
- Draft ATC application for cogeneration system modifications
- Response-to-comments table for Draft ATC application cogeneration system modifications
- Final ATC application cogeneration system modifications
- Draft and Final letter responses to BAAQMD comments on the submitted application

E. Optional Tasks

1. Technical Documentation for Grant and Loan Applications (allowance)

Synthesize the technical information already scoped under other subtasks and prepare it in a format to support grant and loan applications to be developed by the City. During negotiations with the successful Consultant, the City will identify an appropriate budgetary allowance for this support activity.

2. Master Planning of Renewable Energy Projects

Assess opportunities to incorporate renewable energy production and/or storage into the Program. Using publicly available information, identify and evaluate renewable energy and peak shaving project alternatives for photovoltaic (solar) and wind-generated renewable electricity, which could be sited within or adjacent to the WPCP property. Consultant-led activities to include:

- Develop screening and evaluation criteria (e.g., siting/setbacks, permitting and approvals, potential environmental/wildlife impacts, constructability, access to energy grants/loans, approach to financing and ownership, estimated power generation/storage capacity, capital and O&M costs, and comparative life-cycle costs).

- Characterize energy use using typical days, electric demand patterns, and electric pricing periods to accurately characterize demands for purposes of estimating operating costs in each energy supply plan.
- Develop up to three alternatives for evaluation for each project type (solar, wind). Recommend most feasible technologies, location(s), and installation size(s). Specific considerations and assumptions:
 - Solar – Review public insolation resource data (e.g., state maps) and assess the overall potential of the Sunnyvale WPCP. Evaluate alternative solar array technologies (e.g., tracking vs. fixed array), feasible locations on-site, shade impacts, and estimate annual energy production for each alternative at an assumed solar radiation distribution.
 - Wind – Review public wind data (e.g., state level wind maps) and prospecting level atmospheric model outputs from wind modeling vendors. Estimate annual energy production at a high level based on an assumed wind speed distribution and appropriate wind turbine power curve. Site access and constructability considerations to include identification of a potential access path to the project site for a wind turbine generator (WTG) nacelle and blade truckload, and other necessary construction equipment. Consider permitting/code restrictions regarding turbine height, size, and proximity to airports, airstrips, and known helipads. Review potential impacts to weather and navigational radar and military impacts based on the results from preliminary screening tools available from the Federal Aviation Administration (FAA) Obstruction Evaluation / Airport Airspace Analysis service.
 - Estimate the number of annual days per typical day to extrapolate to annual operating costs and savings (compared to utility purchase) in a 20-year cash flow pro forma model. Consult with PMC to identify financial planning parameters and assumptions.
 - Search for applicable available grants and other subsidy programs that may be used to defray the cost of new facilities.
 - Conduct a workshop with the City to review and evaluate alternative energy production options and to finalize project descriptions for any/all such projects if selected.
 - Incorporate results into the Draft and Final Master Plan Update, site electrical design plan, and associated implementation plan (Task III.B.6).

3. Evaluation of Phase 5 Projects (allowance)

The following projects were previously identified as potential future needs in Phase 5; however, they are not currently funded in the Cleanwater Program budget:

- Membrane filtration
- Denitrification filters (e.g., to achieve a potential future total nitrogen, TN limit of 3 mg/L)
- Biosolids post-processing (e.g., dryer)

- Ozone disinfection
- Phosphorous recovery

The reason these projects are not currently funded is because of the high degree of uncertainty regarding the core driver (e.g., regulatory, economic) or because the projected need date was well beyond a 20-year planning horizon. If the Consultant's analysis suggests a high likelihood that any of the aforementioned projects may need to be constructed prior to 2042, the Consultant will include the project in the WPCP site plan (Task III.B.5) and the CIP implementation plan (Task III.B.6).

4. Subsequent PEIR

If supported by the analysis performed in Task D.1, Consultant will prepare a Subsequent PEIR, in accordance with CEQA Guidelines. The Subsequent PEIR will address substantial changes in the Master Plan Update that will require major revisions to the PEIR because of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

The Subsequent PEIR will address the environmental setting, regulatory setting, and direct, indirect, and cumulative impacts for the resource areas listed in the CEQA Environmental Checklist that may be affected by the Program. For any significant impacts, the Consultant will identify potential mitigation measures to reduce the impact to a less than significant level to the extent feasible. The Subsequent PEIR will include a mitigation and monitoring plan for any impacts that cannot be reduced.

The Consultant will prepare an Administrative Draft Subsequent PEIR, Backcheck Review Draft Subsequent PEIR, and Public Draft Subsequent PEIR, including all appendices, supporting figures and graphics, data, and supporting information. The City and PMC will review the documents and provide comments for each internal draft and the Consultant will provide responses to comments. The Consultant will be responsible for developing a strategy to identify and respond to comments received during the public review period, tracking comments, and developing responses, which will be turned into a chapter or appendix to the Final Subsequent PEIR.

At appropriate times in the CEQA process, the Consultant will be responsible for preparing and circulating the Notice of Preparation, Notice of Completion, and Notice of Determination, and filing appropriate documentation with the State Clearinghouse and Santa Clara County Recorder. For the scoping and public meetings for the Draft Subsequent PEIR, the Consultant will coordinate pre-meeting planning activities; define meeting objectives and format; prepare notifications, handouts, poster boards, presentations, and other presentation materials; assist presenters with presentation materials; coordinate meeting logistics; attend these meetings; and prepare a scoping comment summary. The Consultant will prepare presentation materials for project approval at a City Council meeting, along with draft materials for City Council resolution approving the project, its findings, and mitigation and monitoring plan.

Assumptions

- Price for this task represents the additional effort to complete a Subsequent PEIR (compared to an addendum).

- Meetings and workshops with the City and PMC will be held virtually.
- Consultant will be responsible for filing documents/notices with State Clearinghouse and Santa Clara County Recorder.
- Certification will occur at a regularly scheduled City Council meeting.
- Consultant will assist the City with Assembly Bill 52 (Native Americans: CEQA) compliance.

Meetings and Workshops

- Workshop to present CEQA process and proposed schedule of activities, milestones, and meetings
- Workshop to present potential significant impacts and potential mitigation measures
- Public meeting to present the Draft Subsequent PEIR
- City Council meeting for project approval

Deliverables

- Strategic schedule of permitting activities
- Summary table of Master Plan Project changes
- Notice of Preparation
- Presentation materials for scoping meeting
- Summary of scoping comments
- Potential significant impacts and mitigation measures TM
- Administrative Draft, Backcheck Draft, and Public Draft Subsequent PEIR
- Summary of Public Draft Subsequent PEIR comments and draft responses
- Notice of Completion
- Presentation materials for Draft Subsequent PEIR public meeting
- Administrative Final, Backcheck Final, and Final Subsequent PEIR
- Notice of Determination
- Statement of Findings / Statement of Overriding Conservation
- Mitigation and Monitoring Plan
- Responses to comments log for each round of City/PMC review of the Subsequent PEIR

5. Cleanwater Center Strategic Assessment

The City of Sunnyvale planned to construct a new building complex, the Cleanwater Center (CWC), to replace the existing and aging Administration Building at the WPCP. The CWC was planned to provide new facilities (e.g., laboratory, maintenance, operational controls, compliance) for various staff workgroups, including those displaced

by current and planned construction projects. However, because of rising construction costs, additional funding is required to construct the CWC as originally planned. The CWC project has been deferred indefinitely until such funding can be secured. The City has developed a Temporary Facilities Plan for housing staff in the interim.

The City's Temporary Facilities Plan currently consists of the following temporary facilities for housing staff:

- Nearby off-site location (725 Kifer Road)
- Temporary Modular Office Building (installed on-site as part of the Site Preparation Project)
- Relocated existing Compliance Trailer (installed on-site as part of the Site Preparation Project)
- Temporary Maintenance Building (constructed on-site as part of the Site Preparation Project)

With deferment of the CWC, a significant number of staff would remain in their current facilities under the plan, including staff in the following facilities:

- Laboratory Building
- Instrument Trailer
- Administration Building

While the Temporary Facilities Plan provides an interim path forward, the existing facilities are aging and may require functional renovations and structural improvements to extend their useful life.

Additionally, the currently planned location of the Conventional Activated Sludge Stage 2 (CAS-2) facilities (scheduled to begin construction in 2032) conflicts with the location of the Temporary Maintenance Building.

As an optional task under the Master Plan Update, Consultant will develop and evaluate alternatives for addressing issues associated with the existing administration and related temporary facilities.

At a minimum, Consultant will consider the following three alternatives:

- Renovate the existing building/facilities in-place
- Construct a scaled-back (less expensive) CWC
- Permanently move staff workgroups off site

Assumptions

- Condition assessment of the existing facilities is not included.
- Assessment recommendations are concept-level in nature.
- Workshops are to be held in-person.

Meetings and Workshops

- CWC Alternatives Definition Workshop
- CWC Strategic Assessment Results Workshop

Deliverables

- CWC Strategic Assessment TM

IV. Preliminary Schedule

The Consultant is responsible to develop and maintain a detailed work breakdown structure and schedule as part of the Project Management Plan noted in Section III.A. Consultant to include a preliminary schedule in the proposal. The City's preliminary milestone dates are as follows:

- NTP on awarded contract – December 2022
- Submittal of Major Deliverables:
 - Final Combined Heat and Power Plan – September 2023
 - Draft Master Plan Update Report – December 2023
 - Final Master Plan Update Report – January 2025
 - Preliminary Design – March 2024
 - 60% Design – September 2024
- All permits and approvals received – December 2025
- Notice of Advertisement for construction – January 2026

V. Available Documents

- [Additional Documents](#)

VI. Glossary of Abbreviations

• AACE International	Association for the Advancement of Cost Engineering
• ACS	Automated Control System
• APE	Area Procedure and Expectations
• ATC	Authority to Construct
• BAAQMD	Bay Area Air Quality Management District
• BACT	Best Available Control Technology
• BCDC	Bay Conservation and Development Commission
• BOD	Biochemical Oxygen Demand
• CAD	computer-aided drafting
• CAS	conventional activated sludge
• CCT	chlorine contact tank
• CEPT	chemically enhanced primary treatment
• CEQA	California Environmental Quality Act
• CHP	combined heat and power
• CIP	Capital Improvement Plan
• CMC	construction management consultant
• CSI	Construction Specifications Institute
• DIM	design information memorandum
• DIR	Department of Industrial Relations
• DMF	dual media filters
• ECHP	Electrical and Combined Heat and Power Plan
• EIR	environmental impact report
• EPA	U.S. Environmental Protection Agency
• FAA	Federal Aviation Administration
• FGR	fixed growth reactor
• FOG	fats, oils, and grease
• GHG	greenhouse gas
• HMI	Human Machine Interface
• HVAC	heating, ventilation, and air-conditioning
• I/O	input/output

• MB	megabytes
• MGD	million gallons per day
• MLE	Modified Ludzack–Ettinger
• MW	megawatts
• MWe	megawatts electrical
• MWt	megawatts thermal
• NFPA	National Fire Protection Agency
• NPDES	National Pollutant Discharge Elimination System
• NTP	notice to proceed
• O&M	operation and maintenance
• OPCC	opinions of probable construction cost
• PDF	portable document format
• PE	primary effluent
• PEIR	Program Environmental Impact Report
• PFAS	per- and polyfluoroalkyl substances
• PLC	programmable logic controller
• PMC	Program management consultant
• Program	Sunnyvale Cleanwater Program
• PG&E	Pacific Gas and Electric Company
• P&IDs	Process and Instrumentation Diagrams
• RDT	rotary drum thickener
• RFI	Request for Information
• RNG	renewable natural gas
• RWQCB	Regional Water Quality Control Board
• SCADA	supervisory control and data acquisition
• SCWP	Sunnyvale Cleanwater Program
• SF Bay	San Francisco Bay Region
• SIP	Strategic Infrastructure Plan
• SMaRT	Sunnyvale Materials Recovery and Transfer
• SND	simultaneous nitrification-denitrification
• SWRCB	State Water Resources Control Board

- TDS total dissolved solids
- THM trihalomethane
- TIN total inorganic nitrogen
- TM technical memorandum
- TN total nitrogen
- USACE United States Army Corps of Engineers
- UV ultraviolet
- WPCP Water Pollution Control Plant, City of Sunnyvale
- WTG wind turbine generator

Sunnyvale Master Plan Update and Cogeneration Upgrade Design Project Schedule																																						
ID	Task Name	Duration	Start	Finish	Half 2, 2022			Half 1, 2023			Half 2, 2023			Half 1, 2024			Half 2, 2024			Half 1, 2025			Half 2, 2025			Half 1, 2026			Half 2, 2026			Half 1, 2027			Half 2, 2027			Half
					J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J
1	A. Project Management	1222 days	Wed 3/22/23	Fri 11/26/27																																		
2	Notice to Proceed	0 days	Wed 3/22/23	Wed 3/22/23																																		
3	Kickoff Meeting	0 days	Fri 3/31/23	Fri 3/31/23																																		
4	General Project Management Activities	1206 days	Wed 3/22/23	Wed 11/3/27																																		
5	Draft Project Management Plan	0 days	Tue 4/4/23	Tue 4/4/23																																		
6	Final Project Management Plan	0 days	Tue 4/25/23	Tue 4/25/23																																		
7	Biweekly Progress Meetings	600 days	Tue 3/28/23	Tue 7/15/25																																		
69	Monthly Progress Meetings	585 days	Tue 8/5/25	Tue 11/2/27																																		
98	Weekly Check Ins	1195 days	Mon 4/3/23	Mon 11/1/27																																		
339	Monthly Invoices and Progress Reports	1195 days	Fri 4/28/23	Fri 11/26/27																																		
396	Support for City Council Sessions (Placeholder)	20 days	Wed 2/28/24	Tue 3/26/24																																		
397	B. Master Plan Update	520 days	Wed 3/22/23	Tue 3/18/25																																		
398	B1. Strategic Update	80 days	Wed 3/22/23	Tue 7/11/23																																		
399	PFAS and other CECs	60 days	Wed 3/22/23	Tue 6/13/23																																		
400	Evaluation	40 days	Wed 3/22/23	Tue 5/16/23																																		
401	Draft TM	0 days	Tue 5/16/23	Tue 5/16/23																																		
402	City Review	10 days	Wed 5/17/23	Tue 5/30/23																																		
403	Workshop	0 days	Tue 5/23/23	Tue 5/23/23																																		
404	Final TM	0 days	Tue 6/13/23	Tue 6/13/23																																		
405	Climate Change Resiliency and SLR Projection	70 days	Wed 3/22/23	Tue 6/27/23																																		
406	Evaluation	50 days	Wed 3/22/23	Tue 5/30/23																																		
407	Draft TM	0 days	Tue 5/30/23	Tue 5/30/23																																		
408	City Review	10 days	Wed 5/31/23	Tue 6/13/23																																		
409	Workshop	0 days	Tue 6/6/23	Tue 6/6/23																																		
410	Final TM	0 days	Tue 6/27/23	Tue 6/27/23																																		
411	Recycled Water Quality	60 days	Wed 3/22/23	Tue 6/13/23																																		
412	Evaluation	40 days	Wed 3/22/23	Tue 5/16/23																																		
413	Draft TM	0 days	Tue 5/16/23	Tue 5/16/23																																		
414	City Review	10 days	Wed 5/17/23	Tue 5/30/23																																		
415	Workshop	0 days	Tue 5/23/23	Tue 5/23/23																																		
416	Final TM	0 days	Tue 6/13/23	Tue 6/13/23																																		
417	Flow Management and Oxidation Ponds	60 days	Wed 4/19/23	Tue 7/11/23																																		
418	Evaluation	40 days	Wed 4/19/23	Tue 6/13/23																																		
419	Draft TM	0 days	Tue 6/13/23	Tue 6/13/23																																		
420	City Review	10 days	Wed 6/14/23	Tue 6/27/23																																		
421	Workshop	0 days	Tue 6/20/23	Tue 6/20/23																																		
422	Final TM	0 days	Tue 7/11/23	Tue 7/11/23																																		
423	Odor Management	60 days	Wed 4/19/23	Tue 7/11/23																																		
424	Evaluation	40 days	Wed 4/19/23	Tue 6/13/23																																		
425	Draft TM	0 days	Tue 6/13/23	Tue 6/13/23																																		

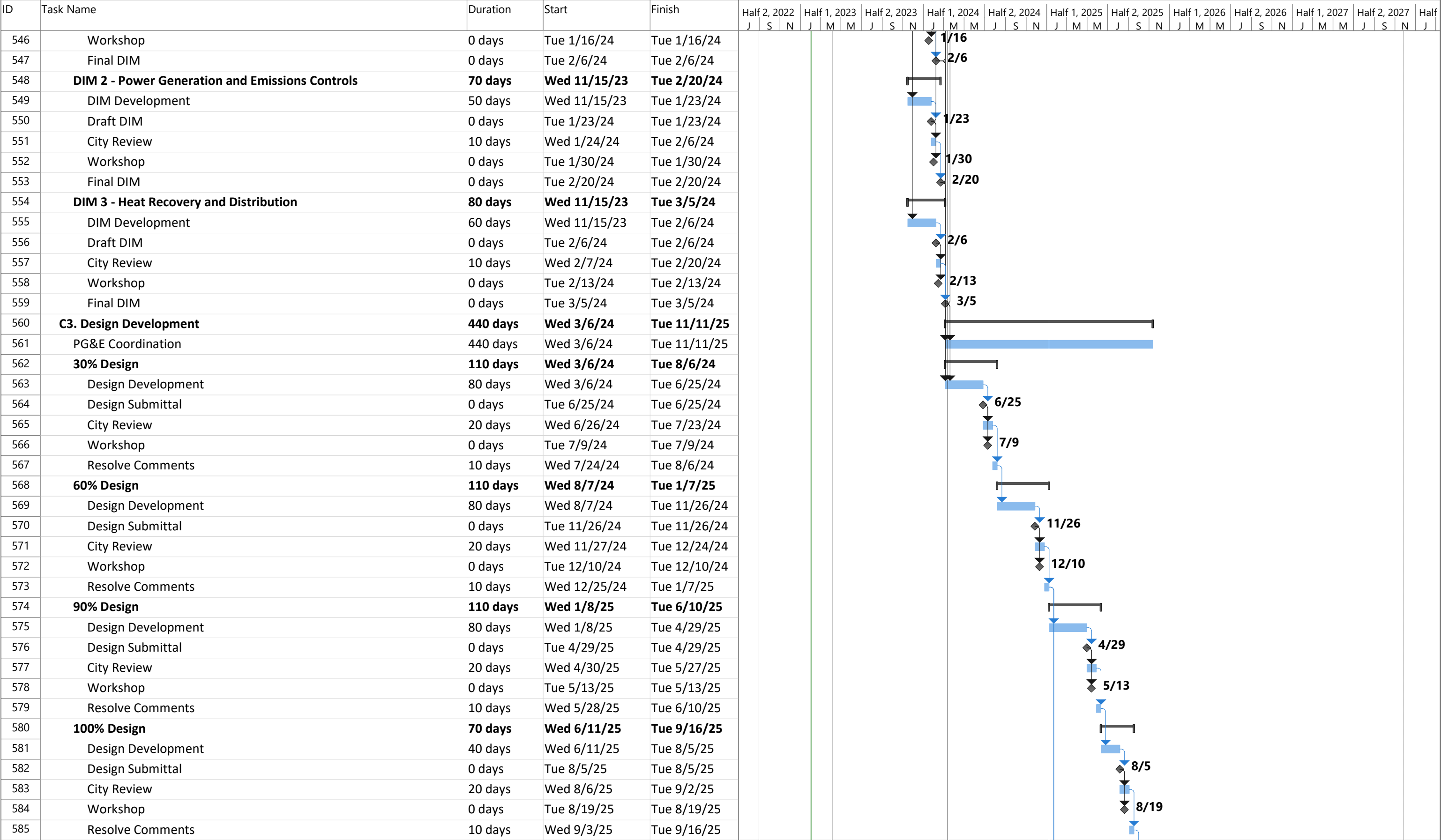
Sunnyvale Master Plan Update and Cogeneration Upgrade Design Project Schedule

ID	Task Name	Duration	Start	Finish	Half 2, 2022			Half 1, 2023			Half 2, 2023			Half 1, 2024			Half 2, 2024			Half 1, 2025			Half 2, 2025			Half 1, 2026			Half 2, 2026			Half 1, 2027			Half 2, 2027			Half
					J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	
426	City Review	10 days	Wed 6/14/23	Tue 6/27/23																																		
427	Workshop	0 days	Tue 6/20/23	Tue 6/20/23																																		
428	Final TM	0 days	Tue 7/11/23	Tue 7/11/23																																		
429	B2. Flows and Loads	70 days	Wed 3/22/23	Tue 6/27/23																																		
430	Influent Flows and Loads	20 days	Wed 3/22/23	Tue 4/18/23																																		
431	Solids Flows and Loads	20 days	Wed 3/22/23	Tue 4/18/23																																		
432	Flows and Loads Workshop	0 days	Tue 5/2/23	Tue 5/2/23																																		
433	Capacity Analysis	20 days	Wed 4/19/23	Tue 5/16/23																																		
434	Draft Flows and Loads and Capacity TM	0 days	Tue 5/16/23	Tue 5/16/23																																		
435	City Review	10 days	Wed 5/17/23	Tue 5/30/23																																		
436	Capacity Analysis Workshop	0 days	Tue 5/23/23	Tue 5/23/23																																		
437	Final Flows and Loads and Capacity TM	0 days	Tue 6/27/23	Tue 6/27/23																																		
438	B3. Process Improvement	80 days	Wed 6/28/23	Tue 10/17/23																																		
439	Primary Treatment	42 days	Wed 6/28/23	Thu 8/24/23																																		
440	Evaluation	22 days	Wed 6/28/23	Thu 7/27/23																																		
441	Draft TM	0 days	Thu 7/27/23	Thu 7/27/23																																		
442	City Review	10 days	Fri 7/28/23	Thu 8/10/23																																		
443	Workshop	0 days	Thu 8/3/23	Thu 8/3/23																																		
444	Final TM	0 days	Thu 8/24/23	Thu 8/24/23																																		
445	Secondary Treatment	42 days	Wed 6/28/23	Thu 8/24/23																																		
446	Evaluation	22 days	Wed 6/28/23	Thu 7/27/23																																		
447	Draft TM	0 days	Thu 7/27/23	Thu 7/27/23																																		
448	City Review	10 days	Fri 7/28/23	Thu 8/10/23																																		
449	Workshop	0 days	Thu 8/3/23	Thu 8/3/23																																		
450	Final TM	0 days	Thu 8/24/23	Thu 8/24/23																																		
451	Filtration	80 days	Wed 6/28/23	Tue 10/17/23																																		
452	Evaluation	60 days	Wed 6/28/23	Tue 9/19/23																																		
453	Draft TM	0 days	Tue 9/19/23	Tue 9/19/23																																		
454	City Review	10 days	Wed 9/20/23	Tue 10/3/23																																		
455	Filtration and Disinfection Workshop	0 days	Tue 9/26/23	Tue 9/26/23																																		
456	Final TM	0 days	Tue 10/17/23	Tue 10/17/23																																		
457	Disinfection	80 days	Wed 6/28/23	Tue 10/17/23																																		
458	Evaluation	60 days	Wed 6/28/23	Tue 9/19/23																																		
459	Draft TM	0 days	Tue 9/19/23	Tue 9/19/23																																		
460	City Review	10 days	Wed 9/20/23	Tue 10/3/23																																		
461	Final TM	0 days	Tue 10/17/23	Tue 10/17/23																																		
462	Solids Thickening	60 days	Wed 6/28/23	Tue 9/19/23																																		
463	Evaluation	40 days	Wed 6/28/23	Tue 8/22/23																																		
464	Draft TM	0 days	Tue 8/22/23	Tue 8/22/23																																		
465	City Review	10 days	Wed 8/23/23	Tue 9/5/23																																		

Sunnyvale Master Plan Update and Cogeneration Upgrade Design Project Schedule

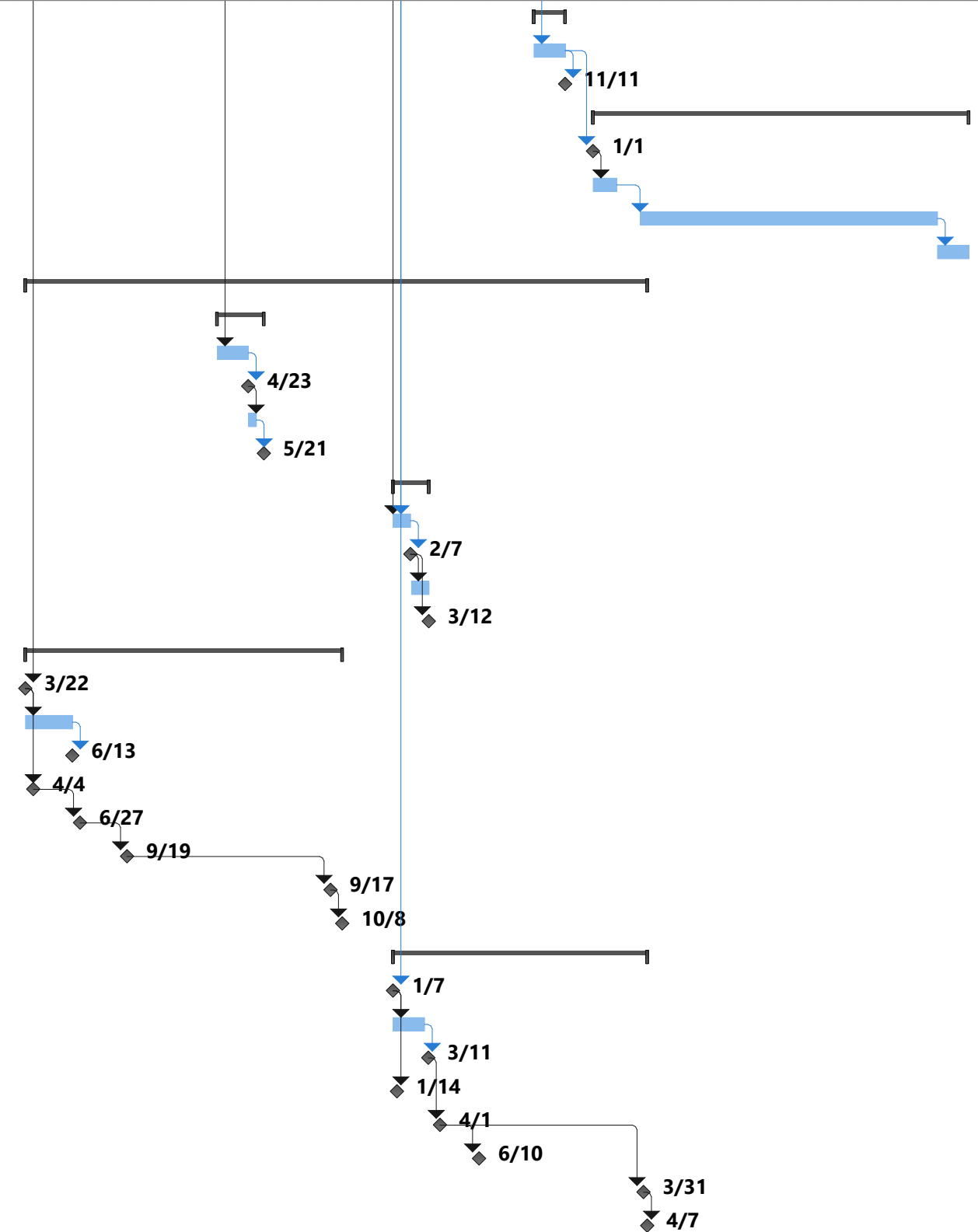
ID	Task Name	Duration	Start	Finish	Half 2, 2022			Half 1, 2023			Half 2, 2023			Half 1, 2024			Half 2, 2024			Half 1, 2025			Half 2, 2025			Half 1, 2026			Half 2, 2026			Half 1, 2027			Half 2, 2027			Half
					J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	
506	ACS Improvement Recommendations Meeting	0 days	Tue 11/7/23	Tue 11/7/23																																		
507	Evaluation - ACS Plan	15 days	Wed 11/15/23	Tue 12/5/23																																		
508	Draft TM -ACS Plan	0 days	Tue 12/5/23	Tue 12/5/23																																		
509	City Review	10 days	Wed 12/6/23	Tue 12/19/23																																		
510	ACS Plan Workshop	0 days	Tue 12/12/23	Tue 12/12/23																																		
511	Final TM	0 days	Tue 1/2/24	Tue 1/2/24																																		
512	B5. Site Planning	100 days	Wed 6/28/23	Tue 11/14/23																																		
513	Evaluation	100 days	Wed 6/28/23	Tue 11/14/23																																		
514	Site Layout Workshop	0 days	Tue 11/14/23	Tue 11/14/23																																		
515	B6. Implementation Planning	315 days	Wed 1/3/24	Tue 3/18/25																																		
516	Evaluation	40 days	Wed 1/3/24	Tue 2/27/24																																		
517	Draft Master Plan Update Report	0 days	Tue 2/27/24	Tue 2/27/24																																		
518	City Review	10 days	Wed 2/28/24	Tue 3/12/24																																		
519	Implementation Plan Workshop	0 days	Tue 3/5/24	Tue 3/5/24																																		
520	Final Master Plan Update Report	0 days	Tue 3/18/25	Tue 3/18/25																																		
521	C. Cogeneration Upgrade	1036 days	Wed 11/15/23	Wed 11/3/27																																		
522	C1. Documentation of Existing Conditions	120 days	Wed 11/15/23	Tue 4/30/24																																		
523	Supplemental Topo and Planimetric Survey	40 days	Wed 11/15/23	Tue 1/9/24																																		
524	Supplemental Subsurface Utility Mapping	40 days	Wed 3/6/24	Tue 4/30/24																																		
525	Geotechnical Characterization	60 days	Wed 11/15/23	Tue 2/6/24																																		
526	Evaluation	40 days	Wed 11/15/23	Tue 1/9/24																																		
527	Draft Report	0 days	Tue 1/9/24	Tue 1/9/24																																		
528	City Review	10 days	Wed 1/10/24	Tue 1/23/24																																		
529	Final Report	0 days	Tue 2/6/24	Tue 2/6/24																																		
530	Hazardous Material Assessment	60 days	Wed 11/15/23	Tue 2/6/24																																		
531	Evaluation	40 days	Wed 11/15/23	Tue 1/9/24																																		
532	Draft Report	0 days	Tue 1/9/24	Tue 1/9/24																																		
533	City Review	10 days	Wed 1/10/24	Tue 1/23/24																																		
534	Final Report	0 days	Tue 2/6/24	Tue 2/6/24																																		
535	Structural and Seismic Assessment	60 days	Wed 1/24/24	Tue 4/16/24																																		
536	Evaluation	40 days	Wed 1/24/24	Tue 3/19/24																																		
537	Draft Report	0 days	Tue 3/19/24	Tue 3/19/24																																		
538	City Review	10 days	Wed 3/20/24	Tue 4/2/24																																		
539	Workshop	0 days	Tue 3/26/24	Tue 3/26/24																																		
540	Final Report	0 days	Tue 4/16/24	Tue 4/16/24																																		
541	C2. Preliminary Design	80 days	Wed 11/15/23	Tue 3/5/24																																		
542	DIM 1 - Biogas Treatment and Handling	60 days	Wed 11/15/23	Tue 2/6/24																																		
543	DIM Development	40 days	Wed 11/15/23	Tue 1/9/24																																		
544	Draft DIM	0 days	Tue 1/9/24	Tue 1/9/24																																		
545	City Review	10 days	Wed 1/10/24	Tue 1/23/24																																		

Sunnyvale Master Plan Update and Cogeneration Upgrade Design Project Schedule



Sunnyvale Master Plan Update and Cogeneration Upgrade Design Project Schedule

ID	Task Name	Duration	Start	Finish	Half 2, 2022			Half 1, 2023			Half 2, 2023			Half 1, 2024			Half 2, 2024			Half 1, 2025			Half 2, 2025			Half 1, 2026			Half 2, 2026			Half 1, 2027			Half 2, 2027			Half
					J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	
586	Bid Documents	40 days	Wed 9/17/25	Tue 11/11/25																																		
587	Develop Bid Documents	40 days	Wed 9/17/25	Tue 11/11/25																																		
588	Design Submittal	0 days	Tue 11/11/25	Tue 11/11/25																																		
589	C4. Engineering Services During Construction	480 days	Thu 1/1/26	Wed 11/3/27																																		
590	Notice of Advertisement for Construction (January 2026)	0 days	Thu 1/1/26	Thu 1/1/26																																		
591	Bidding Services	30 days	Thu 1/1/26	Wed 2/11/26																																		
592	Construction Support Services	380 days	Thu 3/26/26	Wed 9/8/27																																		
593	O&M Manual Updates	40 days	Thu 9/9/27	Wed 11/3/27																																		
594	D. Environmental Documentation and Permitting	795 days	Wed 3/22/23	Tue 4/7/26																																		
595	D1 CEQA Compliance Strategy	60 days	Wed 2/28/24	Tue 5/21/24																																		
596	Evaluation	40 days	Wed 2/28/24	Tue 4/23/24																																		
597	Draft TM	0 days	Tue 4/23/24	Tue 4/23/24																																		
598	City Review	10 days	Wed 4/24/24	Tue 5/7/24																																		
599	Final TM	0 days	Tue 5/21/24	Tue 5/21/24																																		
600	D2. PEIR Addendum	46 days	Wed 1/8/25	Wed 3/12/25																																		
601	PEIR Development	23 days	Wed 1/8/25	Fri 2/7/25																																		
602	Meeting to Review Comments to Administrative Draft	0 days	Fri 2/7/25	Fri 2/7/25																																		
603	Submit Administrative Draft	23 days	Mon 2/10/25	Wed 3/12/25																																		
604	Final PEIR Addenda	0 days	Wed 3/12/25	Wed 3/12/25																																		
605	D3. BAAQMD Permitting - Food Waste ATC	405 days	Wed 3/22/23	Tue 10/8/24																																		
606	Task Kickoff	0 days	Wed 3/22/23	Wed 3/22/23																																		
607	Permit Development	60 days	Wed 3/22/23	Tue 6/13/23																																		
608	Workshop	0 days	Tue 6/13/23	Tue 6/13/23																																		
609	Strategic Schedule	0 days	Tue 4/4/23	Tue 4/4/23																																		
610	Draft Permit	0 days	Tue 6/27/23	Tue 6/27/23																																		
611	Draft Letter Responses	0 days	Tue 9/19/23	Tue 9/19/23																																		
612	Final Permit	0 days	Tue 9/17/24	Tue 9/17/24																																		
613	Final Letter Responses	0 days	Tue 10/8/24	Tue 10/8/24																																		
614	D4. BAAQMD Permitting - Cogen ATC	325 days	Tue 1/7/25	Tue 4/7/26																																		
615	Task Kickoff	0 days	Tue 1/7/25	Tue 1/7/25																																		
616	Permit Development	40 days	Wed 1/8/25	Tue 3/4/25																																		
617	Workshop	0 days	Tue 3/11/25	Tue 3/11/25																																		
618	Strategic Schedule	0 days	Tue 1/14/25	Tue 1/14/25																																		
619	Draft Permit	0 days	Tue 4/1/25	Tue 4/1/25																																		
620	Draft Letter Responses	0 days	Tue 6/10/25	Tue 6/10/25																																		
621	Final Permit	0 days	Tue 3/31/26	Tue 3/31/26																																		
622	Final Letter Responses	0 days	Tue 4/7/26	Tue 4/7/26																																		



3/9/2023

Tasks		Labor*														ODCs	Total
Task #	Task Description	Sr. Tech Advisor	Engr 5	Sr. Project Manager	Engr 4 / Env 4	Engr 3 / Env 3	Engr 2 / Env 2	Engr 1 / Env 1	Sr. CAD	BIM/CAD 2	Project Controller	Project Coordinator	Total Hours	Total Labor Costs	Escalation Starting January 1, 2026	Other Direct Costs	Total Fee
		J. Neethling	H. Kennedy, D. Reardon, D. Sampson, D. Smith	M. Ramunathan	P. Brodshoff, M. Falk, T. Krontonickas, L. Meshah, L. Tice, C. Starr	M. Lambert, D. Teak	J. Lloyd, L. Parker, A. Singh	H. Rolf, M. Ruth, J. Wong	TBD	TBD	TBD	TBD					
		\$ 400	\$ 370	\$ 352	\$ 325	\$ 260	\$ 220	\$ 190	\$ 220	\$ 190	\$ 135	\$ 135					
A	Project Management	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
A.1	Base Scope Project Management	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
A.1.1	Project Management Plan												0				\$0
A.1.1	Meeting Management												0				\$0
A.1.1	Project Schedules												0				\$0
A.1.1	Quality Assurance/Quality Control												0				\$0
A.1.1	Document Management												0				\$0
A.1.1	Pay Applications												0				\$0
A.1.1	DIR Requirements												0				\$0
A.2	Support for Council Study Session	0	0	0	0	0	0	0	0	0	0	0	0	\$0		\$0	\$0
B	Master Plan Update - Project 0.3	25	142	565	258	572	593	433	250	25	49	146	3,057	\$792,610	\$0	\$2,197	\$794,807
B.1	Strategic Update	9	13	85	202	218	160	238	35	0	7	84	1,051	\$261,092	\$0	\$147	\$261,239
B.1.1	PFAS and other Contaminants of Emerging Concern												0	\$0			\$0
B.1.1	Climate Change Resiliency and Sea Level Rise Protection	6	10	51	172	218		238	35		3	82	814	\$200,915		\$140	\$201,055
B.1.1	Recycled Water Quality	3	3	34	30		160				5	2	237	\$60,178		\$7	\$60,185
B.1.1	Flow Management and the Oxidation Ponds												0	\$0			\$0
B.1.1	Odor Management												0	\$0			\$0
B.2	Flows and Loads	6	6	56	0	64	73	0	0	0	9	9	223	\$59,435	\$0	\$210	\$59,645
B.2.1	Influent Flows and Loads	3	3	30		32	40				5	4	117	\$31,210		\$200	\$31,410
B.2.1	Solid Loads	3	3	26		32	33				5	4	106	\$28,225		\$10	\$28,235
B.2.1	Capacity Analysis												0	\$0			\$0
B.3	Process Improvement	10	46	60	16	130	98	0	0	0	9	9	378	\$105,183	\$0	\$500	\$105,683
B.3.1	Primary Treatment												0	\$0			\$0
B.3.1	Secondary Treatment												0	\$0			\$0
B.3.1	Filtration	4	4	34	16	50	60				5	4	177	\$47,580		\$250	\$47,830
B.3.1	Disinfection	6	42	26		80	39				5	4	202	\$57,604		\$250	\$57,854
B.3.1	Solids Thickening												0	\$0			\$0
B.3.1	Digestion												0	\$0			\$0
B.3.1	Digested Sludge Storage and Solids Dewatering												0	\$0			\$0
B.4	Support Systems Improvements	0	36	185	0	120	142	90	120	0	14	19	725	\$188,687	\$0	\$840	\$189,527
B.4.1	Combined Heat and Power Plan												0	\$0			\$0
B.4.1	Electrical Plan		12	70		48	48	38	60		5	6	286	\$73,832		\$120	\$73,952
B.4.1	Conveyance and Storage		12	46		24	46	14			5	6	153	\$41,039		\$120	\$41,159
B.4.1	Automated Control System Plan		12	70		48	48	38	60		5	6	286	\$73,817		\$600	\$74,417
B.5	Site Planning		32	110		40	120	24	95	25	5	24	476	\$121,551		\$250	\$121,801
B.6	Implementation Planning		8	70	40		0	82			5	0	204	\$56,662		\$250	\$56,912
C	Cogeneration Upgrade - Project 5.1	0	197	338	1417	1008	325	149	90	186	185	139	4,033	\$1,112,792	\$21,381	\$3,061	\$1,137,234
C.1	Documentation of Existing Conditions	0	82	10	377	30	35	0	40	0	13	28	616	\$186,366	\$0	\$671	\$187,037
C.1.1	Supplemental Topographic and Planimetric Survey												0	\$0			\$0
C.1.1	Supplemental Subsurface Utility Mapping												0	\$0			\$0
C.1.1	Geotechnical Characterization		42	10	37		35				9		133	\$40,006		\$287	\$40,293
C.1.1	Hazardous Materials Assessment of Existing Power Generation Building												0	\$0			\$0
C.1.1	Structural and Seismic Assessment of Existing Power Generation Building		40		340	30			40		5	28	483	\$146,360		384	\$146,744
C.2	Preliminary Design	0	50	26	81	54	30	0	40	0	12	13	307	\$87,021	\$0	\$528	\$87,549
C.2.1	DIM #1 - Biogas Treatment and Handling		50	26	81	54	30		40		12	13	307	\$87,021		\$528	\$87,549
C.2.1	DIM #2 - Power Generation and Emissions Controls												0	\$0			\$0
C.2.1	DIM #3 - Heat Recovery and Distribution												0	\$0			\$0
C.3	Design Development	0	34	196	473	584	155	89	10	186	62	70	1,858	\$493,210	\$0	\$466	\$493,676
C.3.1	General												0	\$0			\$0
C.3.1	Design Steps												0	\$0			\$0
C.3.1	Format												0	\$0			\$0
C.3.1	PG&E Coordination												0	\$0			\$0
C.3.1	30% Design		7	38	79	150	16	10		39	12	1	352	\$95,169		\$100	\$95,268
C.3.1	60% Design		10	45	168	120	20	79		58	12	1	513	\$137,522		\$102	\$137,624
C.3.1	90% Design		11	48	158	202	86			69	12	33	620	\$163,173		\$90	\$163,263
C.3.1	100% Design		4	32	48	78	18			20	12	25	257	\$61,288		\$142	\$61,430
C.3.1	Bid Documents		2	33	20	34	15		10		12	9	135	\$36,058		\$33	\$36,091
C.4	Engineering Services During Construction	0	30	106	486	340	105	60	0	0	98	28	1,252	\$346,195	\$21,381	\$1,296	\$368,972
C.4.1	Bidding Services		4	50	46	26	12				40	7	186	\$50,004	\$3,140	\$296	\$53,440
C.4.1	Construction Support Services		26	56	440	314	93	60			57	21	1,067	\$296,192	\$18,240	\$1,100	\$315,532
C.4.1	O&M Manuals												0	\$0			\$0
D	Environmental Documentation and Permitting	0	0	46	124	210	242	42	0	40	12	33	750	\$186,216	\$0	\$8,650	\$194,866
D.1	CEQA Compliance Strategy												0	\$0			\$0
D.2	PEIR Addendum		0	46	124	210	242	42		40	12	33	750	\$186,216		\$8,650	\$194,866
D.3	Bay Area Air Quality Management District Permitting - Food Waste Authority to Construct (ATC)												0	\$0			\$0
D.4	BAAQMD Permitting - Cogeneration Upgrade ATC												0	\$0			\$0
	Proposal Subtotal	25	339	948	1799	1790	1160	624	340	251	246	318	7,840	\$2,091,618	\$21,381	\$13,908	\$2,126,907
E	Optional Tasks	0	0	23	48	130	132	0	0	20	6	17	376	\$93,408	\$0	\$3,932	\$97,340
E.1	Technical Documentation for Grant and Loan Applications (Allowance)												0	\$0			\$0
E.2	Master Planning of Renewable Energy Projects												0	\$0			\$0
E.3	Evaluation of Phase 5 Projects (Allowance)												0	\$0			\$0
E.4	Subsequent PEIR			23	48	130	132	0	0	20	6	17	376	\$93,408		\$3,932	\$97,340
	Total Optional Services	0	0	23	48	130	132	0	0	20	6	17	376	\$93,408	\$0	\$3,932	\$97,340
	Total Including Optional Services	25	339	971	1,847	1,920	1,292	624	340	271	252	335	8,216	\$2,185,026	\$21,381	\$17,840	\$2,224,246
	Notes:																
1	The rates shown on HDR's rate schedule will escalate at least 2% annually for "Technical Specialist 2/Engineer 4/Environmental 4", "Technical Specialist 3/Engineer 5", "Senior Project Manager", and "Senior Technical Advisor" starting January 1, 2026, and 3.75%																
2																	
3																	
4																	

Exhibit C INSURANCE REQUIREMENTS

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

Minimum Scope and Limits of Insurance. Consultant shall maintain limits not less than:

1. **Commercial General Liability:** coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
2. **Automobile Liability:** coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract for bodily injury and property damage. ISO Form shall be at least as broad as CA 0001.
3. **Workers' Compensation:** Statutory Limits and **Employer's Liability:** \$1,000,000 per accident for bodily injury or disease.

Industry Specific Coverages. If checked below, the following insurance is also required:

☒ **Professional Liability / Errors and Omissions Liability** coverage with limits not less than \$2,000,000 per occurrence or claim.

☒ **Valuable Papers and Electronic Data Processing** with limits not less than \$10,000 each

☒ **Cyber Liability** coverage with limits not less than \$1,000,000

☐ **Crime coverage** with limits not less than \$500,000 to include third party premises endorsement.

Deductibles, Self-Insured Retentions and Other Coverages:

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

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Other Insurance Provisions:

1. During the term of the contract, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Consultant's commercial general liability policy (and if applicable valuable papers and electronic data processing policies) with respects to liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant. The coverage shall contain no special limitations on the

scope of protection afforded to the City of Sunnyvale, its officers, officials, employees, agents, or volunteers.

2. During the term of the contract, the Consultant's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.
3. For all Architects, Engineers and Design Professionals – If Industry Specific Coverage box is check above **and** if the Consultant's Professional Liability/Errors and Omissions coverage is written on a claims made basis:
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*.
 - c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of contract work
4. For any claims related to this project, the Consultant's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
5. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
6. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
7. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.
8. Any umbrella or excess Insurance Liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written contract or agreement) until all coverage carried by or available to the Consultant's primary and excess liability policies are exhausted and before the City's own Insurance or self-insurance shall be called upon to contribute to a loss.
9. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Consultant's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum

limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City of Sunnyvale's Risk Manager.

Verification of Coverage:

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

The Consultant shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

For all insurance policy renewals during the term of this Contract, Consultant shall submit insurance certificates reflecting the policy renewals through PINS.

Subcontractors

Consultant shall require all subcontractors to procure and maintain insurance policies subject to these requirements. Failure of Consultant to verify existence of sub-contractor's insurance shall not relieve Consultant from any claim arising from sub-contractors work on behalf of Consultant.



City of Sunnyvale

Agenda Item

23-0493

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Consider Reinstating the Pilot of the Process for City Council Colleague Memorandums to Propose new Agenda Items Previously Included in Council Policy 7.3.19 (Council Meetings)

BACKGROUND

On January 12, 2021, former Councilmember Fong sponsored Study Issue OCM 21-03 (Consider the Creation of a Formal Process for City Council Colleague Memorandums). Mayor Klein along with Councilmembers Melton, Cisneros and Din cosponsored the Study Issue. The Study Issue described the purpose of a Colleagues Memorandum as an opportunity that allows Councilmembers to prepare memoranda on topics coming before the Council or on any matter within Council's subject matter jurisdiction.

On September 14, 2021, the City Council provided feedback on this Study Issue during a Study Session. During the Study Session, Councilmembers discussed whether a colleagues memorandum policy should address items already on a Council agenda or be used to add items to a future agenda. Additional discussion included concerns about Councilmembers commenting on agenda items prior to the public hearing on the item. There was general consensus for a follow up study session outlining a process for memorandums to add items to future agendas.

On October 26, 2021, the Council reviewed draft Colleagues Memorandum language for potential inclusion in Council Policy 7.3.19 (Council Meetings) during a study session. There was general consensus for adding the proposed language to Council Policy 7.3.19. Additional discussion involved treating the proposed policy modification as a pilot amendment to the Council Policy either through scheduling a review of the policy 1-year after the revision was made or by including an automatic removal of the language that was included in the policy to allow for Colleague Memorandums after 1-year.

On January 4, 2022, the City Council added a pilot process for City Council Colleague Memorandums to propose new agenda items (RTC No. 22-0019). The pilot included a January 1, 2023 sunset and direction for a report to review of the policy modification 11-months from its approval.

On July 6, 2022, Vice Mayor Cisneros along with Councilmembers Din and Spitaleri intended to use the process to add an agenda item to consider a potential ballot measure for gun safety measures in Sunnyvale. The request was submitted to the Mayor instead of the City Manager as outlined in the process. The process was not used any other times during the previous pilot.

On December 6, 2022, the City Council took action and removed the process for City Council Colleague Memorandums from the Council Policy (RTC No. 22-0035).

EXISTING POLICY

Council Policy 7.3.19 (Council Meetings) (Attachment 2)

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 City Council Colleague Memorandums process to propose new agenda items previously included in Council Policy 7.3.19 (Council Meetings) may be of interest to the current City Council which includes Councilmembers Mehlinger, Srinivasan and Sell who joined Council on January 3, 2023 following the November 8, 2022 Election.

FISCAL IMPACT

The review and potential amendments to Council Policy (7.3.19 Council Meetings) do not have a fiscal impact.

PUBLIC CONTACT

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

ALTERNATIVES

1. Amend Council Policy 7.3.19 (Council Meetings) to reinstate the pilot process for City Council Colleague Memorandums to propose new agenda items.
2. Amend Council Policy 7.3.19 (Council Meetings) to add a permanent process for City Council Colleague Memorandums to propose new agenda items.
3. Other direction as provided by Council.

STAFF RECOMMENDATION

Staff makes no recommendation. This report is being presented to City Council at the Mayor's request to facilitate discussion at the public hearing and for Council to consider various options that relate to the possible reinstatement of a pilot Council Colleague Memorandums process.

Prepared by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Council Policy 7.3.19 (Council Meetings) - 2022 Version
2. Council Policy 7.3.19 (Council Meetings) - Current Version

COUNCIL POLICY MANUAL**Policy 7.3.19 Council Meetings**

POLICY PURPOSE:

The purpose of this policy is to outline Council-established policies relative to Council meetings. Council has underscored the importance of community input and citizen engagement in the conduct of City business, and the critical role of City Council meetings in this effort.

POLICY STATEMENT:**Placing Items on the Agenda**

Items may be placed on the agenda by the Mayor, a majority of a quorum of the Council, or by the City Manager. The order in which items appear on the agenda shall be determined by the City Manager and approved by the Mayor.

Colleagues Memorandum*

*Absent City Council action, this subheading becomes inoperative on January 1, 2023.

- A group of two or three Councilmembers may prepare a brief colleagues memorandum outlining a future agenda item for the Council to consider at an upcoming Council meeting.
- Memorandums shall not exceed two (2) pages.
- The group of Councilmembers may request staff review of the colleague memorandum prior to publication. The group of Councilmembers shall provide staff with a minimum of two (2) business days to review. Staff will limit review to no more than one (1) hour.
- The group of Councilmembers shall submit the final memorandum to the City Manager no later than Noon on the day before a Council meeting packet is scheduled for publication; when requesting staff review, the group shall submit a draft memorandum at least three (3) business days before a Council meeting packet is scheduled for publication.
- Completed colleagues memorandums will be included under the Non-Agenda Items & Comments portion of the Council meeting agenda.
- A colleagues memorandum is not required to request an agenda item be added to a future agenda.

Public Noticing of Council Meeting Agendas

Every effort shall be made to publicly notice Council meeting agendas for regularly scheduled meetings five days in advance of the meeting (on Thursday preceding a Tuesday meeting). At a minimum, Council meeting agendas for regularly scheduled meetings shall be noticed three days in advance of the meeting.

Distribution of Council Meeting Materials

Every effort shall be made to publicly distribute all approved reports to Council (both online and hard copies) five days in advance of Council meetings (e.g., on Thursdays preceding Tuesday Council meetings). Hard copies should be made available at the Library and the City Clerk's Office.

When possible, Reports to Council should be distributed earlier than five days in advance

whenever finalized and approved by the City Manager in advance of their due date.

When possible, Study Issues and Reports to Council with Planning Commission advisory action should be made available online at least seven days prior to the date the item appears on the Council agenda, and Utility Rate reports should be posted online at least 14 days in advance of a Council hearing (every effort shall be made to distribute hard copies of these reports five days in advance, like any other report).

Start and Ending Times

Study sessions will start no earlier than 5 p.m. on dates when regular Council meetings are held, except that the Mayor may schedule earlier sessions as his/her discretion.

Council has adopted a resolution providing that Regular Council meetings will start at 7:00 p.m. (Resolution No. 141-04.)

Limiting late night meetings is intended to encourage public participation. Council will not begin hearing any new item after 11:30 p.m. unless, by a majority vote of those present, it agrees to do so. A separate vote must be taken for each matter to be considered after 11:30 p.m.

Notwithstanding the above, Council will not begin hearing any of the following agenda items: Councilmembers Reports on Activities from Intergovernmental Committee Assignments, Non-Agenda Items and Comments and Information Only Reports/Items, unless by a single motion it agrees to do so.

Council will need a supermajority vote to start a new item after 12:30 a.m. For purposes of this rule, a supermajority shall mean one more vote than a simple majority (for example, if seven members are present a supermajority is five; if five members are present a supermajority is four).

No new items or other Council business will be introduced after 1:30 a.m.

Any item on an agenda for a regular meeting which must be continued due to the late hour, shall be continued to a date certain.

Study sessions will start no earlier than 5 p.m. on dates when regular Council meetings are held, except that the Mayor may schedule earlier sessions at his/her discretion.

Meeting Protocol

Meetings will be chaired and presided over by the Mayor, who shall be guided by The Standard Code of Parliamentary Procedure (Sturgis), as modified by any policy, rule or procedure adopted by the Council, or as otherwise required by law, and the City's Code of Ethics and Conduct for Elected and Appointed Officials. The City Attorney shall serve as advisory parliamentarian to the Mayor. Any ruling by the Mayor that is challenged and seconded may be overruled by a majority vote of the Council.

Meeting Minutes

Minutes of general meetings shall be prepared and approved in accordance with parliamentary procedure (Sturgis). In general, they shall be a record of all actions and proceedings, but not a record of discussion. No Councilmember shall have views or protests on a motion recorded in the minutes unless a motion permitting such action is passed by majority vote. Adverse criticism

of Councilmembers or staff should never be included except in the form of a motion censoring or reprimanding a member. Praise should appear only in the form of officially adopted votes of thanks, gratitude, or commendation.

Minutes of special meetings shall be prepared in similar fashion.

There shall be no minutes for closed sessions.

Minutes of Council Sub-committees shall generally be brief, but in some cases may be more detailed than those of general meetings as they often serve as the basis for the committee's report and subsequent Council action.

(Adopted: RTC 04-410 (11/20/2004); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); RTC 12-233 (10/2/2012); RTC 17-0798 (8/22/17); RTC 22-0019 (1/4/2022)
Lead Department: Office of the City Manager

COUNCIL POLICY MANUAL

Policy 7.3.19 Council Meetings

POLICY PURPOSE:

The purpose of this policy is to outline Council-established policies relative to Council meetings. Council has underscored the importance of community input and citizen engagement in the conduct of City business, and the critical role of City Council meetings in this effort.

POLICY STATEMENT:**Placing Items on the Agenda**

Items may be placed on the agenda by the Mayor, a majority of a quorum of the Council, or by the City Manager. The order in which items appear on the agenda shall be determined by the City Manager and approved by the Mayor.

Public Noticing of Council Meeting Agendas

Every effort shall be made to publicly notice Council meeting agendas for regularly scheduled meetings five days in advance of the meeting (on Thursday preceding a Tuesday meeting). At a minimum, Council meeting agendas for regularly scheduled meetings shall be noticed three days in advance of the meeting.

Distribution of Council Meeting Materials

Every effort shall be made to publicly distribute all approved reports to Council (both online and hard copies) five days in advance of Council meetings (e.g., on Thursdays preceding Tuesday Council meetings). Hard copies should be made available at the Library and the City Clerk's Office.

When possible, Reports to Council should be distributed earlier than five days in advance whenever finalized and approved by the City Manager in advance of their due date.

When possible, Study Issues and Reports to Council with Planning Commission advisory action should be made available online at least seven days prior to the date the item appears on the Council agenda, and Utility Rate reports should be posted online at least 14 days in advance of a Council hearing (every effort shall be made to distribute hard copies of these reports five days in advance, like any other report).

Start and Ending Times

Study sessions will start no earlier than 5 p.m. on dates when regular Council meetings are held, except that the Mayor may schedule earlier sessions as his/her discretion.

Council has adopted a resolution providing that Regular Council meetings will start at 7:00 p.m. (Resolution No. 141-04.)

Limiting late night meetings is intended to encourage public participation. Council will not begin hearing any new item after 11:30 p.m. unless, by a majority vote of those present, it agrees to do so. A separate vote must be taken for each matter to be considered after 11:30 p.m.

COUNCIL POLICY MANUAL

Notwithstanding the above, Council will not begin hearing any of the following agenda items: Councilmembers Reports on Activities from Intergovernmental Committee Assignments, Non-Agenda Items and Comments and Information Only Reports/Items, unless by a single motion it agrees to do so.

Council will need a supermajority vote to start a new item after 12:30 a.m. For purposes of this rule, a supermajority shall mean one more vote than a simple majority (for example, if seven members are present a supermajority is five; if five members are present a supermajority is four).

No new items or other Council business will be introduced after 1:30 a.m.

Any item on an agenda for a regular meeting which must be continued due to the late hour, shall be continued to a date certain.

Study sessions will start no earlier than 5 p.m. on dates when regular Council meetings are held, except that the Mayor may schedule earlier sessions at his/her discretion.

Meeting Protocol

Meetings will be chaired and presided over by the Mayor, who shall be guided by The Standard Code of Parliamentary Procedure (Sturgis), as modified by any policy, rule or procedure adopted by the Council, or as otherwise required by law, and the City's Code of Ethics and Conduct for Elected and Appointed Officials. The City Attorney shall serve as advisory parliamentarian to the Mayor. Any ruling by the Mayor that is challenged and seconded may be overruled by a majority vote of the Council.

Meeting Minutes

Minutes of general meetings shall be prepared and approved in accordance with parliamentary procedure (Sturgis). In general, they shall be a record of all actions and proceedings, but not a record of discussion. No Councilmember shall have views or protests on a motion recorded in the minutes unless a motion permitting such action is passed by majority vote. Adverse criticism of Councilmembers or staff should never be included except in the form of a motion censoring or reprimanding a member. Praise should appear only in the form of officially adopted votes of thanks, gratitude, or commendation.

Minutes of special meetings shall be prepared in similar fashion.

There shall be no minutes for closed sessions.

Minutes of Council Sub-committees shall generally be brief, but in some cases may be more detailed than those of general meetings as they often serve as the basis for the committee's report and subsequent Council action.

(Adopted: RTC 04-410 (11/20/2004); (Clerical/clarity update, Policy Update Project 7/2005); Amended RTC 06-376 (11/28/2006); RTC 12-233 (10/2/2012); RTC 17-0798 (8/22/17); RTC 22-0019 (1/4/2022); RTC 22-0035 (12/6/2022))

Lead Department: Office of the City Manager



City of Sunnyvale

Agenda Item

23-0292

Agenda Date: 4/4/2023

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, April 25, 2023 - City Council

Study Session

23-0398 5 P.M. SPECIAL COUNCIL MEETING (Study Session)
Equity, Access and Inclusion Training and Update

Special Order of the Day

23-0368 SPECIAL ORDER OF THE DAY - Small Business Week

23-0369 SPECIAL ORDER OF THE DAY - Asian Pacific American (APA) Heritage
Month

23-0371 SPECIAL ORDER OF THE DAY - Arab-American Heritage Month

23-0367 SPECIAL ORDER OF THE DAY - Library Week

Public Hearings/General Business

23-0223 Consider a Tenant Protections and Right to Lease Ordinance

23-0069 Evaluation of Wi-Fi Installation in the Community Center Grounds Renovation
Project (PR-21-05)

23-0350 Consider Adoption of a Resolution to Oppose Initiative 21-0042A1
Sponsored by the California Business Roundtable, also known as or "The
Taxpayer Protection and Government Accountability Act," which has Qualified
for the November 2024 Ballot

Tuesday, May 2, 2023 - City Council

Closed Session

23-0230 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section
54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Tina Murphy, Director of Human
Resources
Employee organization: Sunnyvale Managers Association (SMA)

Special Order of the Day

-
- 23-0370** SPECIAL ORDER OF THE DAY - Affordable Housing Month
- 23-0372** SPECIAL ORDER OF THE DAY - Municipal Clerks Week
- 23-0373** SPECIAL ORDER OF THE DAY - Public Service Recognition Week
- 23-0374** SPECIAL ORDER OF THE DAY - Public Works Week

Presentation

- 23-0494** PRESENTATION - Update Regarding Valley Water (VW) Proposed Rate Increases by VW Director Richard Santos

Public Hearings/General Business

- 23-0169** Public Hearing to Adopt a Resolution Confirming the Annual Report to Levy and Collect an Annual Assessment for the Downtown Sunnyvale Business Improvement District (BID) for Fiscal Year 2023/24
- 23-0438** Public Hearing to Receive the Annual Military Equipment Use Report for 2022
- 23-0478** Introduce an Ordinance to Amend Sunnyvale Municipal Code 12.60 "Stormwater Management"
- 23-0481** Consider Approval of Draft 2023 Housing and Urban Development Action Plan

Monday, May 8, 2023 - City Council

Study Session

- 23-0045** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews

Tuesday, May 9, 2023 - City Council

Study Session

- 23-0046** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Tuesday, May 16, 2023 - City Council

Study Session

- 23-0313** 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Review Federal Government Programs that Direct Libraries to Provide Filtering for Internet Access

Special Order of the Day

-
- 23-0375** 6:30 P.M. SPECIAL COUNCIL MEETING (Special Order of the Day)
Department of Public Safety Special Awards
- 23-0376** SPECIAL ORDER OF THE DAY - Lesbian, Gay, Bisexual, Transgender, and
Queer Pride Month
- 23-0434** SPECIAL ORDER OF THE DAY - Jewish Heritage Month

Public Hearings/General Business

- 23-0224** Moffett Park Specific Plan and Final Environmental Impact Report
- 23-0359** Public Hearing for Murphy Avenue Pedestrian Mall

Thursday, May 18, 2023 - City Council

Workshop

- 23-0048** 8:30 A.M. SPECIAL COUNCIL MEETING
Budget Workshop

Tuesday, May 23, 2023 - City Council

Public Hearings/General Business

- 23-0031** Selection of the Preferred Alignment of the Bernardo Avenue Undercrossing
Project to be Defined as the Proposed Project for the Project for
Environmental Review
- 23-0047** Board and Commission Appointments

Tuesday, June 6, 2023 - City Council

Closed Session

- 23-0231** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section
54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Tina Murphy, Director of Human
Resources
Employee organization: Sunnyvale Managers Association (SMA)

Special Order of the Day

- 23-0074** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members

Public Hearings/General Business

-
- 23-0424** Utility Art Box Phase II
- 23-0425** Sunnyvale Public Art Icon Project
- 23-0452** Annual City Council Public Hearing on FY 2023/24 Budget and Resource Allocation Plan and Establishment of Appropriations Limit and Sunnyvale Financing Authority Public Hearing on FY 2023/24 Budget
- 23-0455** Annual Review of Proposed Fees and Charges for Fiscal Year 2023/24

Tuesday, June 20, 2023 - City Council

Closed Session

- 23-0232** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session Held Pursuant to California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Tina Murphy, Director of Human Resources
Employee organization: Sunnyvale Managers Association (SMA)

Public Hearings/General Business

- 23-0454** City Council Adoption of the FY 2023/24 Budget, Fee Schedule and Appropriations Limit, and Sunnyvale Financing Authority Adoption of the FY 2023/24 Budget

Tuesday, June 27, 2023 - City Council

Special Order of the Day

- 23-0377** SPECIAL ORDER OF THE DAY - Parks and Recreation Month

Public Hearings/General Business

- 23-0049** Updates to the General Plan Associated with Air Quality, Noise, Safety and Environmental Justice

Tuesday, July 11, 2023 - City Council

Special Order of the Day

- 23-0475** SPECIAL ORDER OF THE DAY - Disability Pride Month

Public Hearings/General Business

- 23-0422** Convert All Part-Time Bike Lanes on Homestead Road Into Permanent Full-Time Bike Lanes by Removing Parking Through Sign Changes and

Preserve Some Parking Through a Road Diet Between Bernardo and Wright Avenues and Reallocate Lane Width From Blaney Avenue to Approximately 500 Feet East of Blaney Avenue

23-0423 Recommend to City Council a Project for the Application of Transportation Development Act (TDA) Article 3 Funding for Fiscal Year 2023/24

Tuesday, July 25, 2023 - City Council

Public Hearings/General Business

23-0053 Agenda Items Pending - to be scheduled

Tuesday, August 8, 2023 - City Council

Public Hearings/General Business

23-0242 Second Quarter General Plan Initiation Requests

Tuesday, August 15, 2023 - City Council

Study Session

23-0055 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Tuesday, August 29, 2023 - City Council

Special Order of the Day

23-0378 SPECIAL ORDER OF THE DAY - National Library Card Sign-up Month

23-0379 SPECIAL ORDER OF THE DAY - POW/MIA Recognition Day

Public Hearings/General Business

23-0056 Board and Commission Appointments

Tuesday, September 12, 2023 - City Council

Special Order of the Day

23-0075 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members

23-0380 SPECIAL ORDER OF THE DAY - Workforce Development Month

23-0381 SPECIAL ORDER OF THE DAY - Hispanic Heritage Month

Public Hearings/General Business

23-0057 Agenda Items Pending - to be scheduled

Tuesday, September 26, 2023 - City Council

Special Order of the Day

23-0383 SPECIAL ORDER OF THE DAY - Active Aging Week

23-0384 SPECIAL ORDER OF THE DAY - Arts and Humanities Month

23-0385 SPECIAL ORDER OF THE DAY - Domestic Violence Awareness Month

Public Hearings/General Business

23-0058 Agenda Items Pending - to be scheduled

Tuesday, October 10, 2023 - City Council

Special Order of the Day

23-0382 SPECIAL ORDER OF THE DAY - Breast Cancer Awareness Month

23-0386 SPECIAL ORDER OF THE DAY - Freedom from Workplace Bullies Week

23-0387 SPECIAL ORDER OF THE DAY - Cybersecurity Awareness Month

23-0388 SPECIAL ORDER OF THE DAY - National Friends of the Library Week

Public Hearings/General Business

23-0059 Agenda Items Pending - to be scheduled

Tuesday, October 24, 2023 - City Council

Special Order of the Day

23-0389 SPECIAL ORDER OF THE DAY - Picture Book Month

Public Hearings/General Business

23-0060 Agenda Items Pending - to be scheduled

Monday, November 6, 2023 - City Council

Study Session

23-0061 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Tuesday, November 14, 2023 - City Council

Study Session

- 23-0066** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Joint Meeting of City Council with Board and Commission Chairs and Vice
Chairs to Review and Improve Overall Effectiveness of Commission Meetings

Special Order of the Day

- 23-0390** SPECIAL ORDER OF THE DAY - Sunnyvale Stands United Against Hate
Week
- 23-0391** SPECIAL ORDER OF THE DAY - Small Business Saturday

Public Hearings/General Business

- 23-0062** Board and Commission Appointments
- 23-0243** Third Quarter General Plan Initiation Requests

Tuesday, November 28, 2023 - City Council

Special Order of the Day

- 23-0076** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members

Public Hearings/General Business

- 23-0063** Agenda Items Pending - to be scheduled

Tuesday, December 5, 2023 - City Council

Study Session

- 23-0173** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of Upcoming Selection of Vice Mayor
- 23-0174** Discussion of 2024 Council Intergovernmental Assignments

Public Hearings/General Business

- 23-0064** Agenda Items Pending - to be scheduled

Tuesday, December 12, 2023 - City Council

Public Hearings/General Business

23-0065 Agenda Items Pending - to be scheduled

Tuesday, January 9, 2024 - City Council

Public Hearings/General Business

23-0175 Selection of Vice Mayor for a One-Year Term Effective January 9, 2024

23-0176 Appoint Councilmembers to Intergovernmental Assignments; Ratify Appointments of Councilmembers made by Outside Agencies; Take Action to Modify, Create, or Terminate Council Subcommittees

23-0178 Determine the 2024 Seating Arrangements for City Council

Tuesday, January 23, 2024 - City Council

Special Order of the Day

23-0179 SPECIAL ORDER OF THE DAY - Recognition of Outgoing Vice Mayor

23-0180 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Vice Mayor

Public Hearings/General Business

23-0318 Annual Public Hearing-Discussion of Potential Council Study Issues and Budget Proposals for Calendar Year 2024

23-0319 Approve the Proposed 2024 Priority Advocacy Issues and Review Long-term Legislative Advocacy Positions (LAPs)

Thursday, January 25, 2024 - City Council

Workshop

23-0068 8:30 A.M. SPECIAL COUNCIL MEETING
Strategic Planning Workshop

Tuesday, February 6, 2024 - City Council

Public Hearings/General Business

23-0244 Fourth Quarter General Plan Initiation Requests

Tuesday, February 13, 2024 - City Council

Study Session

23-0070 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Thursday, February 15, 2024 - City Council

Workshop

23-0071 8:30 A.M. SPECIAL COUNCIL MEETING
Study Issues/Budget Proposals Workshop

Tuesday, February 27, 2024 - City Council

Public Hearings/General Business

23-0072 Board and Commission Appointments

Date to be Determined - City Council

Public Hearings/General Business

23-0081 Accept Google Inc.'s Donation of Voluntary Deployment of an Innovative Pilot Traffic Signal Management System with an Estimated Construction Cost of \$3,388,214.00 and Finding of Exemption from the California Environmental Quality Act

23-0159 Adopt a Resolution Confirming the Report and Assessment List for Unpaid Administrative Citations to be Placed on the FY 2022/23 County of Santa Clara Property Tax Roll, and Find That This Action is Exempt From the California Environmental Quality Act

23-0160 Approval of Grant Funding Agreements between: 1) the City and Jay Paul for Supplemental Staff in the Community Development; and, 2) the City and Google for Supplemental Staff in the Public Works Department and authorize the City Manager to execute the agreements

23-0453 Proposed Utility Rate Increases for FY 2023/24 Rates for Water, Wastewater, and Solid Waste Utilities for Service Provided to Customers Within and Outside City Boundaries; Finding of California Environmental Quality Act (CEQA) Exemption Pursuant to Public Resource Code Section 21080(b)(8) and CEQA Guidelines Section 15273



City of Sunnyvale

Agenda Item

23-0294

Agenda Date: 4/4/2023

Board/Commission Meeting Minutes

Page 1

(applicant)

Environmental Review: No additional review required as per CEQA Guidelines 15168(c)(2) and (4) - environmental impacts of the project are addressed in the Lawrence Station Area Plan (LSAP) Environmental Impact Report (EIR).

Project Planner: Aastha Vashist, (408) 730-7458,
avashist@sunnyvale.ca.gov

B. [23-0393](#)

Proposed Project: Related applications on a 1.08-acre site:

SPECIAL DEVELOPMENT PERMIT: to demolish existing office building and construct a seven-story mixed-use development project including 105 rental residential units and 79,211 square feet of office space.

Location: 1170 Sonora Court (APN: 205-50-014)

File #: 2022-7271

Zoning: MXD-1/S (Flexible Mixed-Use-1/Sonora Court)

Applicant/Owner: A&F Properties, LLC (owner) / SKS Partners
(applicant)

Environmental Review: No additional review required as per CEQA Guidelines 15168(c)(2) and (4) - environmental impacts of the project are addressed in the Lawrence Station Area Plan (LSAP) Environmental Impact Report (EIR).

Project Planner: Aastha Vashist, (408) 730-7458,
avashist@sunnyvale.ca.gov

Adjourn Study Session

7 P.M. PLANNING COMMISSION MEETING

CALL TO ORDER

Pursuant to Government Code Subdivision 54953(e), the meeting was conducted telephonically; pursuant to state law, the City Council made the necessary findings by adopting Resolution No. 1089-21, reaffirmed on February 7, 2023.

Chair Pyne called the meeting to order at 7:42 PM.

ROLL CALL

Present: 6 - Chair Martin Pyne
 Commissioner Daniel Howard
 Commissioner John Howe
 Commissioner Michael Serrone
 Commissioner Neela Shukla
 Commissioner Carol Weiss

Absent: 1 - Vice Chair Nathan Iglesias

Vice Chair Iglesias' absence is excused.

ORAL COMMUNICATIONS

Bhavya Krishnan spoke of an initiative to increase recycling and composting facilities within City parks and public spaces as a means for reducing landfill waste, supporting a culture of recycling, and demonstrating the value of recycled materials. She also stressed the importance of providing youth with abilities to engage in more environmentally friendly practices.

Mugdha S. stated that increased recycling bins in parks will make a difference in how waste is generated and provide people with the opportunity to pave the way for a better future.

Linda Chang noted that the City's undertaking of such an initiative will reduce our carbon footprint, result in a cleaner earth, and benefit generations to come.

CONSENT CALENDAR

There were no public speakers for these agenda items.

MOTION: Commissioner Weiss moved and Commissioner Howard seconded the motion to approve the Consent Calendar.

The motion carried by the following vote:

Yes: 5 - Chair Pyne
Commissioner Howard
Commissioner Serrone
Commissioner Shukla
Commissioner Weiss

No: 0

Absent: 1 - Vice Chair Iglesias

Abstained: 1 - Commissioner Howe

This decision, as it applies to Agenda Item 1.B, is final unless appealed or called up

for review by the City Council by 5:00 PM on Tuesday, March 14, 2023.

1.A [23-0358](#) Approve Planning Commission Meeting Minutes of February 13, 2023

1.B [23-0331](#) **Proposed Project:**

DESIGN REVIEW: Construct a 398 square-foot first floor addition and a 42 square-foot entry porch for an existing two-story single-family home, resulting in 3,031 square feet gross floor area (2,542 square-foot living area and 489 square-foot garage) with 46.2% Floor Area Ratio (FAR). Convert 489 square feet of existing second floor living area to a Junior Accessory Dwelling Unit (JADU) and modify two existing second floor windows.

Location: 932 Bluebonnet Drive (APN: 213-04-017)

File #: 2021-7153

Zoning: R-0

Applicant / Owner: Gong Perry K and Diqun D (applicant/owner)

Environmental Review: Class 1 Categorical Exemption relieves this project from the California Environmental Quality Act (CEQA) provisions.

Project Planner: Aastha Vashist, (408) 730-7458,
avashist@sunnyvale.ca.gov

PUBLIC HEARINGS/GENERAL BUSINESS

None.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

Commissioner Howard stated that this meeting of the Planning Commission will be the last meeting to take place virtually and that the next meeting will be conducted in-person.

Chair Pyne confirmed with Planning Officer Mendrin that an updated Chair script will be provided. He also encouraged the members of the public who spoke during Oral Communications to speak to the City's Parks and Recreation Commission since the issues they raised fall under that Commission's purview.

-Staff Comments

Planning Officer Mendrin announced that the first hybrid Planning Commission meeting will take place on March 27, 2023.

ADJOURNMENT

Chair Pyne adjourned the meeting at 7:52 PM.



City of Sunnyvale

Agenda Item

23-0295

Agenda Date: 4/4/2023

Information/Action Items

Date Requested	Directive/Action Required	Dept	Due Date	Completed
9/14/21	Provide to Council a copy of final encroachment permit for the Intuitive Surgical bridge over Kifer.	DPW	Sep 2023	
4/5/22	Review no right on red at the intersection of Bernardo and Fremont Ave.	DPW	Mar 2023	
4/28/22	Provide a comparison on building heights with pros and cons identified at MPSP.	CDD	Mar 2023	
5/3/22	Provide a breakdown of what the various fees are for comparable cities and for an average project what percentage of the total fees of those projects fall into each of those categories. Also, would like to get a sense of how time factors into it.	CDD	Mar 2023	
6/7/22	Work with the Mayor to prepare advocacy letters in support of the efforts of the Amah Mutsun Tribal Band to preserve Sargent Ranch/Juristac as open space.	CDD	May 2023	
12/13/22	Provide UUT audit findings with the Annual Budget Report/Workshop.	FIN	May 2023	
12/13/22	Identify and review the "unfunded" list with Council during the Budget Workshop.	FIN	May 2023	
1/10/23	Provide information on metering at the Community Center and identify if there is a way to separate water usage per facility at this location.	DPW	Jun 2023	
1/10/23	Incorporate and address Council comments when the final Community Center grounds renovation project design is presented to Council for adoption.	DPW	Nov 2023	
2/7/23	Murphy Ave. pedestrian mall items for follow up: *Evaluate the crosswalk treatments at Murphy and Evelyn. *Look for more opportunities for bike racks on or near Murphy Ave *Identify options available to make Murphy Ave. more bike friendly *Look for ways to mark the clear pedestrian zone in the center of Murphy Ave. *Provide an update on the plan for Washington when Murphy Ave. is closed to vehicles	DPW	Oct 2023	
2/7/23	Provide information on the number of accidents before and after the closure of Tasman, and a graph with the number of pedestrians and bicyclists on Tasman.	DPW	May 2023	
3/14/23	Bring back an item to consider financial support for Sunnyvale Community Services	OCM	May 2023	

New Study Issues and Budget Proposals Sponsored by Council

Initial Sponsor in **Bold**.

Following approval by the City Manager, study issues papers and budget proposals are posted to:

<https://www.sunnyvale.ca.gov/your-government/governance/city-council/study-issues-and-budget-proposals/proposed-study-issues-and-budget-proposals>

Date Requested	RTC #	Study Issue/Budget Proposal Topic	Requested By	Dept	Approved by City Manager
3/14/23		Explore art crosswalks.	Mehlinger , Klein, Din, Melton, Cisneros, Srinivasan, Sell	DPW	



City of Sunnyvale

Agenda Item

23-0490

Agenda Date: 4/4/2023

REPORT TO COUNCIL

SUBJECT

Mayoral Announcement of Mayor-Appointed Ad Hoc Advisory Committee on Potential HomeKey Application (Information Only)

BACKGROUND

Explore the process of applying for the Project Homekey Program to construct an interim housing project in Sunnyvale.

Pursuant to Council Policy 7.4.13, ad hoc advisory committees are created and appointed by the Mayor with a fixed, limited assignment for a particular purpose, and no more than three councilmembers may serve on an ad hoc committee. The policy requires that any action to create or modify the committee must be placed as an item on the Council agenda.

EXISTING POLICY

Council Policy 7.4.13, *Council Subcommittees and Council or Mayor-Created Advisory Task Forces*

DISCUSSION

Mayor Klein announces that Vice Mayor Omar Din, Councilmember Linda Sell, and Mayor Larry Klein will form the ad hoc advisory committee. The ad hoc committee will work with staff to consider Project Homekey grant requirements and make a recommendation to the full Council for consideration at a noticed open Council meeting. Upon presentation of the Committee's findings and recommendations to the full Council and the Council's action on the Committee's recommendation, the term of the ad hoc committee will expire.

PUBLIC CONTACT

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

Prepared by: Connie Verceles, Deputy City Manager

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager