



City of Sunnyvale

Notice and Agenda

City Council

Tuesday, March 24, 2015

5:00 PM

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

Special Meetings: Closed Sessions-5 PM and 6 PM | Regular Meeting- 7 PM

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

1 Call to Order in the West Conference Room

2 Roll Call

3 Public Comment

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

4 Convene to Closed Session

[15-0148](#)

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

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

Employee organization: Communication Officers Association
(COA)

Employee organization: Public Safety Managers Association
(PSMA)

Employee organization: Public Safety Officers Association
(PSOA)

Employee organization: Sunnyvale Employees Association
(SEA)

Employee organization: Sunnyvale Managers Association
(SMA)

5 Adjourn Special Meeting

6 P.M. SPECIAL COUNCIL MEETING (Closed Session)**1 Call to Order in the West Conference Room****2 Roll Call****3 Public Comment**

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

4 Convene to Closed Session

[15-0117](#)

Closed Session held pursuant to California Government Code Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties: 396 Charles Avenue; 397 S. Mathilda Avenue, 402 Charles Avenue; 403 S. Mathilda Avenue

Agency negotiators: Deanna J. Santana, City Manager; Kent Steffens, Assistant City Manager

Negotiating Parties: Paul Elkins (Trustee), Christy Kramer (Trustee), Michael and Cynthia Sorci (Trustees), and Toll Brothers Inc. (Optionee)

Under negotiation: Price and terms of a potential purchase

5 Adjourn Special Meeting**7 P.M. COUNCIL MEETING**

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

CALL TO ORDER

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

SALUTE TO THE FLAG**ROLL CALL**

CLOSED SESSION REPORT**PUBLIC ANNOUNCEMENTS**

Each speaker is limited to three minutes for announcements of community events, programs, or recognition.

CONSENT CALENDAR

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

- 1.A [15-0309](#) Approve City Council Meeting Minutes of March 17, 2015

Recommendation: Approve the City Council Meeting Minutes of March 17, 2015 as submitted.

- 1.B [15-0342](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

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

- 1.C [14-1098](#) Adopt a Resolution and Revise Council Policy 7.1.5 to Authorize the City Manager to Appropriate Certain Types of Grants up to \$100,000

Recommendation: Adopt a resolution and revise Council Policy 7.1.5 to authorize the city manager to appropriate grants meeting certain criteria up to \$100,000.

- 1.D [15-0050](#) Review and Approve City's Code of Ethics and Conduct for Elected and Appointed Officials

Recommendation: Review and approve the 2015 Code of Ethics and Conduct for Elected and Appointed Officials with no changes.

- 1.E** [15-0100](#) Approve the Downtown Sunnyvale Business Improvement District Annual Report for Fiscal Year 2014/2015 and Adopt the Resolution of Intention to Reauthorize the Downtown Sunnyvale Business Improvement District for Fiscal Year 2015/2016

Recommendation: Approve the fiscal year 2014/2015 BID Annual Report and Adopt the Resolution of Intention, and schedule a public hearing for April 28, 2015, to reauthorize the Business Improvement District for fiscal year 2015/2016.

- 1.F** [15-0353](#) Adopt Ordinance No. 3054-15 Awarding Nonexclusive Franchise to A Orange Cab, Inc.

Recommendation: Adopt Ordinance No. 3054-15.

- 1.G** [15-0354](#) Adopt Ordinance No. 3055-15 Awarding Nonexclusive Franchise to Ekadea, Inc. dba Yellow Cab Company Peninsula, Inc.

Recommendation: Adopt Ordinance No. 3055-15.

PUBLIC COMMENTS

This category 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 three minutes per speaker. If your subject is not on this evening's agenda you will be recognized at this time; however, the Brown Act (Open Meeting Law) does not allow action by Councilmembers. If you wish to address the Council, please complete a speaker card and give it to the City Clerk. Individuals are limited to one appearance during this section.

PUBLIC HEARINGS/GENERAL BUSINESS

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

- 2 [14-0277](#) Review of Park Use Policies and Related User Fees (Study Issue)

Recommendation: Alternatives 1 and 2: 1) Reaffirm existing Council policy as the basis for park use policies and related user fees; and 2) Acknowledge staff's proposed operational responses, as outlined in the report, to address issues identified throughout the course of the study.

- 3 [14-0670](#) Amend the Temporary/Casual Employee Salary Table to Comply with CalPERS Requirements, Amend the Salary Resolution, and Add the Classifications of Casual and Casual Seasonal Senior Center Case Manager

Recommendation: Alternative 1: Adopt the resolution to implement a single consolidated Salary Table in compliance with CalPERS requirements, amend the Salary Resolution and add the classifications of Casual and Casual Seasonal Senior Center Case Manager.

- 4 [15-0159](#) Approve the 2014 Annual Progress Report on Implementation of the General Plan's Housing Element

Recommendation: Alternative 1: Approve the Annual Progress Report on implementation of the Housing Element.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

- [15-0259](#) Tentative Council Meeting Agenda Calendar
- [15-0135](#) Information/Action Items
- [15-0339](#) Board/Commission Resignations (Information Only)

- [15-0334](#) Study Session Summary of March 3, 2015 - Discussion of General Plan Amendment, Proposed Watt Companies Project and Sense of Place Plan in East Sunnyvale ITR Area
- [15-0348](#) Study Session Summary of March 3, 2015 - Update on Cold Weather Shelter Programs and the Community Plan to End Homelessness, presented by the County Office of Supportive Housing and Destination: Home
- [15-0183](#) Board/Commission Meeting Minutes

ADJOURNMENT

NOTICE TO THE PUBLIC

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

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

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Office of the City Clerk at (408) 730-7483. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.106 ADA Title II).

Planning a presentation for a City Council meeting?

To help you prepare and deliver your public comments, please review the "Making Public Comments During City Council or Planning Commission Meetings" document available at Presentations.inSunnyvale.com.

Planning to provide materials to Council?

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

Upcoming Meetings

Visit CouncilMeetings.inSunnyvale.com for upcoming Council meeting information.

Visit BoardsandCommissions.inSunnyvale.com for upcoming board and commission meeting information.

For a complete schedule of KSUN-15 Council meeting broadcasts, visit KSUN.insunnyvale.com.



City of Sunnyvale

Agenda Item

15-0148

Agenda Date: 3/24/2015

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

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

Employee organization: Communication Officers Association (COA)

Employee organization: Public Safety Managers Association (PSMA)

Employee organization: Public Safety Officers Association (PSOA)

Employee organization: Sunnyvale Employees Association (SEA)

Employee organization: Sunnyvale Managers Association (SMA)



City of Sunnyvale

Agenda Item

15-0117

Agenda Date: 3/24/2015

Closed Session held pursuant to California Government Code Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties: 396 Charles Avenue; 397 S. Mathilda Avenue, 402 Charles Avenue; 403 S. Mathilda Avenue

Agency negotiators: Deanna J. Santana, City Manager; Kent Steffens, Assistant City Manager

Negotiating Parties: Paul Elkins (Trustee), Christy Kramer (Trustee), Michael and Cynthia Sorci (Trustees), and Toll Brothers Inc. (Optionee)

Under negotiation: Price and terms of a potential purchase



City of Sunnyvale

Agenda Item

15-0309

Agenda Date: 3/24/2015

SUBJECT

Approve City Council Meeting Minutes of March 17, 2015

RECOMMENDATION

Approve the City Council Meeting Minutes of March 17, 2015 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, March 17, 2015

4:30 PM

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

**Special Meetings- Closed Session 4:30 PM | Study Session 6 PM | Regular Meeting- 7
PM**

7 P.M. COUNCIL MEETING

CALL TO ORDER

Mayor Griffith called the meeting to order in Council Chambers.

SALUTE TO THE FLAG

Mayor Griffith led the salute to the flag.

ROLL CALL

Present: 7 - Mayor Jim Griffith
Vice Mayor Tara Martin-Milius
Councilmember David Whittum
Councilmember Pat Meyering
Councilmember Jim Davis
Councilmember Glenn Hendricks
Councilmember Gustav Larsson

CLOSED SESSION REPORTS

Vice Mayor Martin-Milius reported Council met in Closed Session March 6, 2015 held pursuant to California Government Code Section 54956.9 regarding conference with legal counsel-existing litigation; there was nothing to report, and on March 17 pursuant to California Government Code Section 54957.6: conference with labor negotiators; there was nothing to report.

PUBLIC ANNOUNCEMENTS

Councilmember Davis announced upcoming board and commission vacancies and an application deadline.

David Wessel, Democratic Club of Sunnyvale, announced an upcoming meeting of the club.

CONSENT CALENDAR

Councilmember Meyering requested to pull Items 1.A, 1.B, 1.C and 1.D.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to approve Consent Calendar Items 1.E, 1.F and 1.G. The motion carried by the following vote:

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

No: 0

1.A [15-0037](#) Approve City Council Special Meeting Minutes of February 19, 2015

Public Hearing opened at 12:07 a.m.

No speakers.

Public Hearing closed at 12:07 a.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Davis seconded the motion to approve the City Council Special Meeting Minutes of February 19, 2015 as submitted. The motion carried by the following vote:

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

No: 1 - Councilmember Meyering

1.B [15-0211](#) Approve City Council Meeting Minutes of February 24, 2015

Public Hearing opened at 12:07 a.m.

No speakers.

Public Hearing closed at 12:07 a.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Davis seconded the motion to approve the City Council Meeting Minutes of February 24, 2015 as

submitted. The motion carried by the following vote:

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

No: 1 - Councilmember Meyering

1.C [15-0266](#) Approve the List(s) of Claims and Bills Approved for Payment
by the City Manager

Public Hearing opened at 12:11 a.m.

No speakers.

Public Hearing closed at 12:11 a.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Whittum seconded the motion to approve the list(s) of claims and bills. The motion carried by the following vote:

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

No: 1 - Councilmember Meyering

1.D [15-0141](#) Authorize the City Manager to Execute Two Funding
Agreements between the City of Sunnyvale and Santa Clara
Valley Transportation Authority for State Route 237 Express
Lanes Project Phase II

Public Hearing opened at 12:12 a.m.

No speakers.

Public Hearing closed at 12:12 a.m.

MOTION: Councilmember Meyering moved and Councilmember Whittum seconded the motion to authorize the City Manager to execute two funding agreements between the City of Sunnyvale and Santa Clara Valley Transportation Authority for State Route 237 Express Lanes Project Phase II. The motion carried by the following vote:

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

No: 0

1.E [15-0204](#) Approve Budget Modification No. 40 to Appropriate \$64,424 for the Citywide Aerial Photo Project

Approve a budget modification of \$64,424 for the City's Aerial Photo Project.

1.F [15-0178](#) Award of Contract for Youth Sports Classes and Camps (F15-74)

1) Award a contract to Skyhawks Sports Academy, in substantially the same form as the attached Draft Service Agreement, for a two-year period; and 2) Authorize the City Manager to renew the contract for one additional one-year period, provided services and pricing remain acceptable to the City.

1.G [15-0173](#) Adopt a Resolution Authorizing the Director of Public Works to Apply and Implement a Labor Compliance Program Approved by the Department of Industrial Relations as Required for Public Works Contracts Funded Through Proposition 84 Chapter 2 Integrated Regional Water Management (IRWM) Grant Program

Adopt a Resolution authorizing the Director of Public Works to apply and implement a Labor Compliance Program for the City Approved by the Department of Industrial Relations as required for Public Works contracts funded through Proposition 84 Chapter 2 Integrated Regional Water Management (IRWM) Grant Program.

PUBLIC COMMENTS

Eamonn Gormley, Transform, spoke regarding road diets and dedicated lanes and provided a presentation.

Michael Goldman spoke regarding the Sunnyvale Public Lands Act initiative.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [15-0231](#) Appeal of City Manager's Decision Determining Penalty and

Interest Due from Sundowner/Days Inn Hotel on its Transient
Occupancy Tax (TOT) Payment for the Month of August 2014

Director of Finance Grace Leung presented the staff report.

Public Hearing opened at 7:21 p.m.

C.K. Shah, appellant, addressed the Council regarding the appeal and requested the Council reverse the penalty.

Public Hearing closed at 7:36 p.m.

MOTION: Councilmember Davis moved and Councilmember Hendricks seconded the motion to approve Alternative 1: Find that the operator has not demonstrated good cause for the late payment, uphold the decision of the City Manager, and order that the entire amount of the penalty and interest assessment, \$2,845.86, be due immediately upon service of the City Council's determination.

AMENDMENT: Councilmember Meyering moved to amend the motion to decrease the penalty by \$400 to \$2,380.97.

Motion died due to lack of a second.

The main motion carried by the following vote:

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

No: 1 - Councilmember Meyering

- 3** [15-0012](#) Adoption of Council-ranked Study Issue Presentation Dates for 2015, Council Policy Priorities Update, and Clarification on Issues Proposed for Completion

City Manager Deanna Santana presented the staff report.

Public Hearing opened at 7:43 p.m.

Jim Reynolds, President, Sunnyvale Historical Society, spoke regarding DPW 15-10 relating to the Butcher House.

Public Hearing closed at 7:55 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Larsson seconded the motion to approve Alternatives 1, 2, 4, 5, 6, 7, 8, and 10:

1. Approve the Proposed Presentation Dates for 2015 Council-ranked Study Issues;
2. Recommend a budget supplement for the Recommended FY 2015/16 Budget to allocate \$50,000 to obtain an economic consultant to evaluate the market potential and appropriate land use mix for the Town Center, with particular emphasis on assessing the amount and type of retail uses that are feasible for the project;
4. Approve the combination of DPS 15-01 Prohibit Smoking Inside All Units and in Common Areas of Multi-Family Residences and OCA 14-03b Expand Smoking Regulations to Prohibit Smoking near Doorways and Outdoor Areas of Retail and Commercial Businesses;
5. Confirm the original scope of DPW 15-10 Relocation of the Butcher House to Heritage Garden Park and Review of the Need for a Retaining Wall, which assures no cost to the City for implementation;
6. Drop ESD 12-01C Community and Operational Greenhouse Gas Inventory in lieu of the study to be completed as part of the Climate Action Plan Workplan;
7. Drop ESD 13-05C Eco-district Feasibility and Incentives from consideration;
8. Defer DPW 13-10C Pilot Bicycle Boulevard Project on East-West and North-South Routes for reconsideration and potential ranking at the January 2016 Study/Budget Issues Workshop; and
10. Drop ESD 15-03 Financing for Energy-Efficiency, Renewable-Energy and Water-Efficiency Improvements on Commercial Properties.

FRIENDLY AMENDMENT: Vice Mayor Martin-Milius offered a friendly amendment to modify Alternative 7, to defer ESD 13-05C rather than drop it. Councilmember Hendricks accepted the friendly amendment.

The motion carried by the following vote:

- Yes: 5 -** Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Hendricks
Councilmember Larsson
- No: 2 -** Councilmember Meyering
Councilmember Davis

MOTION: Councilmember Hendricks moved and Councilmember Martin-Milius seconded the motion to approve Alternatives 9.b., 9.c. and 9.d: Approve the staff

recommended actions as identified in the Fiscal Impact section of this report. Specifically, refer the following studies to the Recommended FY 2015/16 Budget as budget supplements:

- b. DPW 15-03 Determine Steps to Move Forward to Becoming a Silver Level in the League of American Bicyclists - Bicycle Friendly Communities, \$15,000 to \$25,000
- c. DPW 15-09 Feasibility of Establishing a Park Mitigation Fee for Non-residential Development, \$50,000
- d. DPW 15-10 Relocation of the Butcher House to Heritage Garden Park and Review of the Need for a Retaining Wall, \$50,000

FRIENDLY AMENDMENT: Councilmember Whittum offered a friendly amendment regarding 9.c. DPW 15-09, to fund it as a budget modification sooner, and not wait. Councilmember Hendricks accepted the friendly amendment.

Following discussion, Councilmember Hendricks declined to accept the friendly amendment.

AMENDMENT: Councilmember Whittum moved to amend and Councilmember Meyering seconded the motion to move up 9.c., DPW 15-09, staff to bring it back at the next meeting, with \$50,000 to come out of the budget stabilization fund. The motion to amend failed by the following vote:

Yes: 2 - Councilmember Whittum
Councilmember Meyering

No: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Davis
Councilmember Hendricks
Councilmember Larsson

The main motion carried by the following vote:

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

No: 2 - Councilmember Whittum
Councilmember Meyering

MOTION: Councilmember Hendricks moved and Councilmember Davis seconded the motion to drop 3 and 9.a.: 3. Amend the intended scope of CDD 15-02 Consider Multi family Residential Transportation Demand Management Programs to include the cost for a transportation consultant to provide technical research and

analysis, which would be presented as a budget supplement in the Recommended FY 2015/16 Budget; and 9. Approve the staff recommended actions as identified in the Fiscal Impact section of this report. Specifically, refer the following study to the Recommended FY 2015/16 Budget as budget supplements:

a. CDD 15-02 Consider Multi-family Residential Transportation Demand Management Programs, \$30,000

The motion failed by the following vote:

Yes: 2 - Councilmember Davis
Councilmember Hendricks

No: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Meyering
Councilmember Larsson

MOTION: Councilmember Whittum moved and Vice Mayor Martin Milius seconded the motion to support 3 and 9.a.: 3. Amend the intended scope of CDD 15-02 Consider Multi-family Residential Transportation Demand Management Programs to include the cost for a transportation consultant to provide technical research and analysis, which would be presented as a budget supplement in the Recommended FY 2015/16 Budget; and 9. Approve the staff recommended actions as identified in the Fiscal Impact section of this report. Specifically, refer the following study to the Recommended FY 2015/16 Budget as budget supplements:

a. CDD 15-02 Consider Multi-family Residential Transportation Demand Management Programs, \$30,000

The motion carried by the following vote:

Yes: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Meyering
Councilmember Larsson

No: 2 - Councilmember Davis
Councilmember Hendricks

MOTION: Councilmember Whittum moved and Councilmember Meyering seconded the motion to support Alternative 9.e.: 9. Approve the staff recommended actions as identified in the Fiscal Impact section of this report. Specifically, refer the following study to the Recommended FY 2015/16 Budget as budget supplements:

e. DPS 15-01 Prohibit Smoking Inside All Units and in Common Areas of Multi-Family Residences, \$100,000

The motion carried by the following vote:

Yes: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Meyering
Councilmember Larsson

No: 2 - Councilmember Davis
Councilmember Hendricks

4 [14-0846](#) Consideration of a Rental Housing Impact Fee for New
Market-Rate Rental Housing Developments

Housing Officer Suzanne Ise presented the staff report.

Public Hearing opened at 9:06 p.m.

Pilar Lorenzana-Campo, Non-Profit Housing Association of Northern California, requested adoption of a \$21 per square foot fee.

Michele Beasely, Greenbelt Alliance, spoke in support of adopting a housing impact fee of \$21 per square foot.

Kevin Zwick, CEO, Housing Trust Silicon Valley, spoke in support of a fee of \$21 per square foot.

Helen Tong-Ishikawa, MidPen Housing, spoke in support of adopting an impact fee of \$17 to \$21.

Shaunn Cartwright support of an impact fee of \$21 per square foot and if there is an in-lieu, it be specifically defined.

James Lee spoke regarding the great need for housing and in support of the \$21 fee.

Mark Sabin spoke in support of the \$21 fee and recommended creating incentives for below market rate housing.

Pat Sausedo, BIA Bay Area, stated that if Council gives direction to adopt a fee, it be at the staff recommended level of \$17 per square foot.

John Cordes, Bicycle and Pedestrian Advisory Commission member speaking for

himself, spoke in support of a \$26 rate to support affordable housing.

Marie Bernard, Sunnyvale Community Services, spoke in support of an impact fee of \$21 per square foot.

Charisse Ma Lebron, Working Partnerships USA, spoke in support of a fee of \$21 per square foot and that affordable housing be located near transit.

Dora spoke in support of a fee of \$21 or higher.

Public Hearing closed at 9:32 p.m.

MOTION: Councilmember Whittum moved and Councilmember Meyering seconded the motion to approve Alternatives 1, 4, 5 and 6: 1) Direct staff to prepare an ordinance authorizing a rental housing impact fee for new market rate rental housing developments; 4) Direct staff to set the initial fee at \$26 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule; 5) Direct staff to include in the ordinance an option to allow developers to provide affordable units within a project instead of paying the impact fee, as well as other possible options such as providing off-site affordable units or dedicating land; and 6) Direct staff to return to the City Council within two years to reevaluate and possibly adjust the rental housing impact fee.

FRIENDLY AMENDMENT: Councilmember Larsson offered a friendly amendment to change the fee from \$26 to \$21; convert Alternative 4: Direct staff to set the initial fee at \$26 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule, to Alternative 3: Direct staff to set the initial fee at \$21 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule. Councilmember Whittum declined to accept the friendly amendment.

AMENDMENT: Councilmember Larsson moved to amend and Councilmember Hendricks seconded the motion to change the fee from \$26 to \$21; convert Alternative 4: Direct staff to set the initial fee at \$26 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule, to Alternative 3: Direct staff to set the initial fee at \$21 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule.

The motion to amend failed by the following vote:

Yes: 3 - Mayor Griffith
Councilmember Hendricks
Councilmember Larsson

No: 4 - Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Meyering
Councilmember Davis

The main motion failed by the following vote:

Yes: 2 - Councilmember Whittum
Councilmember Meyering

No: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Davis
Councilmember Hendricks
Councilmember Larsson

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to approve Alternatives 1, 2, 5 and 6: 1) Direct staff to prepare an ordinance authorizing a rental housing impact fee for new market rate rental housing developments; 2) Direct staff to set the initial fee at \$17 per habitable square foot for all new market-rate rental developments, adjusted annually as part of the City Fee Schedule; 5) Direct staff to include in the ordinance an option to allow developers to provide affordable units within a project instead of paying the impact fee, as well as other possible options such as providing off-site affordable units or dedicating land; and 6) Direct staff to return to the City Council within two years to reevaluate and possibly adjust the rental housing impact fee.

FRIENDLY AMENDMENT: Councilmember Larsson offered a friendly amendment to include Alternative 7: Provide other direction to staff regarding this study: that the affordability period be 55 years.

Councilmember Hendricks accepted the friendly amendment.

FRIENDLY AMENDMENT: Councilmember Whittum offered a friendly amendment regarding Alternative 5, to add at the end, "with proximity to transit encouraged." Councilmember Hendricks accepted the friendly amendment.

AMENDMENT: Councilmember Whittum moved to amend the motion and Councilmember Meyering seconded to change the fee from \$17 to \$21.

The motion to amend failed by the following vote:

Yes: 3 - Mayor Griffith
Councilmember Whittum
Councilmember Meyering

No: 4 - Vice Mayor Martin-Milius
Councilmember Davis
Councilmember Hendricks
Councilmember Larsson

AMENDMENT: Councilmember Meyering moved to amend the motion and Councilmember Whittum seconded to increase the fee to \$21 per square foot starting January 1, 2016.

The motion to amend failed by the following vote:

Yes: 2 - Councilmember Whittum
Councilmember Meyering

No: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Davis
Councilmember Hendricks
Councilmember Larsson

FRIENDLY AMENDMENT: Mayor Griffith offered a friendly amendment to direct staff to include in the ordinance, or however it is appropriate, that offsite affordable units must be approved by Council.

Councilmember Hendricks accepted the friendly amendment.

The main motion carried by the following vote:

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

No: 2 - Councilmember Meyering
Councilmember Davis

Council recessed at 10:32 p.m.

Council reconvened at 10:42 p.m. with all Councilmembers present.

- 5** [15-0091](#) Consider Conditional Award of Up to \$5 Million in Housing Mitigation Funds to MidPen Housing for New Affordable Housing Project to Be Developed at 460 Persian Drive

Housing Officer Suzanne Ise presented the staff report.

Public Hearing opened at 10:47 p.m.

Applicant Jan Lindenthal, Vice President of Real Estate Development, MidPen, provided information about the project and a PowerPoint presentation.

Public Hearing closed at 10:52 p.m.

MOTION: Councilmember Larsson moved and Councilmember Hendricks seconded the motion to approve Alternative 1: Award a two year conditional commitment of Housing Mitigation funds in the amount of \$5 million to MidPen Housing for the housing project proposed for development at 460 Persian Drive in Sunnyvale, generally consistent with the terms described in Attachment 4, and direct staff to include the funds committed to this project in the FY 2015-16 Projects Budget. The motion carried by the following vote:

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

No: 0

6 [15-0112](#) Introduce an Ordinance to Award a Taxicab Franchise to A Orange Cab, Inc.

Director of Public Safety Frank Grgurina presented the staff report.

Public Hearing opened at 10:56 p.m.

No speakers.

Public Hearing closed at 10:56 p.m.

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to approve Alternative 1: Introduce an ordinance awarding a non exclusive franchise for taxicab service to A Orange Cab, Inc. for the period of March 15, 2015 through March 14, 2017, and Authorize the City Manager to execute all implementing documents of agreement.

City Clerk Kathleen Franco Simmons read the ordinance title.

The motion carried by the following vote:

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

No: 0

- 7 [15-0113](#) Introduce an Ordinance to Award a Taxicab Franchise to
Ekadea Inc. dba Yellow Cab Company Peninsula

Director of Public Safety Frank Grgurina presented the staff report.

Public Hearing opened at 10:58 p.m.

No speakers.

Public Hearing closed at 10:58 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to approve Alternative 1: Introduce an ordinance renewing a non exclusive franchise for taxicab service Ekadea Inc. dba Yellow Cab Company Peninsula for the period of March 15, 2015 through March 14, 2017, per applicant's request and authorize the City Manager to execute necessary documents of agreement, including additional provisions as set forth above.

City Clerk Kathleen Franco Simmons read the ordinance title.

The motion carried by the following vote:

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

No: 0

- 8** [15-0119](#) Create a Community Advisory Committee and a Council Ad Hoc Advisory Committee for the Update of the Precise Plan for El Camino Real

This item was considered after Item 9.

Councilmember Larsson recused himself due to a possible conflict of interest, as his residence is just over 500 feet from the closest property within the El Camino Precise Plan.

Director of Community Development Hanson Hom presented the staff report.

Public Hearing opened at 11:37 p.m.

No speakers.

Public Hearing closed at 11:37 p.m.

MOTION: Councilmember Davis moved and Councilmember Whittum seconded the motion to approve Alternative 1: Approve the 12 member composition of the ECRPAC, and have the Mayor appoint a City Council Ad Hoc Advisory Committee composed of three Councilmembers to select the members of the ECRPAC, and the further recommendation that Councilmember Whittum serve as chair.

AMENDMENT: Councilmember Meyering moved to amend the motion and Councilmember Whittum seconded to change the make-up of the committee so we don't duplicate people already on a City board or commission and that we expand it so that there be 14 committee members and each of the Councilmembers nominates two different members, one from the residential community and one from the business community.

Mayor Griffith ruled the motion a substitute motion.

FRIENDLY AMENDMENT: Councilmember Whittum offered a friendly amendment that each Councilmember is free to nominate two members and let the appointment committee sort it out.

Councilmember Whittum withdrew the friendly amendment.

The substitute motion failed by the following vote:

Yes: 1 - Councilmember Meyering

No: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Davis
Councilmember Hendricks

Recused: 1 - Councilmember Larsson

The main motion carried by the following vote:

Yes: 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Davis
Councilmember Hendricks

No: 1 - Councilmember Meyering

Recused: 1 - Councilmember Larsson

Councilmember Hendricks, Vice Mayor Martin-Milius and Councilmember Whittum expressed interest in serving on the committee.

Mayor Griffith appointed Councilmember Hendricks, Councilmember Whittum and Vice Mayor Martin-Milius to serve on the committee.

MOTION: Councilmember Whittum moved and Councilmember Davis seconded the motion to give the subcommittee the option of appointing alternates as they see fit. The motion carried by the following vote:

Yes: 6 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Meyering
Councilmember Davis
Councilmember Hendricks

No: 0

Recused: 1 - Councilmember Larsson

- 9 [15-0143](#) Adopt a Resolution for the Certification of the Environmental Impact Report, Adoption of the Mitigation Monitoring and Reporting Program for the Fair Oaks Avenue Overhead Bridge Rehabilitation Project and Approval to Proceed with Project

This item was considered after Item 7.

Director of Public Works Manuel Pineda presented the staff report. Consultant John Cook, Circlepoint, provided additional information.

Public Hearing opened at 11:19 p.m.

No speakers.

Public Hearing closed at 11:19 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Larsson seconded the motion to approve Alternative 1: Adopt a Resolution to certify the Environmental Impact Report, adopt the Mitigation Monitoring and Reporting Program for the Fair Oaks Avenue Overhead Bridge Rehabilitation Project, and approve going forward with the Project incorporating all adopted mitigation measures. The motion carried by the following vote:

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

No: 1 - Councilmember Whittum

10 [15-0244](#) Consider an Increase to City Attorney Compensation
City Attorney Joan Borger left the room.

Director of Human Resources Teri Silva presented the staff report.

Public Hearing opened at 11:48 p.m.

No speakers.

Public Hearing closed at 11:48 p.m.

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to approve Alternative 1: Authorize the Mayor to execute an Amendment to the Agreement for Services between the City of Sunnyvale and the City Attorney to adjust the salary schedule and PTO to the next higher PTO accrual

level of 10.5 hours biweekly and a 2% salary increase.

Councilmember Hendricks clarified that the effective date would be the next pay period.

FRIENDLY AMENDMENT: Mayor Griffith offered a friendly amendment to make the adjustment retroactive to the appropriate date in December.
Councilmember Hendricks accepted the friendly amendment.

The motion carried by the following vote:

- Yes:** 5 - Mayor Griffith
Vice Mayor Martin-Milius
Councilmember Whittum
Councilmember Hendricks
Councilmember Larsson
- No:** 2 - Councilmember Meyering
Councilmember Davis

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

Councilmember Whittum reported VTA is soliciting public input on their two-year transit plan.

Councilmember Davis reported he spent a week in Washington, DC and met with representatives from Congresswoman Eshoo's office, Congresswoman Lofgren's office and Congressman Honda's office.

Vice Mayor Martin-Milius reported her attendance at Arbor Day events, Hindu New Year events and a meeting of the Parks and Recreation Commission as Council Liaison.

Councilmember Larsson reported his attendance at a VTA Policy Advisory meeting as Councilmember Davis' alternate.

Councilmember Whittum announced an upcoming VTA El Camino Real Rapid Transit Policy Advisory Board meeting.

Mayor Griffith reported the Cities Association received presentations by the VTA at a recent meeting. Mayor Griffith reported he has created two new Ad Hoc Committees: one regarding interfacing with City staff regarding Community Choice Aggregation including Mayors from Cupertino, Mountain View and Sunnyvale and a

representative from Board President Cortese's office, and a committee to work with the City Manager to talk about the advancement of the Civic Center outreach which includes Vice Mayor Martin-Milius, Councilmembers Davis and Hendricks.

NON-AGENDA ITEMS & COMMENTS

-Council

Councilmember Whittum requested information to understand the City's open space agreement with the school district as it pertains to Charter schools.

Councilmember Davis sponsored a study issue to discuss the concept of using bond money to build affordable housing.

Councilmember Whittum co-sponsored the study issue.

Vice Mayor Martin-Milius requested an upcoming agenda item to discuss an amicus brief related to Lehigh plant.

Councilmember Whittum requested staff come back with information regarding the Lehigh plant issue.

Councilmember Meyering reported residents of North Sunnyvale are having problems with TV broadcast reception near tall buildings and requested an item on an upcoming agenda to discuss the commitments to the affected residents and how they will be addressed.

Councilmember Whittum requested an update on the TV reception issue.

-City Manager

None.

INFORMATION ONLY REPORTS/ITEMS

<u>15-0203</u>	Tentative Council Meeting Agenda Calendar
<u>15-0134</u>	Information/Action Items
<u>15-0212</u>	Study Session Summary of February 17, 2015 - Review of Performance Evaluation Tools for the City Manager and City Attorney
<u>15-0310</u>	Study Session Summary of February 24, 2015 - Review Draft Lawrence Station Area Plan

[15-0311](#) Study Session Summary of February 24, 2015 - Peery Park
Specific Plan

[15-0285](#) Board/Commission Meeting Minutes

ADJOURNMENT

Mayor Griffith adjourned the meeting at 12:33 a.m.



City of Sunnyvale

Agenda Item

15-0342

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

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

BACKGROUND

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

List No.	Date	Total Disbursements
755	03/08/15 through 03/14/15	\$5,207,133.18

PUBLIC CONTACT

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

RECOMMENDATION

Approve the list(s) of claims and bills.

Prepared by: Pete Gonda, Purchasing Officer
Reviewed by: Grace K. Leung, Director of Finance
Reviewed by: Robert A. Walker, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

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

List of All Claims and Bills Approved for Payment
For Payments Dated 3/8/2015 through 3/14/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
100266591	3/11/15	AAA SPEEDY SMOG TEST ONLY STATION	17714	Auto Maint & Repair - Labor	40.00	0.00	40.00	\$40.00
100266592	3/11/15	ACCESS HARDWARE	5583517-IN	Bldg Maint Matls & Supplies	348.85	0.00	348.85	\$348.85
100266593	3/11/15	AIR EXCHANGE INC	35225	Bldg Maint Matls & Supplies	35,588.11	0.00	35,588.11	\$35,588.11
100266594	3/11/15	ALTEC INDUSTRIES INC	5149129	Vehicles & Motorized Equip	3,025.60	0.00	3,025.60	\$3,025.60
100266595	3/11/15	APPLEONE EMPLOYMENT SERVICES	01-3572709	Contracts/Service Agreements	2,595.54	0.00	2,595.54	\$2,595.54
100266596	3/11/15	APPLIED INDUSTRIAL TECHNOLOGIES	7004470211	General Supplies	161.25	0.00	161.25	\$161.25
100266597	3/11/15	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0005380581	Advertising Services	145.00	0.00	145.00	\$2,057.00
			0005389308	Advertising Services	306.00	0.00	306.00	
			0005392940	Advertising Services	1,400.00	0.00	1,400.00	
			0005393082	Advertising Services	103.00	0.00	103.00	
			0005399440	Advertising Services	103.00	0.00	103.00	
100266598	3/11/15	BAY PRO LANDSCAPE SERVICES INC	E1272	Services Maintain Land Improv	350.00	0.00	350.00	\$1,061.00
			M2816	Services Maintain Land Improv	711.00	0.00	711.00	
100266599	3/11/15	BAY-VALLEY PEST CONTROL INC	0187160	Facilities Maint & Repair - Labor	186.00	0.00	186.00	\$186.00
100266600	3/11/15	BOUND TREE MEDICAL LLC	81658872	Supplies, First Aid	521.98	0.00	521.98	\$2,185.87
			81718658	Inventory Purchase	1,663.89	0.00	1,663.89	
100266601	3/11/15	BRUCE BARTON PUMP SERVICE INC	0083560-IN	Services Maintain Land Improv	99.25	0.00	99.25	\$99.25
100266602	3/11/15	BUCKLES-SMITH ELECTRIC CO	1427726-00	Materials - Land Improve	3,819.87	0.00	3,819.87	\$3,819.87
100266603	3/11/15	CALIFORNIA COOKING INC	6408	Equipment Rental/Lease	216.41	0.00	216.41	\$216.41
100266604	3/11/15	CLEANSOURCE INC	1603932-00	Inventory Purchase	1,334.85	0.00	1,334.85	\$1,334.85
100266605	3/11/15	COMCAST	03/07-04/06/15	Miscellaneous Services	69.14	0.00	69.14	\$69.14
100266606	3/11/15	CROP PRODUCTION SERVICES INC	26171165	Materials - Land Improve	1,465.56	0.00	1,465.56	\$1,465.56
100266607	3/11/15	CU SOLUTIONS INC	0254	Miscellaneous Services	385.00	0.00	385.00	\$470.00
			0255	Miscellaneous Services	85.00	0.00	85.00	
100266608	3/11/15	DEBRA CHROMCZAK	19	Consultants	270.00	0.00	270.00	\$270.00
100266609	3/11/15	DELIA AND ASSOCIATES	FEB/24/2015	City Training Program	1,350.00	0.00	1,350.00	\$1,350.00
100266610	3/11/15	EP 21	0055977-IN	General Supplies	124.21	0.00	124.21	\$124.21
100266611	3/11/15	ELIZABETH J STRAIN	ES2015JAN	Rec Instructors/Officials	1,584.00	0.00	1,584.00	\$1,584.00
100266612	3/11/15	EVERLAST BUILDERS INC						\$82,365.00

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			STRTLGHTPLS#	Construction Services	82,365.00		0.00	82,365.00	
			01						
100266613	3/11/15	FEDERAL EXPRESS CORP	2-909-79138	Mailing & Delivery Services	5.88		0.00	5.88	\$172.58
			2-930-51260	Postage	166.70		0.00	166.70	
100266614	3/11/15	FLYERS ENERGY LLC	456253	Fuel, Oil & Lubricants	84.63		0.00	84.63	\$169.26
			456253BO	Fuel, Oil & Lubricants	84.63		0.00	84.63	
100266615	3/11/15	FOSTER BROS SECURITY SYSTEMS INC	265436	Bldg Maint Matls & Supplies	478.50		0.00	478.50	\$1,209.64
			265436	Miscellaneous Equipment Parts & Supplies	57.38		0.00	57.38	
			266808	General Supplies	16.26		0.00	16.26	
			266915	Bldg Maint Matls & Supplies	316.59		0.00	316.59	
			267015	Bldg Maint Matls & Supplies	340.91		0.00	340.91	
100266616	3/11/15	FRANK A OLSEN CO INC	232459	Miscellaneous Equipment Parts & Supplies	15.78		0.00	15.78	\$15.78
100266617	3/11/15	FUN SERVICE	APR/25/2015	General Supplies	17.74		0.00	17.74	\$300.00
			APR/25/2015	Special Events	282.26		0.00	282.26	
100266618	3/11/15	GARDENLAND POWER EQUIPMENT	264314	Misc Equip Maint & Repair - Materials	348.34		0.00	348.34	\$1,518.64
			264342	Misc Equip Maint & Repair - Materials	84.30		0.00	84.30	
			264964	Miscellaneous Equipment	1,086.00		0.00	1,086.00	
100266619	3/11/15	GEOGRAPHIC TECHNOLOGIES GROUP	G20-11465	Professional Services	2,900.00		0.00	2,900.00	\$2,900.00
100266620	3/11/15	GEORGE HILLS CO INC	INV1008598R	Liability Claims Adjustor	3,577.30		0.00	3,577.30	\$3,577.30
100266621	3/11/15	GLOBAL ACCESS INC	13536	Software As a Service	236.00		0.00	236.00	\$236.00
100266622	3/11/15	GOLDER ASSOC INC	407352	Engineering Services	188.68		0.00	188.68	\$188.68
100266623	3/11/15	GRAYBAR ELECTRIC CO INC	977445103	Comm Equip Maintain & Repair - Materials 2	178.00		0.00	178.00	\$178.00
100266624	3/11/15	ICE CENTER OF CUPERTINO	91014102214	Rec Instructors/Officials	1,776.00		0.00	1,776.00	\$1,776.00
100266625	3/11/15	INDEPENDENT ELECTRIC SUPPLY INC	S102185095.001	Electrical Parts & Supplies	109.86		0.00	109.86	\$109.86
100266626	3/11/15	INDUSTRIAL SAFETY SUPPLY CORP	1012674	Chemicals	210.30		0.00	210.30	\$210.30
100266627	3/11/15	INFORMATION SERVICES DEPT	ISD-36362	Software As a Service	1,698.40		0.00	1,698.40	\$1,698.40
100266628	3/11/15	INFOSEND INC	89325	Mailing & Delivery Services	1,538.77		0.00	1,538.77	\$4,934.32
			89326	Postage	3,395.55		0.00	3,395.55	
100266629	3/11/15	INTEGRATED ARCHIVE SYSTEMS INC	0077865-IN	Hardware Maintenance	9,559.84		0.00	9,559.84	\$9,559.84
100266630	3/11/15	J R SIMPLOT CO	53685884	General Supplies	3,541.44		0.00	3,541.44	\$3,541.44
100266631	3/11/15	KBM WORKSPACE	43719	Furniture	24,305.89		0.00	24,305.89	\$24,768.08

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			43719	General Supplies	462.19	0.00	462.19	
100266632	3/11/15	KMVT COMMUNITY TELEVISION	6597	Engineering Services	3,396.74	0.00	3,396.74	\$3,396.74
100266633	3/11/15	KELLY PAPER CO	7124645	General Supplies	650.38	0.00	650.38	\$650.38
100266634	3/11/15	KENNEDY JENKS CONSULTANTS	90337	HazMat Disposal - Hazardous Waste Disposal	1,977.50	0.00	1,977.50	\$1,977.50
100266635	3/11/15	KIDZ LOVE SOCCER	2015-WI-A15	Rec Instructors/Officials	8,272.88	0.00	8,272.88	\$8,272.88
100266636	3/11/15	KOFFLER ELECTRICAL	0076945-IN	Facilities Maint & Repair - Labor	500.00	0.00	500.00	\$500.00
100266637	3/11/15	KOHLWEISS AUTO PARTS INC	01OD1131	Parts, Vehicles & Motor Equip	70.95	0.00	70.95	\$302.84
			01OD3803	Parts, Vehicles & Motor Equip	8.65	0.00	8.65	
			01OD4374	Inventory Purchase	113.90	2.28	111.62	
			01OD4384	Inventory Purchase	113.90	2.28	111.62	
100266638	3/11/15	L N CURTIS & SONS INC	1346867-00	Clothing, Uniforms & Access	162.04	0.00	162.04	\$3,823.89
			1346931-00	Inventory Purchase	1,370.25	0.00	1,370.25	
			1347656-00	Inventory Purchase	2,291.60	0.00	2,291.60	
100266639	3/11/15	LANDTEC NORTH AMERICA INC	0121892-IN	Misc Equip Maint & Repair - Materials	483.95	0.00	483.95	\$483.95
100266640	3/11/15	LEHR AUTO ELECTRIC	01 108167	Vehicles & Motorized Equip	398.52	0.00	398.52	\$398.52
100266641	3/11/15	LESLIES POOL SUPPLIES INC	175-274220	Chemicals	353.22	0.00	353.22	\$530.81
			175-274646	Chemicals	177.59	0.00	177.59	
100266642	3/11/15	LEVEL 3 COMMUNICATIONS LLC	38233123	Comm Equip Maintain & Repair - Labor 1	3,875.06	0.00	3,875.06	\$3,875.06
100266643	3/11/15	LEXISNEXIS RISK DATA MANAGEMENT INC	1409790-150228	Financial Services	130.00	0.00	130.00	\$130.00
100266644	3/11/15	LORI NEUMANN	LN2015JAN	Rec Instructors/Officials	702.00	0.00	702.00	\$702.00
100266645	3/11/15	LOZANO SUNNYVALE CAR WASH	005	Auto Maint & Repair - Labor	959.50	0.00	959.50	\$959.50
100266646	3/11/15	MSI FUEL MANAGEMENT INC	3641	Auto Maint & Repair - Labor	570.00	0.00	570.00	\$570.00
100266647	3/11/15	MAD SCIENCE OF THE BAY AREA	17866	Professional Services	3,840.00	0.00	3,840.00	\$3,840.00
100266648	3/11/15	METROPOLITAN PLANNING GROUP	1874	Professional Services	781.25	0.00	781.25	\$1,656.25
			1912	Professional Services	875.00	0.00	875.00	
100266649	3/11/15	MEYERS NAVE	2015010692	Legal Services	12,825.62	0.00	12,825.62	\$13,623.12
			2015010693	Legal Services	797.50	0.00	797.50	
100266650	3/11/15	MIDWEST TAPE	92606531	Library Acquis, Audio/Visual	78.27	0.00	78.27	\$4,094.96
			92610636	Library Acquis, Audio/Visual	2,554.30	0.00	2,554.30	
			92610637	Library Acquis, Audio/Visual	512.05	0.00	512.05	

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100266651	3/11/15	MISSION LINEN SERVICE	92642622	Library Technology Services	950.34	0.00	950.34	
			470240344	Laundry & Cleaning Services	53.39	0.00	53.39	\$683.40
			470241003	Laundry & Cleaning Services	39.82	0.00	39.82	
			470241313	Laundry & Cleaning Services	76.54	0.00	76.54	
			470241855	Laundry & Cleaning Services	53.39	0.00	53.39	
			470242508	Laundry & Cleaning Services	39.82	0.00	39.82	
			470242821	Laundry & Cleaning Services	73.18	0.00	73.18	
			470243364	Laundry & Cleaning Services	53.39	0.00	53.39	
			470244027	Laundry & Cleaning Services	50.94	0.00	50.94	
			470244341	Laundry & Cleaning Services	73.18	0.00	73.18	
			470244883	Laundry & Cleaning Services	53.39	0.00	53.39	
			470245539	Laundry & Cleaning Services	50.94	0.00	50.94	
100266652	3/11/15	MOUNTAIN VIEW GARDEN CENTER	470245853	Laundry & Cleaning Services	65.42	0.00	65.42	
			75547	Materials - Land Improve	57.42	0.00	57.42	\$57.42
			75552	Materials - Land Improve	380.35	0.00	380.35	
			755552REV	Materials - Land Improve	-380.35	0.00	-380.35	
100266653	3/11/15	MUNICIPAL MAINTENANCE EQUIPMENT INC	0098030-IN	Miscellaneous Equipment	2,543.51	0.00	2,543.51	\$2,543.51
100266654	3/11/15	MUNICIPAL RESOURCE GROUP LLC	03-15-48	Professional Services	1,550.60	0.00	1,550.60	\$1,550.60
100266655	3/11/15	NAPA AUTO PARTS	161903	Parts, Vehicles & Motor Equip	212.67	0.00	212.67	\$301.37
			162333	Parts, Vehicles & Motor Equip	48.20	0.00	48.20	
			162436	Parts, Vehicles & Motor Equip	40.50	0.00	40.50	
100266656	3/11/15	NATIONAL GARAGE DOOR CO	FRESTNRLLUP#01	Construction Services	83,494.55	0.00	83,494.55	\$83,494.55
100266657	3/11/15	NET TRANSCRIPTS INC	013115-141	Investigation Expense	134.91	0.00	134.91	\$134.91
100266658	3/11/15	NOTEWORTHY MUSIC SCHOOL INC	411	Rec Instructors/Officials	4,901.00	0.00	4,901.00	\$4,901.00
100266659	3/11/15	OCLC INC	0000377470	Lib Database Services (OCLC)	2,003.30	0.00	2,003.30	\$2,003.30
100266660	3/11/15	OGRADY PAVING INC	PVMNTDGOUT S#02	Construction Services	279,793.99	0.00	279,793.99	\$279,793.99
100266661	3/11/15	OLDCASTLE PRECAST INC	500007015	Construction Services	750.00	0.00	750.00	\$750.00
100266662	3/11/15	OMEGA ENGRAVING	025434	General Supplies	10.00	0.00	10.00	\$10.00
100266663	3/11/15	OPTONY INC	150711	Professional Services	1,358.25	0.00	1,358.25	\$1,358.25

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100266664	3/11/15	ORACLE AMERICA INC	42524147	Software Licensing & Support	10,025.15	0.00	10,025.15	\$10,025.15
100266665	3/11/15	P&R PAPER SUPPLY CO INC	30028568-00	Inventory Purchase	1,017.57	0.00	1,017.57	\$1,017.57
100266666	3/11/15	PAYFLEX SYSTEMS USA INC	000205837	Miscellaneous Payment	776.00	0.00	776.00	\$1,016.00
			130534-636674	Professional Services	150.00	0.00	150.00	
			130536-636676	Professional Services	90.00	0.00	90.00	
100266667	3/11/15	PACIFIC COAST TRANE CONTROLS	C18472	Facilities Maint & Repair - Labor	2,450.00	0.00	2,450.00	\$2,450.00
100266668	3/11/15	PAN ASIAN PUBLICATIONS INC	U-14349	Library Acquisitions, Books	1,018.48	0.00	1,018.48	\$1,018.48
100266669	3/11/15	PAN PACIFIC SUPPLY CO INC	29589187	Miscellaneous Equipment Parts & Supplies	2,907.44	0.00	2,907.44	\$2,907.44
100266670	3/11/15	PATSONS MEDIA GROUP	172771	Printing & Related Services	1,379.69	0.00	1,379.69	\$2,589.60
			172772	Printing & Related Services	70.69	0.00	70.69	
			172775	Printing & Related Services	1,139.22	0.00	1,139.22	
100266671	3/11/15	PEAK DEMOCRACY INC	612	Software As a Service	11,400.00	0.00	11,400.00	\$11,400.00
100266672	3/11/15	PEARSON BUICK GMC	252851	Parts, Vehicles & Motor Equip	157.70	0.00	157.70	\$157.70
100266673	3/11/15	PETERSON POWER SYSTEMS INC	SW240120229	Facilities Maint & Repair - Labor	2,720.00	0.00	2,720.00	\$15,763.24
			SW240120229	Facilities Maint & Repair - Materials	2,706.04	0.00	2,706.04	
			SW240120230	Misc Equip Maint & Repair - Labor	1,870.00	0.00	1,870.00	
			SW240120230	Misc Equip Maint & Repair - Materials	251.51	0.00	251.51	
			SW240120231	Misc Equip Maint & Repair - Labor	1,870.00	0.00	1,870.00	
			SW240120231	Misc Equip Maint & Repair - Materials	4,150.35	0.00	4,150.35	
			SW240121352	Misc Equip Maint & Repair - Labor	1,530.00	0.00	1,530.00	
			SW240121352	Misc Equip Maint & Repair - Materials	665.34	0.00	665.34	
100266674	3/11/15	PLANET FUTSAL	FS4-2015	Rec Instructors/Officials	3,882.20	0.00	3,882.20	\$3,882.20
100266675	3/11/15	POLYDYNE INC	946770	Chemicals	48,145.20	0.00	48,145.20	\$48,145.20
100266676	3/11/15	R E P NUT N BOLT GUY	25903/2	Inventory Purchase	107.65	0.00	107.65	\$107.65
100266677	3/11/15	RAFT RESOURCE AREA FOR TEACHERS	2015-1-1594	Membership Fees	60.00	0.00	60.00	\$60.00
100266678	3/11/15	RAHA BOOKS	B-SNV-152	Library Acquisitions, Books	1,336.86	0.00	1,336.86	\$1,336.86
100266679	3/11/15	RANKIN STOCK HEABERLIN	32478	Legal Services	3,512.50	0.00	3,512.50	\$4,578.00
			32479	Legal Services	988.50	0.00	988.50	
			32480	Legal Services	77.00	0.00	77.00	
100266680	3/11/15	RASH CURTIS & ASSOC	662700000204	Financial Services	267.14	0.00	267.14	\$267.14

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100266681	3/11/15	RICHARD P CARR PHYSICAL THERAPY INC	7889	Occupational Health and Safety Services	185.00	0.00	185.00	\$185.00
100266682	3/11/15	ROBIN PICKEL	RP2015JAN	Rec Instructors/Officials	2,496.00	0.00	2,496.00	\$2,496.00
100266683	3/11/15	S & L FENCE CO	03649	Facilities Maint & Repair - Labor	850.00	0.00	850.00	\$850.00
100266684	3/11/15	SCBA SAFETY CHECK INC	7285	Safety Equipment Maintenance & Repair	514.08	0.00	514.08	\$514.08
100266685	3/11/15	SCS FIELD SERVICES INC	0248494	Engineering Services	2,745.33	0.00	2,745.33	\$2,745.33
100266686	3/11/15	SFO REPROGRAPHICS	20179	Printing & Related Services	42.72	0.00	42.72	\$145.25
			20224	Printing & Related Services	42.72	0.00	42.72	
			20275	Printing & Related Services	59.81	0.00	59.81	
100266687	3/11/15	SAFARILAND LLC	I15-006640	General Supplies	165.37	0.00	165.37	\$165.37
100266688	3/11/15	SANTA CLARA VALLEY HEALTH & HOSPITAL SYS	H5396490400	Medical Services	1,725.00	0.00	1,725.00	\$1,725.00
100266689	3/11/15	SIERRA PACIFIC TURF SUPPLY INC	0443246-IN	General Supplies	61.17	0.00	61.17	\$4,884.19
			0443583-IN	General Supplies	5,255.50	0.00	5,255.50	
			0444108-IN	Materials - Land Improve	1,084.58	0.00	1,084.58	
			0444793-IN	Materials - Land Improve	299.07	0.00	299.07	
			0445130-CM	General Supplies	-5,255.50	0.00	-5,255.50	
			0445131-IN	General Supplies	3,439.37	0.00	3,439.37	
100266690	3/11/15	SILICON VALLEY AUTOBODY INC	191071	Auto Maint & Repair - Labor	240.00	0.00	240.00	\$955.31
			191071	Auto Maint & Repair - Materials	133.50	0.00	133.50	
			191121	Auto Maint & Repair - Labor	432.00	0.00	432.00	
			191121	Auto Maint & Repair - Materials	149.81	0.00	149.81	
100266691	3/11/15	SMART & FINAL INC	108506-022615	General Supplies	21.73	0.00	21.73	\$21.73
100266692	3/11/15	SPENCON CONSTRUCTION INC	CRBGTRS2014# 06	Construction Services	53,560.29	0.00	53,560.29	\$53,560.29
100266693	3/11/15	SPORTS TURF MANAGEMENT	28967	Services Maintain Land Improv	545.00	0.00	545.00	\$545.00
100266694	3/11/15	STOP PROCESSING CENTER	15512	Financial Services	46.91	0.00	46.91	\$46.91
100266695	3/11/15	SUNNYVALE DOWNTOWN ASSN	030915 CK REQ	Miscellaneous Reimbursement	-14.52	0.00	-14.52	-\$14.52
100266696	3/11/15	SUNNYVALE FORD	436142	Parts, Vehicles & Motor Equip	17.40	0.00	17.40	\$795.97
			436143	Parts, Vehicles & Motor Equip	17.40	0.00	17.40	
			436673	Parts, Vehicles & Motor Equip	34.79	0.00	34.79	
			436683	Parts, Vehicles & Motor Equip	15.34	0.00	15.34	

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			436816	Parts, Vehicles & Motor Equip	37.39	0.00	37.39	
			436817	Parts, Vehicles & Motor Equip	248.57	0.00	248.57	
			436882	Inventory Purchase	425.08	0.00	425.08	
100266697	3/11/15	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY0315	Insurances - Long Term Disability	3,610.00	0.00	3,610.00	\$3,610.00
100266698	3/11/15	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0315	Insurances - Dental	29,374.95	0.00	29,374.95	\$29,374.95
100266699	3/11/15	SUNNYVALE TOWING INC	286249	Vehicle Towing Services	400.00	0.00	400.00	\$685.00
			287224	Vehicle Towing Services	35.00	0.00	35.00	
			289151	Vehicle Towing Services	250.00	0.00	250.00	
100266700	3/11/15	SUNNYVALE WINDUSTRIAL CO INC	638620 02	Materials - Land Improve	65.36	0.00	65.36	\$384.59
			639239 01	Miscellaneous Equipment Parts & Supplies	319.23	0.00	319.23	
100266701	3/11/15	SUPERIOR AUTOMATIC SPRINKLER CO INC	31938	Facilities Maint & Repair - Labor	11,786.00	0.00	11,786.00	\$11,786.00
100266702	3/11/15	SYNAGRO-WWT INC	03-101747	Miscellaneous Services	228,967.93	0.00	228,967.93	\$228,967.93
100266703	3/11/15	TALBOTS STEAM CLEANING	712	Professional Services	350.00	0.00	350.00	\$350.00
100266704	3/11/15	THIEN VU VOLLEYBALL	TV2015JAN	Rec Instructors/Officials	1,205.40	0.00	1,205.40	\$1,205.40
100266705	3/11/15	THOMAS PLUMBING INC	90348	Facilities Maint & Repair - Labor	456.00	0.00	456.00	\$660.00
			90348	Facilities Maint & Repair - Materials	40.00	0.00	40.00	
			90404	Facilities Maint & Repair - Labor	114.00	0.00	114.00	
			90404	Facilities Maint & Repair - Materials	50.00	0.00	50.00	
100266706	3/11/15	THYSSENKRUPP ELEVATOR CORP	5000296681	Facilities Maint & Repair - Labor	451.00	0.00	451.00	\$451.00
100266707	3/11/15	TINT OF CLASS	15303	Facilities Maint & Repair - Labor	225.00	0.00	225.00	\$290.40
			15303	Facilities Maint & Repair - Materials	65.40	0.00	65.40	
100266708	3/11/15	TOWNE FORD SALES	62903	Vehicles & Motorized Equip	23,607.50	0.00	23,607.50	\$47,215.00
			62905	Vehicles & Motorized Equip	23,607.50	0.00	23,607.50	
100266709	3/11/15	TURF & INDUSTRIAL EQUIPMENT CO	IV10396	Parts, Vehicles & Motor Equip	338.76	0.00	338.76	\$338.76
100266710	3/11/15	TURF STAR INC	595332-00	Vehicles & Motorized Equip	104,435.75	0.00	104,435.75	\$104,713.39
			6882571-00	Parts, Vehicles & Motor Equip	204.94	0.00	204.94	
			6882738-00	Parts, Vehicles & Motor Equip	72.70	0.00	72.70	
100266711	3/11/15	USA BLUEBOOK	579303	Miscellaneous Equipment Parts & Supplies	54.32	0.00	54.32	\$340.15
			579387	Miscellaneous Equipment Parts & Supplies	285.83	0.00	285.83	

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100266712	3/11/15	UNIQUE MANAGEMENT SERVICES INC	301804	Financial Services	537.00	0.00	537.00	\$537.00
100266713	3/11/15	UNITED SITE SERVICES INC	114-2679599	Equipment Rental/Lease	95.39	0.00	95.39	\$350.03
			114-2751307	Equipment Rental/Lease	95.39	0.00	95.39	
			114-2751308	Equipment Rental/Lease	159.25	0.00	159.25	
100266714	3/11/15	UNIVAR USA INC	SJ670149	Chemicals	3,747.08	0.00	3,747.08	\$3,747.08
100266715	3/11/15	VWR INTERNATIONAL LLC	8040543971	General Supplies	82.23	0.00	82.23	\$129.67
			8040552761	General Supplies	47.44	0.00	47.44	
100266716	3/11/15	VERIZON WIRELESS	9740877235	Utilities - Mobile Phones - City Mobile Phones	3,446.80	0.00	3,446.80	\$3,446.80
100266718	3/11/15	VERIZON WIRELESS	9740877237	Utilities - Mobile Phones - City Mobile Phones	3,180.49	0.00	3,180.49	\$3,180.49
100266721	3/11/15	VERIZON WIRELESS	9740877236	Utilities - Mobile Phones - City Mobile Phones	1,980.28	0.00	1,980.28	\$1,980.28
100266723	3/11/15	VERIZON WIRELESS	INV8329255	Communication Equipment	17.50	0.00	17.50	\$463.70
			INV8329256	Communication Equipment	39.37	0.00	39.37	
			INV8329257	Communication Equipment	17.50	0.00	17.50	
			INV8329258	Communication Equipment	17.50	0.00	17.50	
			INV8329259	Communication Equipment	39.37	0.00	39.37	
			INV8329260	Communication Equipment	39.37	0.00	39.37	
			INV8329261	Communication Equipment	39.37	0.00	39.37	
			INV8329262	Communication Equipment	39.37	0.00	39.37	
			INV8329263	Communication Equipment	39.37	0.00	39.37	
			INV8329264	Communication Equipment	39.37	0.00	39.37	
			INV8329265	Communication Equipment	39.37	0.00	39.37	
			INV8329266	Communication Equipment	39.37	0.00	39.37	
			INV8329267	Communication Equipment	39.37	0.00	39.37	
			INV8329268	Communication Equipment	17.50	0.00	17.50	
100266725	3/11/15	VIASYN	25183	Utilities - Electric	2,750.00	0.00	2,750.00	\$2,750.00
100266726	3/11/15	W G FRITZ CONSTRUCTION INC	3426	Facilities Maint & Repair - Labor	4,933.23	0.00	4,933.23	\$4,933.23
100266727	3/11/15	WEST VALLEY STAFFING GROUP	130089	Professional Services	4,071.16	0.00	4,071.16	\$25,411.91
			130667	Professional Services	4,399.45	0.00	4,399.45	
			131254	Professional Services	4,268.19	0.00	4,268.19	

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100266728	3/11/15	WAITER.COM INC	131940	Professional Services	4,235.38	0.00	4,235.38	\$585.01
			132623	Professional Services	5,023.22	0.00	5,023.22	
			133147	Professional Services	3,414.51	0.00	3,414.51	
			11205084609	Food Products	81.02	0.00	81.02	
			11206093024	Food Products	85.43	0.00	85.43	
			B1205544672	Food Products	164.66	0.00	164.66	
			F0303982032	Food Products	108.64	0.00	108.64	
			F0303995483	Food Products	79.80	0.00	79.80	
			F0304942812	Food Products	65.46	0.00	65.46	
100266729	3/11/15	G&K SERVICES	1083644904	Laundry & Cleaning Services	-55.00	0.00	-55.00	\$7,961.23
			1083654098	Laundry & Cleaning Services	-302.50	0.00	-302.50	
			1083657781	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083657782	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083657783	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083657784	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083657785	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083657786	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083657787	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083657788	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083657789	Laundry & Cleaning Services	65.06	0.00	65.06	
			1083657790	Laundry & Cleaning Services	285.46	0.00	285.46	
			1083657791	Laundry & Cleaning Services	165.71	0.00	165.71	
			1083657792	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083657793	Laundry & Cleaning Services	137.89	0.00	137.89	
			1083657794	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083657795	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083657796	Laundry & Cleaning Services	134.64	0.00	134.64	
			1083657797	Laundry & Cleaning Services	198.68	0.00	198.68	
			1083657798	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083657799	Laundry & Cleaning Services	1.70	0.00	1.70	
			1083657800	Laundry & Cleaning Services	50.51	0.00	50.51	

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			1083657801	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083657802	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083657803	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083657804	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083657805	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083657806	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083657807	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083657808	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083657809	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083657810	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083657811	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659624	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083659625	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083659626	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083659627	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083659628	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083659629	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083659630	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083659631	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083659632	Laundry & Cleaning Services	65.06	0.00	65.06	
			1083659633	Laundry & Cleaning Services	285.46	0.00	285.46	
			1083659634	Laundry & Cleaning Services	193.05	0.00	193.05	
			1083659635	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083659636	Laundry & Cleaning Services	137.89	0.00	137.89	
			1083659637	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083659638	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083659639	Laundry & Cleaning Services	134.64	0.00	134.64	
			1083659640	Laundry & Cleaning Services	199.96	0.00	199.96	
			1083659641	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083659642	Laundry & Cleaning Services	1.70	0.00	1.70	
			1083659643	Laundry & Cleaning Services	56.49	0.00	56.49	

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			1083659644	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659645	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659646	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083659647	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083659648	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083659649	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083659650	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083659651	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659652	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659653	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083659654	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661450	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083661451	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083661452	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083661453	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083661454	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083661455	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083661456	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083661457	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083661458	Laundry & Cleaning Services	65.06	0.00	65.06	
			1083661459	Laundry & Cleaning Services	285.46	0.00	285.46	
			1083661460	Laundry & Cleaning Services	300.49	0.00	300.49	
			1083661461	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083661462	Laundry & Cleaning Services	282.10	0.00	282.10	
			1083661463	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083661464	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083661465	Laundry & Cleaning Services	134.64	0.00	134.64	
			1083661466	Laundry & Cleaning Services	199.96	0.00	199.96	
			1083661467	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083661468	Laundry & Cleaning Services	1.70	0.00	1.70	
			1083661469	Laundry & Cleaning Services	56.49	0.00	56.49	

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			1083661470	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661471	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661472	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083661473	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083661474	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083661475	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083661476	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083661477	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661478	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661479	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083661480	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663308	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083663309	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083663310	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083663311	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083663312	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083663313	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083663314	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083663315	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083663316	Laundry & Cleaning Services	65.06	0.00	65.06	
			1083663317	Laundry & Cleaning Services	285.46	0.00	285.46	
			1083663318	Laundry & Cleaning Services	160.09	0.00	160.09	
			1083663319	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083663320	Laundry & Cleaning Services	640.55	0.00	640.55	
			1083663321	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083663322	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083663323	Laundry & Cleaning Services	167.48	0.00	167.48	
			1083663324	Laundry & Cleaning Services	200.60	0.00	200.60	
			1083663325	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083663326	Laundry & Cleaning Services	1.70	0.00	1.70	
			1083663327	Laundry & Cleaning Services	56.49	0.00	56.49	

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			1083663328	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663329	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663330	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083663331	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083663332	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083663333	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083663334	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083663335	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663336	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663337	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083663338	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665144	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083665145	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083665146	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083665147	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083665148	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083665149	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083665150	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083665151	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083665152	Laundry & Cleaning Services	65.06	0.00	65.06	
			1083665153	Laundry & Cleaning Services	285.46	0.00	285.46	
			1083665154	Laundry & Cleaning Services	162.65	0.00	162.65	
			1083665155	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083665156	Laundry & Cleaning Services	29.92	0.00	29.92	
			1083665157	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083665158	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083665159	Laundry & Cleaning Services	135.82	0.00	135.82	
			1083665160	Laundry & Cleaning Services	200.60	0.00	200.60	
			1083665161	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083665162	Laundry & Cleaning Services	1.70	0.00	1.70	
			1083665163	Laundry & Cleaning Services	56.49	0.00	56.49	

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			1083665164	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665165	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665166	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083665167	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083665168	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083665169	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083665170	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083665171	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665172	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665173	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083665174	Laundry & Cleaning Services	15.61	0.00	15.61	
100266743	3/11/15	GOLDEN BOUGH INC	MARCH/14/2015	Special Events	2,034.13	0.00	2,034.13	\$2,034.13
100266744	3/11/15	OFFICEMAX CONTRACT INC	17605902162015	Supplies, Office 1	14.44	0.00	14.44	\$9,171.34
			17606002162015	Supplies, Office 1	14.44	0.00	14.44	
			33113102232015	Supplies, Office 1	21.29	0.00	21.29	
			39978002232015	Supplies, Office 1	21.27	0.00	21.27	
			40170702232015	Supplies, Office 1	8.12	0.00	8.12	
			46034602182015	Supplies, Office 1	110.10	0.00	110.10	
			48075202162015	Supplies, Office 1	88.66	0.00	88.66	
			49548002232015	Supplies, Office 1	166.07	0.00	166.07	
			50384702162015	Inventory Purchase	3,739.26	0.00	3,739.26	
			50476002162015	Supplies, Office 1	409.50	0.00	409.50	
			52574502182015	Supplies, Office 1	110.11	0.00	110.11	
			52747802192015	Supplies, Office 1	-37.48	0.00	-37.48	
			52796402182015	Supplies, Office 1	493.11	0.00	493.11	
			53284102182015	Supplies, Office 1	103.90	0.00	103.90	
			53421102182015	Supplies, Office 1	43.76	0.00	43.76	
			53669902182015	Supplies, Office 1	69.28	0.00	69.28	
			54960502192015	Supplies, Office 1	101.98	0.00	101.98	
			54968902192015	Supplies, Office 1	2.72	0.00	2.72	
			55412002192015	Supplies, Office 1	44.30	0.00	44.30	

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			55498902192015	Supplies, Office 1	78.08	0.00	78.08	
			55542502192015	Supplies, Office 1	59.72	0.00	59.72	
			55696502202015	Supplies, Office 1	42.63	0.00	42.63	
			55901602202015	Supplies, Office 1	361.63	0.00	361.63	
			55901702202015	Supplies, Office 1	58.26	0.00	58.26	
			56434702202015	Supplies, Office 1	55.89	0.00	55.89	
			56511302202015	Supplies, Office 1	96.69	0.00	96.69	
			57867002232015	Supplies, Office 1	459.94	0.00	459.94	
			57875802232015	Supplies, Office 1	27.08	0.00	27.08	
			57965502232015	Supplies, Office 1	60.85	0.00	60.85	
			58377902232015	Supplies, Office 1	185.26	0.00	185.26	
			58873002252015	Supplies, Office 1	30.38	0.00	30.38	
			58873302242015	Supplies, Office 1	13.71	0.00	13.71	
			59649302242015	Supplies, Office 1	18.24	0.00	18.24	
			59828202242015	Supplies, Office 1	28.85	0.00	28.85	
			60100902242015	Supplies, Office 1	20.07	0.00	20.07	
			61453502252015	Supplies, Office 1	104.89	0.00	104.89	
			61663502252015	Supplies, Office 1	147.09	0.00	147.09	
			61772802252015	Supplies, Office 1	327.23	0.00	327.23	
			61813402252015	Supplies, Office 1	122.78	0.00	122.78	
			61899802252015	Supplies, Office 1	22.64	0.00	22.64	
			62142102252015	Supplies, Office 1	133.01	0.00	133.01	
			62248602252015	Supplies, Office 1	89.86	0.00	89.86	
			62481002262015	Supplies, Office 1	49.72	0.00	49.72	
			63065502262015	Supplies, Office 1	104.78	0.00	104.78	
			63604202262015	Supplies, Office 1	93.96	0.00	93.96	
			63877802262015	Supplies, Office 1	89.90	0.00	89.90	
			63895002262015	Supplies, Office 1	2.18	0.00	2.18	
			63926802262015	Supplies, Office 1	131.43	0.00	131.43	
			64105802262015	Supplies, Office 1	187.38	0.00	187.38	
			64125302262015	Supplies, Office 1	2.72	0.00	2.72	

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			64147102262015	Supplies, Office 1	101.27	0.00	101.27	
			64192502262015	Supplies, Office 1	62.98	0.00	62.98	
			65194002272015	Supplies, Office 1	68.04	0.00	68.04	
			65774002272015	Supplies, Office 1	72.72	0.00	72.72	
			65853902272015	Supplies, Office 1	126.18	0.00	126.18	
			78270202182015	Supplies, Office 1	8.47	0.00	8.47	
100266749	3/11/15	OUTRIGGER REEF WAIKIKI BEACH RESORT	0501-1815DEP	Training and Conferences	13,948.83	0.00	13,948.83	\$13,948.83
100266750	3/11/15	PALO ALTO MEDICAL FOUNDATION	1914	Pre-Employment Testing	75.00	0.00	75.00	\$3,495.00
			1915	Pre-Employment Testing	125.00	0.00	125.00	
			1916	Pre-Employment Testing	75.00	0.00	75.00	
			1917	Pre-Employment Testing	125.00	0.00	125.00	
			1918	Pre-Employment Testing	30.00	0.00	30.00	
			1920	Pre-Employment Testing	75.00	0.00	75.00	
			1921	Pre-Employment Testing	125.00	0.00	125.00	
			1922	Pre-Employment Testing	30.00	0.00	30.00	
			1923	Pre-Employment Testing	75.00	0.00	75.00	
			1924	Pre-Employment Testing	125.00	0.00	125.00	
			1925	Pre-Employment Testing	75.00	0.00	75.00	
			1926	Pre-Employment Testing	125.00	0.00	125.00	
			1927	Pre-Employment Testing	30.00	0.00	30.00	
			1928	Pre-Employment Testing	57.00	0.00	57.00	
			1929	Medical Services	125.00	0.00	125.00	
			1930	Medical Services	35.00	0.00	35.00	
			1931	Medical Services	104.00	0.00	104.00	
			1932	Medical Services	104.00	0.00	104.00	
			1936	Pre-Employment Testing	57.00	0.00	57.00	
			1937	Pre-Employment Testing	75.00	0.00	75.00	
			1938	Pre-Employment Testing	125.00	0.00	125.00	
			1939	Pre-Employment Testing	125.00	0.00	125.00	
			1940	Pre-Employment Testing	125.00	0.00	125.00	

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			798	Medical Services	105.00	0.00	105.00	
			799	Medical Services	290.00	0.00	290.00	
			800	Medical Services	45.00	0.00	45.00	
			801	Medical Services	45.00	0.00	45.00	
			802	Medical Services	105.00	0.00	105.00	
			803	Medical Services	104.00	0.00	104.00	
			804	Medical Services	290.00	0.00	290.00	
			805	Medical Services	45.00	0.00	45.00	
			806	Medical Services	45.00	0.00	45.00	
			807	Medical Services	104.00	0.00	104.00	
			808	Medical Services	18.00	0.00	18.00	
			815	Medical Services	105.00	0.00	105.00	
			816	Medical Services	47.00	0.00	47.00	
			817	Medical Services	125.00	0.00	125.00	
100266753	3/11/15	SANTA CLARA COUNTY FIRE DEPT	CHOI 0413-1715	Training and Conferences	295.00	0.00	295.00	\$295.00
100266754	3/11/15	UNITED STATES POSTAL SERVICE	P#190-031015	Postage	9,631.13	0.00	9,631.13	\$9,631.13
100266755	3/11/15	DIANA BLUE	170469-44502	Refund Utility Account Credit	84.42	0.00	84.42	\$84.42
100266756	3/11/15	JOSEPH HO	208972	Lib - Lost & Damaged Circulation	10.99	0.00	10.99	\$10.99
100266757	3/11/15	KENICHI KIMURA	169107-73846	Refund Utility Account Credit	129.83	0.00	129.83	\$129.83
100266758	3/13/15	4LEAF INC	J1745A12	Salaries - Contract Personnel	2,337.50	0.00	2,337.50	\$2,337.50
100266759	3/13/15	AAA SPEEDY SMOG TEST ONLY STATION	17739	Auto Maint & Repair - Labor	40.00	0.00	40.00	\$120.00
			17742	Auto Maint & Repair - Labor	40.00	0.00	40.00	
			17786	Auto Maint & Repair - Labor	40.00	0.00	40.00	
100266760	3/13/15	ABLE SEPTIC TANK SERVICE	29471	Services Maintain Land Improv	180.00	0.00	180.00	\$1,780.00
			VC15-117	Facilities Maint & Repair - Labor	1,600.00	0.00	1,600.00	
100266761	3/13/15	ADAMSON POLICE PRODUCTS	INV162978	Ammunition	17.22	0.00	17.22	\$4,693.53
			INV162978	Clothing, Uniforms & Access	0.06	0.00	0.06	
			INV166340	Ammunition	4,659.03	0.00	4,659.03	
			INV166340	Clothing, Uniforms & Access	17.22	0.00	17.22	
100266762	3/13/15	ALBERT S AYERS JR	022815-01	Rec Instructors/Officials	265.50	0.00	265.50	\$265.50
100266763	3/13/15	ALPINE AWARDS INC	288389	Customized Products	246.42	0.00	246.42	\$1,374.32

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			288397	Clothing, Uniforms & Access	1,127.90	0.00	1,127.90	
100266764	3/13/15	ANDERSON BRULE ARCHITECTS INC	14.0201.0-1	General Supplies	17,035.18	0.00	17,035.18	\$17,035.18
100266765	3/13/15	AREA TRUCK DRIVING SCHOOL	7207	DED Services/Training - Training	559.50	0.00	559.50	\$11,260.50
			7211	DED Services/Training - Training	5,350.50	0.00	5,350.50	
			7212	DED Services/Training - Training	5,350.50	0.00	5,350.50	
100266766	3/13/15	ARROWHEAD MOUNTAIN SPRING WATER	15B0023360647	General Supplies	15.79	0.00	15.79	\$15.79
100266768	3/13/15	B & A FRICTION MATERIALS INC	537501	Parts, Vehicles & Motor Equip	50.95	0.00	50.95	\$94.21
			537527	Parts, Vehicles & Motor Equip	31.47	0.00	31.47	
			537546	Parts, Vehicles & Motor Equip	11.79	0.00	11.79	
100266769	3/13/15	BAKER & TAYLOR	4011120908	Library Acquisitions, Books	36.56	0.00	36.56	\$1,192.53
			4011120908	Library Materials Preprocessing	0.98	0.00	0.98	
			4011126772	Library Acquisitions, Books	446.30	0.00	446.30	
			4011126772	Library Materials Preprocessing	17.13	0.00	17.13	
			4011134146	Library Acquisitions, Books	350.69	0.00	350.69	
			4011134146	Library Materials Preprocessing	8.32	0.00	8.32	
			4011142320	Library Acquisitions, Books	305.63	0.00	305.63	
			4011142320	Library Materials Preprocessing	26.92	0.00	26.92	
100266770	3/13/15	BARTLETT TREE EXPERTS	36295762-0	Facilities Maint & Repair - Labor	675.00	0.00	675.00	\$675.00
100266771	3/13/15	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0005404383	Advertising Services	206.00	0.00	206.00	\$657.00
			0005409075	Advertising Services	188.00	0.00	188.00	
			0005413687	Advertising Services	263.00	0.00	263.00	
100266772	3/13/15	BAY AREA POLYGRAPH	583	Investigation Expense	1,150.00	0.00	1,150.00	\$1,150.00
100266773	3/13/15	BERT S ESPINOSA	BLFED2015	Medical Services	3,750.00	0.00	3,750.00	\$3,750.00
100266774	3/13/15	BEST DEAL PAINT EQUIPMENT LLC	2146	Vehicles & Motorized Equip	3,699.00	0.00	3,699.00	\$3,699.00
100266775	3/13/15	BOUND TREE MEDICAL LLC	81717089	Supplies, First Aid	847.98	0.00	847.98	\$847.98
100266776	3/13/15	BROWNELLS INC	10999729.00	General Supplies	1,686.28	0.00	1,686.28	\$1,686.28
100266777	3/13/15	BROWNING FERRIS INDUSTRIES OF CA INC	0000000920	Recycling Services	7,608.21	0.00	7,608.21	\$7,608.21
100266778	3/13/15	CALCON SYSTEMS INC	35076	Contracts/Service Agreements	525.00	0.00	525.00	\$525.00
100266779	3/13/15	CALIFORNIA COOKING INC	6037	Equipment Rental/Lease	216.41	0.00	216.41	\$216.41
100266780	3/13/15	CENTURY GRAPHICS	41115	Clothing, Uniforms & Access	250.13	0.00	250.13	\$250.13

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100266781	3/13/15	CORIX WATER PRODUCTS (US) INC	17513004415	Water Meters	169.00	0.00	169.00	\$1,331.20
			17513004641	Water Backflow Valves	300.48	0.00	300.48	
			17513005083	Inventory Purchase	1,438.76	13.23	1,425.53	
			17513005410	Inventory Purchase	431.96	3.97	427.99	
			1751500329	Inventory Purchase	-822.80	0.00	-822.80	
			1751500474	Water Meters	-169.00	0.00	-169.00	
100266782	3/13/15	CUMMINS PACIFIC LLC	027-51882	Software Licensing & Support	450.00	0.00	450.00	\$450.00
100266783	3/13/15	DAPPER TIRE CO INC	41638091	Inventory Purchase	430.12	0.00	430.12	\$430.12
100266784	3/13/15	DAWN LI	001684078926	DED Services/Training - Support Services	180.00	0.00	180.00	\$180.00
100266785	3/13/15	DEBRA CHROMCZAK	22	Consultants	832.50	0.00	832.50	\$832.50
100266786	3/13/15	DETAIL PLUS	26907	Auto Maint & Repair - Labor	125.00	0.00	125.00	\$125.00
100266787	3/13/15	EV CHARGING PROS	FEB2015	Contracts/Service Agreements	2,175.00	0.00	2,175.00	\$2,175.00
100266788	3/13/15	EQUIFAX INFORMATION SERVICES LLC	8963503	Investigation Expense	122.07	0.00	122.07	\$122.07
100266789	3/13/15	FEDERAL EXPRESS CORP	2-931-41351	Mailing & Delivery Services	59.20	0.00	59.20	\$165.70
			2-952-47461	Postage	77.70	0.00	77.70	
			2-959-79249	Postage	28.80	0.00	28.80	
100266790	3/13/15	GEOSYNTEC CONSULTANTS INC	16150125	Consultants	1,100.83	0.00	1,100.83	\$1,100.83
100266791	3/13/15	GOLDER ASSOC INC	409003	Consultants	16,069.24	0.00	16,069.24	\$16,069.24
100266792	3/13/15	GRANITEROCK CO	877935	Materials - Land Improve	1,190.75	0.00	1,190.75	\$1,190.75
100266793	3/13/15	HULA HALAU'O PI'ILANI	022715	Rec Instructors/Officials	553.00	0.00	553.00	\$553.00
100266794	3/13/15	HYBRID COMMERCIAL PRINTING INC	25128	Printing & Related Services	178.77	0.00	178.77	\$178.77
100266795	3/13/15	INFOSEND INC	89689	Mailing & Delivery Services	1,984.65	0.00	1,984.65	\$3,683.23
			89997	Financial Services	1,698.58	0.00	1,698.58	
100266796	3/13/15	INSERV CO INC	52997	Facilities Maint & Repair - Labor	1,436.59	0.00	1,436.59	\$1,436.59
100266797	3/13/15	JAVELCO EQUIPMENT SERVICE INC	48793	Misc Equip Maint & Repair - Labor	180.00	0.00	180.00	\$1,523.65
			48793	Misc Equip Maint & Repair - Materials	119.04	0.00	119.04	
			48796	Misc Equip Maint & Repair - Labor	360.00	0.00	360.00	
			48796	Misc Equip Maint & Repair - Materials	864.61	0.00	864.61	
100266798	3/13/15	JOHNSON ROBERTS & ASSOC INC	124682	Investigation Expense	78.00	0.00	78.00	\$78.00
100266799	3/13/15	KOHLWEISS AUTO PARTS INC	01OD4203	Parts, Vehicles & Motor Equip	73.82	0.00	73.82	\$206.49
			01OD4754	Parts, Vehicles & Motor Equip	40.41	0.00	40.41	

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For Payments Dated 3/8/2015 through 3/14/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			01OD5329	Parts, Vehicles & Motor Equip	32.47	0.00	32.47	
			01OD6026	Parts, Vehicles & Motor Equip	42.24	0.00	42.24	
			01OD6028	Parts, Vehicles & Motor Equip	17.55	0.00	17.55	
100266800	3/13/15	L N CURTIS & SONS INC	1347656-01	Inventory Purchase	324.08	0.00	324.08	\$324.08
100266801	3/13/15	LC ACTION POLICE SUPPLY	34581	Clothing, Uniforms & Access	6,873.00	0.00	6,873.00	\$6,873.00
100266802	3/13/15	LIVE OAK ADULT DAY SERVICES	1	Outside Group Funding	9,817.00	0.00	9,817.00	\$9,817.00
100266803	3/13/15	MSI FUEL MANAGEMENT INC	3653	Parts, Vehicles & Motor Equip	296.58	0.00	296.58	\$296.58
100266804	3/13/15	MALLORY SAFETY & SUPPLY LLC	3923580	Inventory Purchase	104.40	0.00	104.40	\$104.40
100266805	3/13/15	METROMOBILE COMMUNICATIONS	36039	Clothing, Uniforms & Access	4,999.80	0.00	4,999.80	\$4,999.80
100266806	3/13/15	MICHAEL BERNICK	FEB2015	Contracts/Service Agreements	3,000.00	0.00	3,000.00	\$3,000.00
100266807	3/13/15	MOUNTAIN VIEW GARDEN CENTER	76054	Materials - Land Improve	136.48	0.00	136.48	\$136.48
100266808	3/13/15	NET APP INC	PROJ#DP-06-01 C	Deposits Payable - Miscellaneous > \$10K	13,950.00	0.00	13,950.00	\$13,950.00
100266809	3/13/15	NEXTEL COMMUNICATIONS	703654486-086	Utilities - Mobile Phones - City Mobile Phones	112.50	0.00	112.50	\$112.50
100266810	3/13/15	NEXTEL COMMUNICATIONS	675452038-120	Utilities - Mobile Phones - City Mobile Phones	90.99	0.00	90.99	\$90.99
100266811	3/13/15	ORLANDI TRAILER INC	139474	Parts, Vehicles & Motor Equip	100.29	0.00	100.29	\$100.29
100266812	3/13/15	OUTREACH & ESCORT INC	1	Outside Group Funding	6,718.21	0.00	6,718.21	\$13,008.00
			2	Outside Group Funding	6,289.79	0.00	6,289.79	
100266813	3/13/15	P&R PAPER SUPPLY CO INC	30028736-00	Inventory Purchase	1,632.34	0.00	1,632.34	\$1,632.34
100266814	3/13/15	PAPE MACHINERY	9341989	Parts, Vehicles & Motor Equip	346.76	0.00	346.76	\$346.76
100266815	3/13/15	PAPE MATERIAL HANDLING INC	7385293	Parts, Vehicles & Motor Equip	108.15	0.00	108.15	\$108.15
100266816	3/13/15	PENINSULA BATTERY INC	111236	Inventory Purchase	365.40	0.00	365.40	\$365.40
100266817	3/13/15	PHUONG PHAM	0914PURCHASE	DED Services/Training - Books	33.90	0.00	33.90	\$33.90
100266818	3/13/15	RAYVERN LIGHTING SUPPLY CO INC	32345-0	Inventory Purchase	2,267.18	0.00	2,267.18	\$2,267.18
100266819	3/13/15	REED & GRAHAM INC	828164	Materials - Land Improve	459.47	0.00	459.47	\$10,529.56
			828325	Materials - Land Improve	4,438.49	0.00	4,438.49	
			828326	Materials - Land Improve	3,337.20	0.00	3,337.20	
			828483	Materials - Land Improve	535.92	0.00	535.92	
			828582	Materials - Land Improve	1,758.48	0.00	1,758.48	
100266820	3/13/15	ROYAL BRASS INC	753999-001	Parts, Vehicles & Motor Equip	149.24	0.00	149.24	\$149.24

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100266821	3/13/15	S J DENHAM INC	11765	Vehicles & Motorized Equip	16,258.13	0.00	16,258.13	\$51,438.76
			11766	Vehicles & Motorized Equip	16,149.38	0.00	16,149.38	
			11773	Vehicles & Motorized Equip	19,031.25	0.00	19,031.25	
100266822	3/13/15	SCS ENGINEERS	0248508	Engineering Services	8,500.00	0.00	8,500.00	\$8,500.00
100266823	3/13/15	SSA LANDSCAPE ARCHITECTS INC	4997	Engineering Services	3,156.25	0.00	3,156.25	\$3,156.25
100266824	3/13/15	SAFEWAY INC	724223-030215	Food Products	3.78	0.00	3.78	\$300.76
			725582-030615	Food Products	73.25	0.00	73.25	
			800401-031015	Food Products	18.45	0.00	18.45	
			803825-030215	Food Products	73.25	0.00	73.25	
			805259-030515	Inventory Purchase	108.07	0.00	108.07	
			806721-030915	Food Products	23.96	0.00	23.96	
100266825	3/13/15	SMART & FINAL INC	127942-022715	General Supplies	53.47	0.00	53.47	\$53.47
100266826	3/13/15	SPARTAN TOOL LLC	482725	Inventory Purchase	262.17	0.00	262.17	\$262.17
100266827	3/13/15	STATE WATER RESOURCES CONTROL BOARD	APP#516515 GR2	Membership Fees	60.00	0.00	60.00	\$60.00
100266828	3/13/15	STEVEN C DOLEZAL PHD	FEB2015	Professional Services	600.00	0.00	600.00	\$1,200.00
			JAN2015	Professional Services	600.00	0.00	600.00	
100266829	3/13/15	TELSTAR INSTRUMENTS INC	80616	Miscellaneous Equipment Parts & Supplies	20,820.40	0.00	20,820.40	\$20,820.40
100266830	3/13/15	TURF & INDUSTRIAL EQUIPMENT CO	IV10088	Parts, Vehicles & Motor Equip	303.97	0.00	303.97	\$246.08
			IV10573	Parts, Vehicles & Motor Equip	83.68	0.00	83.68	
			IV10583	Parts, Vehicles & Motor Equip	-141.57	0.00	-141.57	
100266831	3/13/15	UNITED STATES POSTAL SERVICE	P#14000-031015	Mailing & Delivery Services	220.00	0.00	220.00	\$220.00
100266832	3/13/15	WITMER TYSON IMPORTS INC	T10785	Canine Program Expenditures	626.56	0.00	626.56	\$626.56
100266833	3/13/15	ZEP SALES & SERVICE	9001490720	Chemicals	3,362.66	0.00	3,362.66	\$5,043.99
			9001508397	Chemicals	1,681.33	0.00	1,681.33	
100266834	3/13/15	E-BUILDER INC	18219	Software Licensing & Support	773.20	0.00	773.20	\$3,323.07
			18270	Software Licensing & Support	2,549.87	0.00	2,549.87	
100266835	3/13/15	WAITER.COM INC	F0305998044	Food Products	84.07	0.00	84.07	\$84.07
100266836	3/13/15	D-PREP LLC	MAR/16/2015	Training and Conferences	387.00	0.00	387.00	\$387.00
100266837	3/13/15	KIRBY CANYON RECYCLING & DISPOSAL FAC	FEB2015	Landfill Fees to be Allocated	715,166.47	0.00	715,166.47	\$715,166.47
100266838	3/13/15	DAIRY BELLE FREEZE #17	165417-21998	Refund Utility Account Credit	205.38	0.00	205.38	\$205.38

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100266839	3/13/15	NARUS INC	153609-49656	Refund Utility Account Credit	67.56	0.00	67.56	\$98.98
			153609-49664	Refund Utility Account Credit	31.42	0.00	31.42	
400000482	3/9/15	PUBLIC EMPLOYEES RETIREMENT SYSTEM	14481158	Insurances - Medical	1,101,556.43	0.00	1,101,556.43	\$1,494,590.81
			14481158	Insurances - Retiree Medical - PERS	393,034.38	0.00	393,034.38	
950002372	3/10/15	PUBLIC EMPLOYEES RETIREMENT SYSTEM	950002372	Retirement Benefits - Deferred Comp - City Portion	1,351.49	0.00	1,351.49	\$1,081,332.13
			950002372	Retirement Benefits - PERS Misc - Empl Portion	-92,767.44	0.00	-92,767.44	
			950002372	Retirement Benefits - PERS Misc - Total	654,518.43	0.00	654,518.43	
			950002372	Retirement Benefits - PERS Safety - Empl Portion	-37,574.47	0.00	-37,574.47	
			950002372	Retirement Benefits - PERS Safety - Total	542,615.95	0.00	542,615.95	
			950002372	Retirement Benefits - PERS EPMC Public Safety	7,286.56	0.00	7,286.56	
			950002372	Retirement Benefits - PERS EPMC - Misc	5,901.61	0.00	5,901.61	
950002373	3/10/15	INTERNAL REVENUE SERVICE		Employer Taxes - Medicare - Total	280.70	0.00	280.70	\$280.70
950900873	3/10/15	US BANK TRUST NA	98PARKNG0415	Miscellaneous Payment	197,832.10	0.00	197,832.10	\$197,832.10
950900877	3/10/15	UNION BANK OF CALIFORNIA		Workers' Compensation - Claims	130,447.03	0.00	130,447.03	\$130,447.03
950900878	3/11/15	EMPLOYMENT DEVELOPMENT DEPT		Insurances - Unemployment	4,300.00	0.00	4,300.00	\$4,300.00
Grand Total Payment Amount								<u>\$5,207,133.18</u>



City of Sunnyvale

Agenda Item

14-1098

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution and Revise Council Policy 7.1.5 to Authorize the City Manager to Appropriate Certain Types of Grants up to \$100,000

BACKGROUND

The City applies for and receives grants for a wide variety of activities. Examples include Public Safety grants for DUI checkpoints, Federal transportation grants for large transportation infrastructure projects, small library grants and more.

Existing policy authorizes the City Manager to apply for and accept grants of any dollar amount subject to Council notification, but requires subsequent Council appropriation (i.e., the act of officially adding the money to the City's budget) before the grant can be spent. Currently, the only exception to this required Council action is for grants under the amount of \$5,000 that are also free of external reporting requirements and/or local match requirements. These can be appropriated by the City Manager.

EXISTING POLICY

Policy governing the acceptance of grants and donations is contained in two separate policies. First, Council Policy 7.1.1 Fiscal - Long Range Goals and Financial Policies, section 7.1B Revenue Policies - B.4: Grants and Intergovernmental Assistance provides guidance and restrictions on when the use of grants is appropriate, and provides the process for notifying Council of a potential grant or donation.

Second, Council Policy 7.1.5 Donations, Contributions and Sponsorships identifies the appropriation authority of the City Manager with regard to grants and donations, and provides additional guidance and restrictions regarding the use of grants. Due to their length, both policies are provided as Attachments 1 and 2.

ENVIRONMENTAL REVIEW

This action does not require environmental review because it is not a project that has the potential for causing a significant impact on the environment. (CEQA Guideline 15061(b)(3).)

DISCUSSION

Staff is recommending that Council adopt a resolution amending the budget resolution that will streamline the grant process by delegating additional authority to the City Manager to appropriate grant funds up to \$100,000, so long as the grants do not raise any of the potential concerns outlined in the existing Council Policy (for example, the grants must not require a local funding match, or obligate the City to ongoing expenses not already planned in the City's Resource Allocation Plan). Adoption of this resolution would make the City Manager's grant authority consistent with the dollar

limit associated with approving contracts of \$100,000 or less, and would effectuate process efficiencies by reducing the number of Reports to Council processed each year. The recommended revisions are shown in Attachment 2. This report also proposes modifying the Council policy so that the City Manager can appropriate grants that have external reporting requirements, lifting this particular restriction. Authority to appropriate grants over \$100,000, or that require matching funds or incur ongoing costs, would remain with the Council and require a budget modification.

Staff has verified with the City's external auditors that having the City Manager appropriate grants with outside reporting requirements via delegated authority of the City Council is acceptable under an audit. An administrative process would be established to properly document the appropriation activity of the City Manager, and the City Manager would continue to notify Council of grants that are being applied for in advance of their receipt. Additionally, staff would provide Council with a periodic report, no less frequently than once a year, on the administrative appropriations made by the City Manager.

The proposed resolution (Attachment 3) modifies the City's budget resolution to authorize the City Manager to appropriate qualifying grants through an administrative budget modification. Grant conditions that could pose a risk to the City are outlined in the resolution as well as in the modified policy 7.1.5 (Attachment 2). The presence of any of these conditions would preclude the City Manager from accepting and, therefore, appropriating, a particular grant--regardless of the amount involved. Any grant valued in excess of \$100,000 would continue to require the Council's authorization and appropriation.

FISCAL IMPACT

There is no direct fiscal impact associated with this report. However, this action will streamline the process for acceptance of many grants, reducing the number of agenda items for Council consideration and saving some amount of staff time processing Reports to Council.

PUBLIC CONTACT

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

STAFF RECOMMENDATION

Adopt a resolution and revise Council Policy 7.1.5 to authorize the city manager to appropriate grants meeting certain criteria up to \$100,000.

Prepared by: Timothy J. Kirby, Assistant Director of Finance

Reviewed by: Grace K. Leung, Director of Finance

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Council Policy 7.1.1 Fiscal - Long Range Goals and Financial Policies
2. Proposed Revisions to Council Policy 7.1.5 Donations, Contributions and Sponsorships
3. Resolution

COUNCIL POLICY MANUAL

Policy 7.1.1 Fiscal — Long Range Goals and Financial Policies

LONG RANGE GOALS

- I. To make financial decisions over a 20-year planning horizon to allow decision-makers to consider the long-range implications of short-range budgeting decisions.
- II. To operate a performance based budget system which provides Council and management with data on accurate measures of key successes of service, products and product costs, and motivation to continuously improve overall productivity, cost effectiveness, and quality of service.
- III. To design and maintain capital improvements to assure cost efficiency, accomplish City goals and policies, and focus on prevention so as to minimize or reduce future operating costs.
- IV. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- V. To fund only those programs and projects which are consistent with the General Plan and which are anticipated to most cost-effectively implement the Plan.
- VI. To undertake full cost accounting for all City services to facilitate accurate resource allocation decisions and fee recovery.
- VII. To ensure accuracy and policy consistency in City processes and reporting through regular financial and performance audits of programs.
- VIII. To facilitate the smooth and timely purchase of needed goods and services while maintaining sufficient competitive bidding processes to deliver the lowest prices.
- IX. To ensure proper and diverse investments of the City's idle funds based upon the principles, in priority order, of safety, liquidity and return on investment.
- X. To prudently utilize the issuance of debt to minimize costs, maximize cash flow, and ensure that future users are responsible for costs as appropriate.
- XI. To maintain a diversified and stable revenue base that generates the resources necessary to sustain essential City services over the Long Term Financial Plan.

FINANCIAL POLICIES**7.1A BUDGET POLICIES****A.1: Development of the Budget and Resource Allocation Plan**

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- A.1.1 The public will be encouraged to participate fully in the budget process.
- A.1.2 A Fiscal Issues Workshop will be held each year prior to preparation of the City Manager's Recommended Budget to consider budget issues for the upcoming Resource Allocation Plan.
- A.1.3 A balanced Twenty-Year Resource Allocation Plan shall be presented to the City Council annually.
- A.1.4 The Twenty-Year Resource Allocation Plan shall be prepared on a two-year Operating Budget cycle.
- A.1.5 The Operating Budget shall be approved annually with the second year approved in concept.
- A.1.6 A proposed budget shall be recommended to the City Council by the City Manager no less than thirty-five days before the beginning of the fiscal year, in accordance with the City Charter.
- A.1.7 At least one public hearing shall be held after the City Manager's Recommended Budget is presented to the Council in order to solicit public input before adoption.
- A.1.8 Boards and Commissions should review the annual budget as appropriate to their area of interest and make recommendations to the City Council.
- A.1.9 The City Council shall adopt the City Manager's Recommended Budget, with any changes desired, by resolution before June 30th of each year.
- A.1.10 Resources will be allocated in direct relation to General Plan goals.
- A.1.11 The Resource Allocation Plan shall be prepared by General Plan element to link city resources with the accomplishment of General Plan goals.
- A.1.12 New or expanded services should support the priorities reflected in the General Plan.
- A.1.13 All competing requests for City resources should be weighed within the formal annual budget process.
- A.1.14 Final actions on study items with significant financial impacts should be withheld until they can be made in the full context of the annual budget process.

A.2: Long Term Financial Planning

- A.2.1 The City shall maintain a long term fiscal perspective by annually preparing a Twenty-Year Long Term Financial Plan for each fund. Those funds which account for intergovernmental grants will only include known entitlements.
- A.2.2 Major financial decisions should be made in the context of the Twenty-Year Long Term Financial Plan.
- A.2.3 Long term financial planning should enable the current service level provided to be sustained over time through the strategic use of reserves.
- A.2.4 The Long Term Financial Plans should be used to communicate the fiscal impact of City decisions to all stakeholders whenever possible.

A.3: Performance-Based Budget System

- A.3.1 The operating budget will be prepared and managed on a program basis.
- A.3.2 All costs attributable to a budgeted program will be fully reflected in program budgets (with the exception of capital costs of general-use public buildings and facilities).
- A.3.3 An emphasis should be placed on achieving maximum work productivity to ensure an optimal allocation of human and fiscal resources for Council approved services and programs.
- A.3.4 All operating programs must identify the service provided, the service level, and the resources necessary to accomplish the specific service level.
- A.3.5 A performance measurement system will be maintained and used to evaluate quality of service and to report results.

A.4: Budget Monitoring and Modification

- A.4.1 Expenditures for each department are legally limited to the amount authorized by the City Council in the Budget Resolution, plus subsequent changes individually approved by the City Council through Budget Modifications.
- A.4.2 The City's annual budget may be modified at any Council meeting by a majority vote of the City Council.
- A.4.3 The City's budget appropriation control shall be by program within the same fund for operating programs in the General Fund and Special Revenue Funds. For the Proprietary and Internal Service Funds, expenditures cannot exceed actual revenues plus the planned use of reserves.
- A.4.4 Appropriations for capital and special projects shall be limited to the amounts contained on the Budget Resolution for each project. All modifications to project budgets require Council approval.
- A.4.5 Budget reappropriations among programs within a Department and Fund may be authorized by the City Manager if service levels as approved by City Council are maintained.
- A.4.6 Any unexpended appropriations shall expire at fiscal year-end unless specifically reappropriated by the City Council for expenditure during the new fiscal year.

7.1B REVENUE POLICIES

B.1: Revenue Base

- B.1.1 The City will maintain a diversified and stable revenue base, not overly dependent on any land use or external funding source.
- B.1.2 Taxes levied by the City will be used for the purpose of financing services performed for the common benefit.

COUNCIL POLICY MANUAL

- B.1.3 Taxes should be held at their lowest possible level, while maintaining Council-approved service levels.
- B.1.4 When considering a new tax or revenue source or an increase in an existing tax or revenue source, the following criteria should be considered:
- Community/voter acceptance
 - Competitiveness with surrounding communities
 - Efficiency of revenue collection and enforcement
 - Effectiveness in generating sufficient revenues in the short and long-term to justify its establishment
 - Enhancement of revenue diversity to promote stability and provide protection from downturns in business cycles
 - Equity/Fairness in distribution of the revenue burden on various segments of the community
- B.1.5 Reliance on any restricted and/or inelastic sources of revenue will be avoided.
- B.1.6 One-time revenues should not be used for ongoing expenditures.
- B.1.7 Revenue should not be targeted for a specific program, unless a revenue source has been established for the sole purpose of financing a particular expenditure.
- B.1.8 Potential new revenue sources will be investigated periodically to ensure that the City's revenue base is stable and diversified.
- B.1.9 Donations, contributions, and sponsorships may be accepted if they are in accordance with City policy and General Plan priorities.

B.2: Revenue Forecasting and Monitoring

- B.2.1 All revenue estimates must be conservative, objective and reasonable.
- B.2.2 Revenue forecasts should be based on detailed information regarding historical performance and economic conditions whenever possible.
- B.2.3 At least ten years data for all tax revenue sources will be maintained.
- B.2.4 Revenues will be estimated for the budget year and for each planning year in the Twenty-Year Resource Allocation Plan.
- B.2.5 Methods to maximize the accuracy of revenue forecasts will be established.
- B.2.6 Estimated revenues from grant sources will be projected only to the specific date on which the entitlement will end.
- B.2.7 Estimated intergovernmental revenues for which the City is eligible (but which are not guaranteed) will be forecast to assure that local matching funds will be available if the revenues are realized.

B.3: Revenue Collection

- B.3.1 The City will seek all possible Federal and State reimbursement for mandated projects and/or programs.

COUNCIL POLICY MANUAL

- B.3.2 An aggressive collection system for all accounts receivable, including utility receivables, will be utilized to assure that monies due to the City are received in a timely fashion.
- B.3.3 Monthly reviews and periodic audits of Transient Occupancy Tax returns will be conducted.
- B.3.4 Monthly reviews and periodic audits of all major locally administered revenue sources will be conducted.
- B.3.5 Periodic point-of-sale audits for Sales Tax will be conducted.

B.4: Grants and Intergovernmental Assistance

- B.4.1 The use of intergovernmental grant assistance for routine programs will be discouraged. Intergovernmental grants may be used for special projects which strengthen a program, have a definable starting and ending date, and do not expand a service in such a way as to require the substitution of local funds to continue part or all of the service once intergovernmental assistance ends.
- B.4.2 Intergovernmental assistance may only be used to establish or expand a program when the Twenty-Year Resource Allocation Plan meets the following conditions:
 - The program is eliminated at the end of the intergovernmental funding period, or
 - The program continues with the requisite local funding in the Twenty-Year Resource Allocation Plan upon completion of intergovernmental funding
- B.4.3 A uniform grants application process must be utilized to assure that the City Council has the information necessary to make a decision regarding a potential intergovernmental grant. Staff should present to Council a Notice of Intent regarding a possible grant source which shall include at least the following information:
 - The grant being pursued and the use to which it would be placed
 - The objectives or goals of the City which will be achieved through use of the grant
 - The local match required, if any, plus the source of the local match
 - The increased cost to be locally funded upon termination of the grant
 - The ability of the City to administer the grant

B.5: User Fees

- B.5.1 User fees should be used to recover the cost of services that benefit specific segments of the community.
- B.5.2 User fees should be reviewed and adjusted at least annually to avoid sharp changes.
- B.5.3 User fees and charges should not exceed the City's full cost of providing the service.

COUNCIL POLICY MANUAL

- B.5.4 User fees should be established at a level which reflects the full cost of providing those services.
- B.5.5 The City Council may determine for any service whether a subsidy from the General Fund is in the public interest.
- B.5.6 User fees shall only be used when the cost of providing the service can be readily calculated and administered.
- B.5.7 User fees should be adopted by Council resolution and included in the Annual Fee Schedule.
- B.5.8 For fees and other charges not subject to administrative hearings, the City Manager or the City Manager's designees have the authority to waive fees, fines, interest, and/or penalties under the following circumstances:
- The fee or fine is for the first offense and the amount waived is \$20 or less, or
 - The balance due is less than \$10 and sending it to collections is not cost effective, or
 - City staff has determined waiving a portion of fees, fines, penalties, and/or interest maximizes the amount of revenue the City will collect and has received approval from the department director.

*Note: For additional user fee policies specific to the Utility Funds or the Community Recreation Fund, please see those sections under Enterprise Fund policies.

7.1C CAPITAL IMPROVEMENT POLICIES

C.1: Capital Improvement Plan

- C.1.1 An updated Twenty-Year Capital Improvement Plan shall be prepared on a two-year budget cycle.
- C.1.2 The City shall fund only those Capital Improvement Projects that are consistent with the adopted Capital Improvement Plan, City priorities, and General Plan goals.
- C.1.3 High priority should be given to replacing capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purposes.
- C.1.4 New or expanded capital improvements should maximize value and avoid duplication whenever possible by partnering with other entities to pool resources or share facilities.
- C.1.5 Priority will be given to the repair and replacement of existing infrastructure as compared to the provision of new or expanded facilities.
- C.1.6 The decision on whether to repair or to replace an existing capital asset will be based on which alternative is most cost-effective or provides the best value to the City.
- C.1.7 The operating impact of proposed capital projects, including ongoing operating expenditures, capital outlay, debt service, and infrastructure

COUNCIL POLICY MANUAL

replacement will be identified in the Capital Budget and considered in the selection of projects for funding.

- C.1.8 Staff will identify the estimated costs, potential funding sources, return on investment, project schedule and relationship to the General Plan for each capital project proposal before it is submitted to the Council for approval.
- C.1.9 Capital improvements should be maintained to the level required to adequately protect the City's capital investment and to minimize future maintenance and replacement costs.
- C.1.10 A Capital Projects Fund shall be used to account for major capital acquisition or construction projects associated with the General Fund and other governmental funds. The capital projects of the Utility Enterprise Funds shall be accounted for within the respective fund.
- C.1.11 The Infrastructure Renovation and Replacement Fund shall be used to account for projects related to the City's Long-Range Infrastructure Plan for the renovation and replacement of existing general City assets. Infrastructure projects related to the City's utilities shall be accounted for in the respective utility fund.

C.2: Funding

- C.2.1 Governmental capital improvements should be funded on a "pay-as-you-go" basis in most cases. Alternate financing strategies may be considered in light of the specific project and the consequences of each financing strategy.
- C.2.2 Development-related improvements such as sidewalks, curbs and gutters, street lights, and water and sewer lines should be funded by those directly benefiting from the improvements.
- C.2.3 The City will seek out and use intergovernmental funding sources for capital improvements, as is consistent with City priorities and General Plan goals.
- C.2.4 Funds for the replacement of City assets originally paid for by a developer should be included in the Capital Improvement Plan of the appropriate City fund.

C.3: Design and Evaluation

- C.3.1 The planning and design of capital improvements should be based on standards that minimize construction costs, while assuring acceptable useful life and reducing maintenance requirements. Value engineering processes will be utilized when necessary and appropriate.
- C.3.2 Budgeting for capital projects must reflect when the expenditures are scheduled to occur, using multi-year planning to ensure a reasonable time frame for projecting costs.
- C.3.3 Improvements should be designed with the following goals: to maximize energy efficiency, require minimal maintenance, create an efficient physical relationship for those working in the facility, provide adequate

capacity for the projected useful life, and to have the ability to accommodate future expansion with minimum remodeling costs.

7.1D LAND POLICIES

DELETED

See Council Policy 1.2.7

Acquisition, Leasing, and Disposition of City-Owned Real Property

7.1E RESERVE POLICIES

E.1: General Fund Reserves

- E.1.1 The General Fund Contingency Reserve will be maintained at 15% of operations costs in year one of the long-term plan, with annual increases based on projected increases in the Consumer Price Index. This reserve will only be utilized for non-fiscal emergencies or disasters as determined by Council.
- E.1.2 The sale of surplus property owned by the General Fund and any other one-time revenues shall be placed into a Reserve for Capital Improvement Projects to be used for capital improvement or expansion.
- E.1.3 The Twenty-Year Resource Allocation Plan (RAP) Reserve shall be used to levelize economic cycles and maintain stable service levels over the long term.
- E.1.4 The Budget Stabilization Fund will be a minimum of 15% of projected revenues for the first two years of the 20-year planning period. Beyond year two, the Budget Stabilization Fund will always have a balance of at least zero.
- E.1.5 The Service Level Set-Aside will be used to provide ongoing funds to increase service levels or add new services. Once used, this Set-Aside may be replenished according to economic conditions.
- E.1.6 Any other reserves may be established to segregate funds which are legally restricted to specific purposes.

E.2: Internal Service Fund Reserves

- E.2.1 The City will establish and maintain an Equipment Replacement Reserve to provide for timely replacement of the City's fleet, furniture and fixtures, technology and communication equipment.
- E.2.2 Reserve levels for each type of equipment will be established based on the lifecycle of existing assets accounted for in the appropriate Sub-Fund of the General Services Fund.
- E.2.3 Equipment replacement expenses should be amortized through the use of rental rate charges to be fully funded by users.

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- E.2.4 The Workers' Compensation Reserve shall be maintained at a level deemed adequate to meet projected liabilities as determined by an actuarial evaluation.
- E.2.5 The Liability and Property Reserves will be maintained at a level which, together with purchased insurance policies, will adequately indemnify the City's property and liability risk. A qualified actuarial firm shall be retained in order to recommend appropriate funding levels.
- E.2.6 An Actuarial Retiree Medical Reserve will be maintained at a level that is deemed adequate to meet projected liabilities as determined by an actuarial evaluation. This Reserve should meet the GASB reporting requirements for these future costs.
- E.2.7 Rate Uncertainty Reserves will be funded for those employee benefits expenditures exhibiting high volatility or significant increases. The reserves will ensure adequate funding while minimizing the effect on the funding of other City operations.

7.1F DEBT MANAGEMENT POLICIES

F.1: Debt Limits and Debt Capacity

- F.1.1 Total bonded indebtedness supported by General Fund revenues should not exceed 5% of assessed valuation of property within the City. Bond issues supported by the General Fund should be restricted to annual debt service of 5% of General Fund revenue.
- F.1.2 Land based financings should maintain a minimum property value-to-debt ratio of 3:1, with exceptions made for special circumstances at Council's discretion.
- F.1.3 Debt service should not affect the City's ability to meet future operating, capital and reserve requirements.

F.2: Debt Issuance

- F.2.1 Debt should be used only to finance improvements that cannot be paid for with current revenues, unless the purpose of the debt is to spread improvement costs over a longer period of time and ensure that future users become responsible for portions of the cost.
- F.2.2 There should be no short-term (debt) borrowing to support routine operations unless (a) the borrowing will be at a lower interest rate than the rate on invested funds, and (b) funds are available for routine operations.
- F.2.3 An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets.
- F.2.4 Bond issues should be scheduled to equalize annual debt service requirements to the degree that borrowing costs can also be minimized.
- F.2.5 Generally, the method of financing selected for debt issuance should be based on who will benefit and who should pay for the cost of improvements. The following are guidelines:

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- General Obligation Bonds – For major improvements that are of community-wide benefit and use, such as general municipal facilities and parks. These are funded by ad valorem taxes and require 2/3 voter approval.
- Assessments - For new subdivision improvements and for City improvements where the Council has determined that a specific benefiting group should be responsible for payment.
- Tax Increment Bonds - For improvements in the Redevelopment Project Area where rehabilitation or redevelopment is required. These bonds are financed by tax increment from the project to be developed.
- Certificates of Participation - Where backing by the full faith and credit of the City is the most cost-effective method. If this method is proposed, a full cost analysis will be done.
- Revenue Bonds (IDBs) – All City utility-related improvements shall be funded only from revenues of the respective utilities.
- Industrial Development Bonds – Issued to finance the construction or purchase of industrial, commercial, or manufacturing facilities to be leased or purchased by a private user. All IDBs shall be backed only by the credit of the user.

- F.2.6 The maximum term of each bond issue should be no longer than the expected useful life of the asset financed.
- F.2.7 Refunding of outstanding bond issues shall be considered if the net present value savings is at least 3%, or if it is necessary to remove a burdensome or restrictive bond covenant.
- F.2.8 The City will consider requests for conduit financing on a case-by-case basis, taking into consideration the borrower's credit worthiness, the purpose of the borrowing and its relationship to City priorities, and any impact on the City's financial position.
- F.2.9 Debt financings will generally be conducted on a competitive basis. However, negotiated financings may be used due to market volatility or the existence of an unusual or complex financing or security structure.
- F.2.10 Fixed or variable rate financing may be used, depending on the cost benefit to the City of each option.

F.3: Debt Management

- F.3.1 The City will diligently monitor its compliance with bond covenants and ensure adherence to federal arbitrage and disclosure regulations.
- F.3.2 Debt financing should not exceed the anticipated useful life of an improvement.
- F.3.3 The City will seek to maintain and, if possible, improve its current bond rating(s) in order to minimize borrowing costs and preserve access to credit.
- F.3.4 A Debt Service Reserve shall be maintained for each debt issue as required by the respective bond covenants.

7.1G ACCOUNTING POLICIES

G.1: Accounting Principles

- G.1.1 A Comprehensive Annual Financial Report (CAFR) will be prepared each year within six months of the close of the previous fiscal year.
- G.1.2 The CAFR shall be prepared in accordance with generally accepted accounting principles applicable to local governments, and shall receive an unqualified opinion by the City's independent auditor each year.
- G.1.3 The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting should be pursued annually.
- G.1.4 The accounting system shall provide a mechanism to fund accrued benefits liabilities.
- G.1.5 Pension obligations will be fully funded annually and current pension contributions will not be deferred to balance current expenditures.
- G.1.6 An integrated accounting and budgeting system will be maintained so that production and cost for each activity can be calculated and evaluated.
- G.1.7 The City Council shall be provided with periodic summary financial reports, by fund, comparing actual revenues and expenditures to budgeted amounts.
- G.1.8 The City shall maintain a full cost accounting system.
- G.1.9 A city-wide Cost Allocation Plan shall be developed to identify the cost of administrative support for all City departments and special funds.
- G.1.10 The "modified approach" to account for streets infrastructure capital assets, as defined by GASB No. 34, shall be utilized for the City's street network. The City Council will establish a range of acceptable condition levels for the street network on a biennial basis and the City Manager will set the actual target condition level(s) each year.
- G.1.11 The City shall establish such separate funds as required by law to account for grant funding and other revenues limited to specific use.
- G.1.12 Internal Service Funds shall be used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City.
- G.1.13 Internal Service Funds shall be used to equitably distribute facility, vehicle and equipment replacement and maintenance costs among City user departments and to assure that adequate funding is on hand to replace/maintain assets and pay liabilities.
- G.1.14 Internal Service Funds shall be maintained to account for employee benefits and to provide a mechanism to fully fund accrued benefit liabilities.

G.2: Internal Controls

- G.2.1 A system of effective internal controls shall be maintained that assures only properly authorized expenditures, recordings of financial transactions, and accounting entries are executed and provides for the physical security of City funds and assets.
- G.2.2 The City's Internal Audit function should conduct its work in accordance with generally accepted government auditing standards to ensure the independence of its findings.
- G.2.3 Periodic financial reviews will be conducted to assure that adequate internal controls exist, at a reasonable cost, and that fiscal practices are in compliance with Federal, State and City rules and regulations.
- G.2.4 Operational audits will be conducted to evaluate the efficiency and effectiveness of City functions.
- G.2.5 Performance audits will be conducted regularly on a schedule set by Council to verify that the performance data reported by each Department is complete, valid and accurate.
- G.2.6 The City's cash handling practices shall be reviewed at least quarterly, as required by the City Charter, in order to safeguard the City's cash assets.

7.1H PURCHASING POLICIES

H.1: Centralized Purchasing System

- H.1.1 Whenever possible, purchases will be made through a competitive bid or proposal process.
- H.1.2 Purchasing policies and procedures will be as fair and open as possible so that everyone involved will understand the elements of the process, including procedures, timelines, expectations, requirements, and criteria for supplier selection.
- H.1.3 A preference of 1% shall be given to local businesses in the evaluation of bids and proposals in the procurement of goods. Contracts exempt from this preference are:
- Emergency procurement
 - Sole source contracts
 - Contracts funded from grants, donations, or gifts with special conditions that specify otherwise
- H.1.4 Purchases of goods and services will be made from locally owned businesses whenever possible, in accordance with purchasing regulations.
- H.1.5 The City will actively seek opportunities to participate with other public agencies in the development of competitive bids that combine purchasing power to achieve volume pricing.
- H.1.6 City staff shall not use their position for personal gain in any procurement.
- H.1.7 Environmentally responsible procurement policies will be used where possible, to encourage recycling, reduce waste, conserve energy and natural resources and protect environmental quality.
- H.1.8 Technological advances that present more efficient and effective ways to purchase goods and services will be encouraged.

- H.1.9 An efficient and effective system of inventory management for City-stocked items and for sale or disposal or surplus items will be maintained.

7.II ENTERPRISE FUND POLICIES

I.1: Utility Fund Policies

I.1a: Accounting and Fund Management

- I.1a.1 The financial activities of each utility should be accounted for in a separate fund.
- I.1a.2 The City will assure that all direct and indirect costs of each utility are fully cost-accounted.
- I.1a.3 Expenses which are incurred to support more than one utility should be allocated to each utility in a manner that reasonably reflects the benefit received.
- I.1a.4 Each utility fund shall reimburse the General Fund, and/or other applicable funds, for the full cost of general government support services provided to that utility.
- I.1a.5 The user fees established for each utility will be reviewed annually and set at a level that will support the total costs of the utility, including direct and indirect costs and contributions to reserves set by Council policy.
- I.1a.6 In the event that any utility requires one-time resources from other City funds to support its operations, or that the utility provides resources to an unrelated program, the use of these funds should be accounted for as an inter-fund loan.
- I.1a.7 Debt service coverage should be maintained for each bond issue as required by the bond covenants.
- I.1a.8 No utility resources shall be used to fund unrelated General Fund services.

I.1b: Capital Program

- I.1b.1 Capital improvements associated with the existing infrastructure of a utility should be primarily funded from two sources: rate revenue and debt financing.
- I.1b.2 New improvements or expanded capacity in any utility should be funded by those benefiting through specific charges, such as connection fees, impact fees, or mitigation fees.
- I.1b.3 Local, state, and federal funding sources, such as grants and contributions, should be pursued for utility-related capital improvement projects consistent with City priorities.
- I.1b.4 Water and wastewater improvements should be designed and constructed to the size required to serve the City's capacity needs when fully developed plus any required redundancy to assure reliable operation and provision of service.

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- I.1b.5 Bonded debt financing should be used for capital improvements as appropriate to:
- Make cost recovery of an asset more consistent with its useful life
 - Equitably assign cost over multiple generations of customers who use the assets
 - Smooth near-term rate impacts of the project
- I.1b.6 Total bonded debt should equal no more than 30% of the utility's fixed assets.
- I.1b.7 Resources for the capital requirements of each utility such as bond proceeds or connection fees should be dedicated only for capital projects and not be used for ongoing maintenance and operations.
- I.1b.8 The annual depreciation expense of the assets of each utility should be set aside into a Rehabilitation and Replacement Reserve as a minimum funding level for system replacement.

I.1c: Reserves

- I.1c.1 A Contingency Reserve of 25% of operating expenses shall be maintained in the Water and Wastewater Funds to allow approximately 90 days of working capital in case of emergency.
- I.1c.2 A Contingency Reserve of 10% of operating expenses shall be maintained in the Solid Waste Fund. This lower reserve is appropriate because the asset value of the Solid Waste Fund is substantially smaller than the other city utilities, and because operations are performed by contract, with insurance and bonding requirements as part of the contract assuring the continued operation in the case of an emergency.
- I.1c.3 In the event that the Contingency Reserve of any utility fund is used it shall be replenished by the end of the following fiscal year or as soon as practical thereafter considering the circumstances that prompted the need to use the reserve.
- I.1c.4 A Capital Replacement Reserve shall be maintained in the SMaRT Station Replacement Fund to account for contributions from the three participating cities for the replacement of City-owned SMaRT Station equipment.
- I.1c.5 A Rate Stabilization Fund shall be maintained in each utility fund to levelize the rates and annual rate increases in light of fluctuations in financial requirements from year-to-year.
- I.1c.6 A Capital Rehabilitation and Replacement Reserve for each utility should be established to provide resources for the infrastructure replacement needs of the respective utility system. This reserve should act as a sinking fund for annual depreciation expense of the utility assets.
- I.1c.7 Debt service reserves should be maintained for each bond issue as required by the bond covenants.

I.2: Community Recreation Fund Policies

I.2a: Fund Management

- I.2a.1 The General Fund subsidy received by the Community Recreation Fund shall be fixed at the FY 2006/2007 level as the base year and increased annually by the inflation factor included in the recommended budget for the upcoming year.
- I.2a.2 Any increase in service levels by City Council not covered by an increase in revenues will result in a corresponding increase to the General Fund subsidy.
- I.2a.3 Any action by City Council to decrease revenues of the Community Recreation Fund not covered by a decrease in operating costs will result in a corresponding increase to the General Fund subsidy.
- I.2a.4 The infrastructure rehabilitation and replacement of all facilities on park land, including the golf courses and tennis center, will be funded first through the Park Dedication Fund if funds are available.
- I.2a.5 A Fee Waiver system should be provided to allow persons who are economically disadvantaged to participate in and utilize programs, facilities, and services provided by the Community Recreation Fund. The criteria for eligibility in this system shall be established by Council policy.

I.2b: User Fees

- I.2b.1 Golf fees shall be set annually utilizing market-based comparisons and included in the City's Annual Fee Schedule adopted by Council resolution.
- I.2b.2 User fees for recreation services shall be set administratively by the Director of Parks and Recreation in accordance with a documented methodology that depicts a relationship to cost recovery, market forces, and adjustments based on such factors as:
- Perceived benefit to the community
 - Pricing which favors Sunnyvale residents over non-residents
 - Target populations
 - Promotional and marketing considerations
- I.2b.3 The fees established administratively by the Director of Parks and Recreation shall be published at least twice a year.

I.2c: Reserves

- I.2c.1 The Community Recreation Fund shall maintain a Twenty-Year Resource Allocation Plan Reserve to stabilize economic cycles and maintain service levels over the long term.
- I.2c.2 Any fund balance remaining in the Community Recreation Fund shall remain in the Fund for use in subsequent years.

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- I.2c.3 The Community Recreation Fund will maintain a Co-op Sports Reserve to administer the after school intra-mural sports league programs at Sunnyvale Middle School and Columbia Middle School as required by agreement with the Sunnyvale School District.

(Adopted by Resolution 119-88; RTC 88-114 (3/15/88); Amended: RTC 06-353 (11/28/06); Amended: RTC 11-167 (8/9/11); Amended: RTC 12-196 (8/28/12); Amended: RTC 14-0205 (4/29/14))

Lead Department: Department of Finance

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Policy 7.1.5 Grants, Donations, Contributions and Sponsorships**POLICY PURPOSE:**

Allow the solicitation of donations, contributions and sponsorships, as well as the submittal of applications for grant monies, to support City programs, events and services.

POLICY STATEMENT:

1. The city manager may accept or reject donations, contributions and sponsorships, both solicited and unsolicited, of money, equipment and in-kind contributions to City Departments or the City in general up to \$100,000, so long as they do not require a local match or obligate the City to ongoing expenses not already planned in the City's Resource Allocation Plan. Donated funds will be expended for the specific purpose as agreed upon with the donor or for general purposes, as one-time supplements to the department's operating budget. Donations of equipment will be considered based on program outcomes, department goals and needs, maintenance costs and replacement costs. The donor must be informed in writing if the equipment is not to be replaced.
2. ~~Each donation will be evaluated for usefulness and costs of potential replacement and rental rates will be considered.~~ 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 Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant ~~will~~ould be placed; the objectives or goals of the City ~~that~~which 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. ~~For grants under the amount of \$5,000 under the amount of \$100,000 that do not have any local match requirement or ongoing expenses, external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The city manager is authorized to accept and administratively appropriate the grant funds.~~
32. For donations, contributions or sponsorships with values of \$100,000 or more, as estimated by the donor, a Report to Council will be written outlining its purpose and the advantages and disadvantages prior to acceptance. Authority to accept any such donation, contribution or sponsorship shall rest with the City Council. For

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COUNCIL POLICY MANUAL

monetary donations, it will be stated in the Report to Council if the gift is a one-time contribution for a specific purpose or a contribution where the principal could be invested and the interest used to support all or part of a special project or program for a number of years.

| **43.** The City cannot guarantee the tax deductibility of a donation, but may provide the donating party with a letter of acknowledgement and a statement of the City's intended use. The City cannot validate the donor's estimate of the fair market value of a non-cash donation.

| **54.** The City will not apply for grants, undertake sponsorships or accept contributions that:

- A. Require the City's written or spoken endorsement of commercial products, services, companies or individuals;
- B. Limit the City's ability to carry out its functions fully and impartially;
- C. Result in additional ongoing operating costs for which a funding source has not been identified and approved by Council;
- D. Restrict access to the City's event by the widest audience possible;
- E. Personally benefit individual City employees;
- F. Result in conflicts of interest;
- G. Expect City staff or policy makers to return the favor through action on a City program or policy (recognition appropriate to the level of contribution would not be considered as "returning the favor");
- H. Result in repeated solicitations from the same donor;
- I. Give a sponsor influence over the City and/or access to restricted information;
- J. Involve an association with gambling, tobacco, or pornography; or
- K. Imply City endorsement of political or religious views, or of contentious community issues.

Adopted: RTC #07-224 (July 24, 2007), Amended RTC #09-066 (March 10, 2009), Amended RTC #10-297 (November 9, 2010), Amended by Council Action (November 9, 2010)

Lead Department: Finance



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYVALE AMENDING RESOLUTION
651-14 ADOPTING THE BUDGET OF THE CITY OF
SUNNYVALE FOR THE FISCAL YEAR JULY 1, 2014
TO JUNE 30, 2015 RELATED TO THE CITY
MANAGER'S AUTHORITY TO APPROPRIATE
GRANTS**

WHEREAS, on June 24, 2014, the City Council approved the proposed budget for the 2014-2015 fiscal year and adopted Resolution 651-14 to that effect; and

WHEREAS, pursuant to Council Policy 7.1.5, the City Manager is authorized to apply for and accept all grants, subject to City Council notification, but the City Manager may only appropriate grant funds up to \$5,000; and

WHEREAS, for purposes of bureaucratic efficiency, the City Council desires to delegate authority to the City Manager to administratively appropriate qualified grant funds up to \$100,000, consistent with the City Manager's authority for contract approval; and

WHEREAS, it is necessary to amend the City's budget resolution, Resolution 651-14, to authorize the City Manager to appropriate certain types of grant funds up to \$100,000;

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

1. Resolution 651-14 adopting the budget of the City of Sunnyvale for the fiscal year July 1, 2014 to June 30, 2015, is hereby amended to add paragraph 4.A. to read as follows:

4.A. "The City Manager is authorized to appropriate, to the designated fund, grant revenue of up to \$100,000 from grants that meet the City Manager's authority for accepting and appropriating grant funds, as set forth in Council Policy 7.1.5. The City Manager is authorized to accept and appropriate grants up to \$100,000, so long as they do not require a local match or obligate the City to ongoing expenses not already planned in the City's Resource Allocation Plan. The City Manager may appropriate qualified grant funds up to \$100,000 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."

Adopted by the City Council at a regular meeting held on _____, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



City of Sunnyvale

Agenda Item

15-0050

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Review and Approve City's Code of Ethics and Conduct for Elected and Appointed Officials

DISCUSSION

This report represents Council's annual opportunity to review and revise the City's Code of Ethics and Conduct for Elected and Appointed Officials (hereafter referred to as "the Code" and depicted by Attachment 1). Council policy requires that this review be performed shortly after the selection of the Mayor and/or Vice Mayor each year.

The Code contains a section on ethical standards and a section on conduct which describes the manner in which officials should treat one another, City staff, constituents, and others with whom they may come in contact while representing the City.

No changes to the Code are proposed by staff. The City's boards and commissions that meet on a regular basis completed their annual review of the Code during the months of October 2014 - March 2015 and no specific suggestions were made to revise the Code. The Board of Building Code Appeals and the Personnel Board, which meet only on an as-needed basis, will complete the annual review at their next scheduled meeting.

EXISTING POLICY

2014 Code of Ethics and Conduct for Elected and Appointed Officials.

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 Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Review and approve the 2015 Code of Ethics and Conduct for Elected and Appointed Officials with no changes.

Prepared by: Lisa Natusch, Deputy City Clerk

Approved by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Proposed 2015 Code of Ethics and Conduct for Elected and Appointed Officials



City of Sunnyvale

2015 Code of Ethics and Conduct for Elected and Appointed Officials

"Conduct is three-fourths of our life and its largest concern."

-- Matthew Arnold

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For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

Policy Purpose

The Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A. ETHICS

The citizens and businesses of Sunnyvale are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Sunnyvale Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Sunnyvale City Council has adopted a Code of Ethics and Conduct for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale City Council, boards and commissions.
2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of California and the City of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Sunnyvale City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.
4. Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

5. Conduct of Public Meetings. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. Communication. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

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Councilmembers and board and commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Sunnyvale City government as outlined by the Sunnyvale City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, constituents, and others they come into contact with in representing the City of Sunnyvale. It reflects the work of a Council Policy and Protocol Subcommittee that was charged with defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The Subcommittee also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

1. Elected and Appointed Officials' Conduct with One Another

"In life, courtesy and self-possession, and in the arts, style, are the sensible impressions of the free mind, for both arise out of a deliberate shaping of all things and from never being swept away, whatever the emotion, into confusion or dullness."

-- William Butler Yeats

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Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

1(a). In Public Meetings

Use formal titles

Elected and appointed officials should refer to one another formally during public meetings, such as Mayor, Vice Mayor, Chair, Commissioner or Councilmember followed by the individual's last name.

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception. During a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the

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board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

1(b). In Private Encounters

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if this E-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

In private, board and commission members may communicate at any time and on any subject with the City Council, and may express to Council individual viewpoints and opinions.

2. Elected and Appointed Officials' Conduct with City Staff

"Never let a problem become an excuse."

-- Robert Schuller

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Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Member questions/inquiries to City staff

1. General. Council and board/commission communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.
2. Routine Requests for Information and Inquiries. Members may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The city manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Members may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?").
4. Non-Routine Requests Requiring Special Effort. Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the city manager, or to the city attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along El Camino Real?"). The city manager (or city attorney as appropriate) shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers (if originating from a Councilmember), relevant board or commission members (if originating from a board or commission member), the city manager, the city attorney as appropriate and affected department directors.
5. Meeting Requests. Any member request for a meeting with staff must be directed to the city manager or city attorney, as appropriate.
6. Public Safety Restrictions. Under certain circumstances, requests for information regarding operations or personnel of the Department of Public Safety may be legally restricted. Applicable statutes include: The Peace Officers' Procedural Bill of Rights (California Government Code

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Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for peace officers in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of Department of Public Safety information and records.

Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Comments about staff in the office of the city attorney should be made directly to the city attorney. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

Do not get involved in administrative functions

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. [See Code of Ethics] The Sunnyvale City Charter, Section 807, also contains information about the prohibition of Council interference in administrative functions.

Check with City staff on correspondence before taking action

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized under the City's policies governing volunteers. (Council Policy 7.2.19, Boards and Commissions.)

Limit requests for staff support

Routine secretarial support will be provided to all Councilmembers. The Council Executive Assistant opens all mail for Councilmembers, unless a Councilmember requests other arrangements. Mail addressed to the Mayor is reviewed first by the city manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations – should be made to the city manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

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Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

3. Elected and Appointed Officials' Conduct with the Public

"If a man be gracious and courteous to strangers, it shows he is a citizen of the world, and that his heart is no island cut off from other lands, but a continent that joins to them."

-- Francis Bacon

3(a). In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with care and gentleness. While questions of clarification may be asked, the official's primary role during public testimony is to listen.

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

Be fair and equitable in allocating public hearing time to individual speakers.

"The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should not be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?"). Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed ten. If many speakers are anticipated, the chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the chair requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

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Give the appearance of active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment prior to the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are serving in a quasi-judicial capacity.

Ask for clarification, but avoid debate and argument with the public

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance

Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings

The city attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The chair, subject to the appeal of the full Council or board/commission makes final rulings on parliamentary procedure.

3(b). In Unofficial Settings

Make no promises on behalf of the Council, board/commission or City

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

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Remember that despite its impressive population figures, Sunnyvale is a small town at heart. Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

4. Council Conduct with Other Public Agencies

*"Always do right. This will gratify some people and astonish the rest."
-- Mark Twain*

Be clear about representing the City or personal interests

When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose.

When representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Correspondence also should be equally clear about representation

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the Council Executive Assistant to be filed in the Council Office as part of the permanent public record.

City letterhead should not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

5. Council Conduct with Boards and Commissions

*"We rarely find that people have good sense unless they agree with us."
--Francois, Duc de La Rochefoucauld*

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful to only express personal opinions

Councilmembers may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a board or commission meeting should be

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clearly made as individual opinion and not a representation of the feelings of the entire City Council.

Limit contact with board and commission members to questions of clarification

It is inappropriate for a Councilmember to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact board or commission members in order to clarify a position taken by the board or commission.

Remember that boards and commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

Keep political support away from public forums

Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

6. Conduct with the Media

"Keep them well fed and never let them know that all you've got is a chair and a whip."

-- Lion Tamer School

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Councilmembers are frequently contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

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The Mayor is the official spokesperson for the City on City positions.

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

*"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry;
for whatever a man's actions are, such must be his spirit."*

-- Demosthenes

Model of Excellence

City Councilmembers, Board and Commission Members, and Council appointees who do not sign the Model of Excellence (Appendix A) shall be ineligible for intergovernmental assignments or Council subcommittees.

Ethics Training for Local Officials

City Councilmembers, Board and Commission Members, and Council appointees who are out of compliance with State- or City-mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council sub-committees, and may be subject to sanctions.

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Councilmembers should refer to the city manager any City staff or to the city attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Councilmembers Behavior and Conduct

Compliance and Enforcement. The Sunnyvale Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Sunnyvale City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to

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intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Sunnyvale or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

Board and Commission Members Behavior and Conduct

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

The City Council may impose sanctions on board and commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the city attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

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

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the

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investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

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

Under the City Charter, the City Council also may remove members of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered a basis for challenging the validity of a Council, board or commission decision.

D. PRINCIPLES OF PROPER CONDUCT

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals ... respect for the validity of different opinions ... respect for the democratic process ... respect for the community that we serve.

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E. CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

F. GLOSSARY OF TERMS

attitude	The manner in which one shows one's dispositions, opinions, and feelings
behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum	Suitable; proper; good taste in behavior
manners	A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow member considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard

G. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Sunnyvale Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Sunnyvale City Council or the City's boards and commissions established by the City Charter, City Ordinance or Council policy.

board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Sunnyvale Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

(Adopted: RTC 08-113 (4/8/08), Update: RTC 09-036 (2/3/09); Updated: RTC 09-047 (2/24/09); Approved with no changes: RTC 10-078 (3/23/10); Approved with no changes: RTC 11-058 (3/29/11); Approved with no changes: RTC 12-067 (3/20/2012); Updated: RTC 13-060 (3/19/13); Approved with no changes: RTC 14-0211 (3/18/14); RTC 15-0050 (3/24/15)

Lead Department: Office of the City Manager

APPENDIX A - Model of Excellence Member Statement

MODEL OF EXCELLENCE

Sunnyvale City Council, Boards and Commissions

MEMBER STATEMENT

As a member of the Sunnyvale City Council or of a Sunnyvale board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Sunnyvale;
- Treat all people with whom I come in contact in the way I wish to be treated;

I affirm that I have read and understood the City of Sunnyvale Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

City Council Seat #____

For ease of reference in the Code of Ethics and Conduct, the term “member” refers to any member of the Sunnyvale City Council or the City’s boards and commissions established by the City Charter, City Ordinance or Council policy.



City of Sunnyvale

Agenda Item

15-0100

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Approve the Downtown Sunnyvale Business Improvement District Annual Report for Fiscal Year 2014/2015 and Adopt the Resolution of Intention to Reauthorize the Downtown Sunnyvale Business Improvement District for Fiscal Year 2015/2016

BACKGROUND

A Business Improvement District (BID) is a private sector funding tool that provides funding for specific activities that must be reauthorized yearly by the City Council at the request of the BID Board. Businesses pay into the BID based on the benefit they receive as members of the district. The funds collected can only be used for projects within the BID boundaries. The BID maintains full control of all BID funds collected, which is a strong sales tool when asking for support from business owners at the time of the BID annual renewal.

Per Sunnyvale Municipal Code 3.60.050, Establishment of the benefit assessment, the formula for calculating the BID assessment amount is determined by the BID Board and enacted by the City Council. Assessments are levied on businesses on the basis of relative benefit from the activities to be funded. The City collects the assessment fee and forwards the collected funds to the BID. The City charges the BID a fee for administrative costs associated with this service.

Downtown Sunnyvale BID

Approximately 160 businesses are located in the BID area, bounded by Sunnyvale, Iowa, Mathilda and Evelyn Avenues. The current BID Board Members are:

Joe Antuzzi, Il Postale Restaurant
Gary Gold, Dr. Gary Gold & Associates
Leigh Odum, Leigh's Favorite Books
Kathy Johnson, Broadcom
Donna Lang, Tangerine Gifts & Accessories
Johnny Sevey, Rok Bistro
Joel Wyrick, SDA/BID Executive Director (non-voting member)

EXISTING POLICY

Sunnyvale Municipal Code Sections - Downtown Sunnyvale Business Improvement District:

- 3.60.050. Establishment of benefit assessment.
- 3.60.060. Purpose and use of benefit assessments.
- 3.60.110. Annual Budget Process
- 3.60.120. Decisions regarding expenditure of funds.

General Plan, Land Use and Transportation Element

Policy LT-7.4 Create a strong, identifiable central business district that provides regional and citywide shopping opportunities.

ENVIRONMENTAL REVIEW

This matter is not a project within the meaning of CEQA because the creation of government funding mechanisms or other government fiscal activities do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment. (Guideline 15378(b)(4))

DISCUSSION

As part of the annual Downtown Sunnyvale Business Improvement District (BID) reauthorization, the BID Board (Board) is presenting the BID Annual Report and Budget for fiscal year 2014/2015 for Council Approval (Attachment 1). Council is also being asked to adopt a Resolution of Intention (ROI) (Attachment 2) to begin the BID renewal process for fiscal year 2015/2016.

The Board is requesting that the BID be renewed for fiscal year 2015/2016. As of February 6, 2015, the BID collected a total of \$31,042 in assessments for fiscal year 2014/2015. The proposed BID budget, as approved by the BID Board, for fiscal year 2015/2016 is \$131,580. This proposed budget includes \$32,000 from assessments and \$99,580 from special events, such as the Summer Music Series and the Jazz & Beyond Series.

The Sunnyvale Downtown BID is mainly a marketing organization. In fiscal year 2014/2015, the BID continued to produce events to attract visitors to Downtown Sunnyvale. Some of the events included the Summer Music Series, the Jazz & Beyond Series, and the Holiday Tree Lighting. These events attracted members of the Sunnyvale community as well as visitors from surrounding cities and continue to provide close to 75% of the BID's annual revenue. Additional marketing continues on the DowntownSunnyvale.com site and an updated downtown business directory.

If Council adopts the ROI, a public hearing is required to receive input from businesses regarding their issues, concerns, and support of the BID. The BID cannot be reauthorized if businesses within the BID boundaries paying more than 50% or more of the assessment file a protest. If reauthorized, the BID will use the same boundaries, benefit zones, and assessment methodology as in past years (Attachment 3).

In order for the BID to be reauthorized for fiscal year 2015/2016, Council must approve the BID's Annual Report and must adopt the ROI. The ROI describes proposed boundaries as well as the time and place for the public hearing, scheduled for April 28, 2015. Notice of the public hearing on the BID will be published in a local newspaper such as the *Sunnyvale Sun* or the *San Jose Mercury News*. The adopted ROI will be mailed to all BID members and meeting notices will be emailed by BID staff. The City Council must hold the public hearing on April 28, 2015, to consider all oral and written protests received on or before that date regarding the BID reauthorization for fiscal year 2015/2016.

FISCAL IMPACT

Staff time from the Department of Finance is provided at an estimated cost of \$2,500 annually for the administration of the assessment. Because these costs are reimbursed by the BID, there is no impact to the General Fund 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 Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website. Additional outreach was done by the BID Board through email communications to their members.

RECOMMENDATION

Approve the fiscal year 2014/2015 BID Annual Report and Adopt the Resolution of Intention, and schedule a public hearing for April 28, 2015, to reauthorize the Business Improvement District for fiscal year 2015/2016.

Prepared by: Maria Rodriguez, Administrative Analyst

Reviewed by: Connie Verceles, Economic Development Manager

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. BID Annual Report and Budget
2. Resolution of Intention to Reauthorize the Downtown Sunnyvale Business Improvement District for Fiscal Year 2015/2016
3. BID Benefit Zones and Assessment Methodology



February 3, 2015

TO: Mayor and City Council members
City of Sunnyvale

FROM: Joel Wyrick & The BID Board
Sunnyvale Downtown Association (SDA)

RE: Annual Report - State of the BID/SDA

Dear Sirs and Ma'am,

First of all I'd like to thank you for your matching BID support and attendance to our events. We are looking forward to another great year for the City of Sunnyvale. On January 7, 2014 the Board of Director's approved the renewal of the BID. Attached (Exhibit A) is a copy of the SDA's expense & revenue report for July 1, 2014 through June 30, 2015 along with projections and proposed activities and improvements for the 2015/16 fiscal year.

Past

Our start-up funding comes from the BID, which amounted to approximately \$31,042. For our 2014/15 fiscal year the SDA staff and Board decided to use the monies to produce: Summer Series Music + Market, The Jazz & Beyond Series, Game Day! and the Holiday Tree Lighting. The production of last year's events grossed 97k from the sales, sponsorships and grants.

Present/For the Year

The Board approved the Executive Director's annual budget and his recommendations for the upcoming 2015 year.

Event Revenue & Overview

All events stayed within budget and virtually "status quo" as with the attendance. The Holiday Tree Lighting has no sales associated with the event but turns a profit due to very little City service fees attached to the event and good sponsorship support. Due to great weather for the Holiday Tree lighting attendance was the best in recent years at approximately 500 people. Game Day! was a first time event. Game Day! was our celebration of the opening of Levi Stadium. Attendance was about 600 people which we thought was good for this first time event. Those who attended raved it. The cost for this event is rather costly due to the outdoor big screen and duration of the event at about 10 hours. Depending on our budget, if we were to make any cuts it would more than likely be this event. The SDA is also considering an event called "Carnigras". This would be a winter event (Feb. or Mar.) used as a filler for our calendar year.

Event Sponsorships

Staff was able to secure strong sponsorships and partnerships for last year's events. Continual support has come from Broadcom, BRE, Carmel Properties, and Palo Alto Medical Foundation.

Future

The BID Board strongly recommends that we continue the BID assessment. The BID serves as the SDA's seed money. Without the BID, we couldn't provide the services and events to our community. The BID will continue producing quality events and promoting downtown Sunnyvale as a good place to visit, shop and do business. These events are especially important to continue to attract patrons to downtown.

The BID is a self-imposed tax of the downtown businesses. Outside of paying their standard fees, taxes and licenses associated with owning and operating a business these businesses have been and continue to reach into their pockets and come up with additional monies to: promote market and create events for the City of Sunnyvale and our community.

Commercial marketing and promotion will continue. Resources for marketing will include local and regional publications. Maintenance of the SunnyvaleDowntown.com and Facebook sites will continue in order to maintain an internet presence.

Overview

2014 was a better year for us. The bay area economy picked up and with that came an uptick in business for the retailers. The former Town & Country site completed all of their phases. The two developers, BRE and Carmel Partners are now at 97% occupancy bringing over 300 hundred new residences to our downtown core. The ground floor of these two projects brought us new retail space. By July 2015 we hope to have 100% retail occupancy as well. New tenants include but not limited to: Nom Burger, Philz Coffee, The Sandwich Spot and Flywheel Sports. We will continue to uphold our mission to promote, advocate and enhance the vitality of downtown Sunnyvale, seek out ways to create an even more attractive downtown for the community, its visitors and give many others a reason to live in our downtown and surrounding neighborhoods.

Thank you for your support and once again please support our request to continue the BID assessments.

If you have any questions please do not hesitate to call the SDA at 408-516-7217.

Board of Directors

Joe Antuzzi, Board Chair
Leigh Odum, Secretary
Donna Lang, Member-At-Large

Dr. Gary Gold, Vice Chair
Kathy Johnson, Member-At-Large
John Sevey, Member- At-Large

SDA ORGANIZATION EXPENSE & REVENUE REPORT				2014-15	2015-16	Notes & Comments
				actual	projected	Projected
EXPENSES						
	Advertising, Promotion & Marketing			\$ 170.00	\$ -	print and/or 49er mktg exposure
	City Fees			\$ 761.76	\$ 800.00	BID
	Commissions & Fees (memberships, etc.)			\$ 3,930.00	\$ 4,000.00	
	Conferences, meetings & seminars (attended)			\$ -	\$ -	
	Contract Labor			\$ 39,600.00	\$ 39,600.00	
	Dues/Subscriptions/Contributions			\$ -	\$ -	
	Employee Health Benefits			\$ -	\$ -	
	Events (costs directly associated with the event)					
	Summer Series Music + Market			\$ 47,892.00	\$ 48,000.00	incl stage
	Jazz & Beyond			\$ 20,122.00	\$ 22,000.00	
	Holiday Christmas Tree Lighting			\$ 4,027.00	\$ 4,500.00	
	Magic of Sunnyvale Wine & Food Stroll			\$ -	\$ 11,000.00	pending for FY 14/15-will happen for May 2015
	Game Day			\$ 11,064.00	\$ -	based the expenses from a single event/ wine stroll
	St Patty's					
	Carnival			\$ -	\$ 8,500.00	
	Sub Total Events			\$ 83,105.00	\$ 94,000.00	
	Finance Services Charges				\$ -	
	Insurance					
	General			\$ 5,302.00	\$ 5,400.00	
	Directors & Officers			\$ -	\$ -	
	Workman's Compensation			\$ -	\$ -	
	Janitorial & Cleaning			\$ -	\$ -	
	Legal & Accounting			\$ 462.00	\$ 496.00	
	Audit			\$ -	\$ -	
	Legal			\$ -	\$ -	
	Maintenance, Beautification & Repair (incl murphy lights)			\$ -		
	Office Supplies			\$ 100.00	\$ 100.00	
	Payroll Taxes			\$ -	\$ -	
	Postage			\$ -	\$ -	billed to individual projects
	Printing & Reproduction			\$ -	\$ -	billed to individual projects
	Purchases			\$ -	\$ -	
	Rent			\$ 2,393.00	\$ 2,400.00	(no office 2012 - PO box & Pod)
	Staff Salaries				\$ -	none we subcontract everything
	Supplies (non office)			\$ 227.00	\$ 250.00	
	Taxes, Licenses & permits)			\$ 781.00	\$ 800.00	
	Telephone/ Internet/Website			\$ 840.00	\$ 1,260.00	
	Travel & Entertainment			\$ -	\$ -	research
	Utilities			\$ -	\$ -	
	Visitor's Guide			\$ -	\$ 5,000.00	pending for FY 14/15-scheduled for May 2015
	Contingency 5%			\$ -	\$ 12,405.30	
TOTAL EXPENSES				\$ 137,671.76	\$ 149,106.00	

SDA ORGANIZATION EXPENSE & REVENUE REPORT				2014-15	2015-16	Notes & Comments
				actual	projected	
REVENUE						
CONTRIBUTED & SPONSORSHIP INCOME						
Grants						
City/Government						
Community Events Grant				\$ -	\$ -	based on last year amounts
Matching BID or Sponsorship				\$ 15,000.00	\$ -	
Corporate/Foundations						
Mitigation				\$ -	\$ -	
Other						
SUBTOTAL - GRANTS				\$ 15,000.00	\$ -	
Projects & Events Sales (incl. vendors)						
Summer Series Music + Market				\$ 61,204.00	\$ 62,000.00	sponsorships included in revenue
Jazz & Beyond				\$ 25,326.00	\$ 25,080.00	sponsorships included in revenue
Holiday Tree Lighting Celebration				\$ 7,300.00	\$ 7,500.00	all sponsorships there is no revenue
Magic of Sunnyvale Wine Stroll				\$ -	\$ 5,000.00	pending for FY 14/15 - scheduled for May 2015
Game Day				\$ 4,569.00	\$ -	based the revenue from one summer series sales
Carni Gras						pending potential sponsorships
SUBTOTAL - PROJECTS & EVENTS				\$ 98,399.00	\$ 99,580.00	revenue includes corp. sponsorships
SDA Memberships						
BID Fees				\$ 31,042.00	\$ 32,000.00	
Misc				\$ 1,625.00	\$ -	stage rental to outside agencies
SUBTOTAL - SDA MEMBERSHIPS				\$ 32,667.00	\$ 32,000.00	
TOTAL REVENUE				\$ 146,066.00	\$ 131,580.00	
NET PROFIT/LOSS				\$ 8,394.24	\$ (17,526.00)	

Proposed Improvements and Activities for Fiscal Year 2015/2016

1) Income

Zone A: 38 businesses paying an average annual benefit fee of \$426.	\$16,200
Zone B: 22 businesses paying an average of \$209.	\$ 4,600
Zone C: 110 businesses paying an average of \$102.	\$11,200
<hr/> Total potential BID annual collections	<hr/> \$32,000
Revenues from SDA special events/grants/sponsorships	\$99,580
<hr/> Total BID Program annual budget	<hr/> \$131,580

2) Expenditures

<u>Program</u>	<u>Amount</u>	<u>Percent</u>
1) Commercial Marketing Program	\$105,264	80%
a) Advertising and promotion		
b) Theme development		
c) Special events and activities		
d) Visitor attraction		
2) Programs Administration and BID Management	\$26,316	20%
<hr/> Totals	<hr/> \$131,580	<hr/> 100%

(Figures rounded to nearest whole number)

RESOLUTION NO. ____-15

**RESOLUTION OF INTENTION OF THE CITY COUNCIL
OF THE CITY OF SUNNYVALE TO REAUTHORIZE THE
DOWNTOWN SUNNYVALE BUSINESS IMPROVEMENT
DISTRICT FOR FISCAL YEAR 2015/2016 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 2014-2015.
4. Annual Report. A Report with a detailed description of the improvements and activities attached hereto as Exhibit "A" is on file in the office of the City Clerk and is included in the Report to Council No. 15-0100.
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 2014-2015.
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 assessment is hereby set for April 28, 2015, 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, 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, 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 shall occur for a period of one year.

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 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 _____, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit "A" – Proposed Improvements and Activities

EXHIBIT A

Proposed Improvements and Activities for Fiscal Year 2015/2016

1) Income

Zone A: 38 businesses paying an average annual benefit fee of \$426.	\$16,200
Zone B: 22 businesses paying an average of \$209.	\$ 4,600
Zone C: 110 businesses paying an average of \$102.	\$11,200
<hr/>	
Total potential BID annual collections	\$32,000
<hr/>	
Revenues from SDA special events/grants/sponsorships	\$99,580
<hr/>	
Total BID Program Annual budget	\$131,580

2) Expenditures

<u>Program</u>	<u>Amount</u>	<u>Percent</u>
1) Commercial Marketing Program	\$105,264	80%
a) Advertising and promotion		
b) Theme development		
c) Special events and activities		
d) Visitor attraction		
2) Programs Administration and BID Management	\$26,316	20%
<hr/>		
Totals	\$131,580	100%

(Figures rounded to nearest whole number)

Benefit Zones and Assessment Methodology

	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:

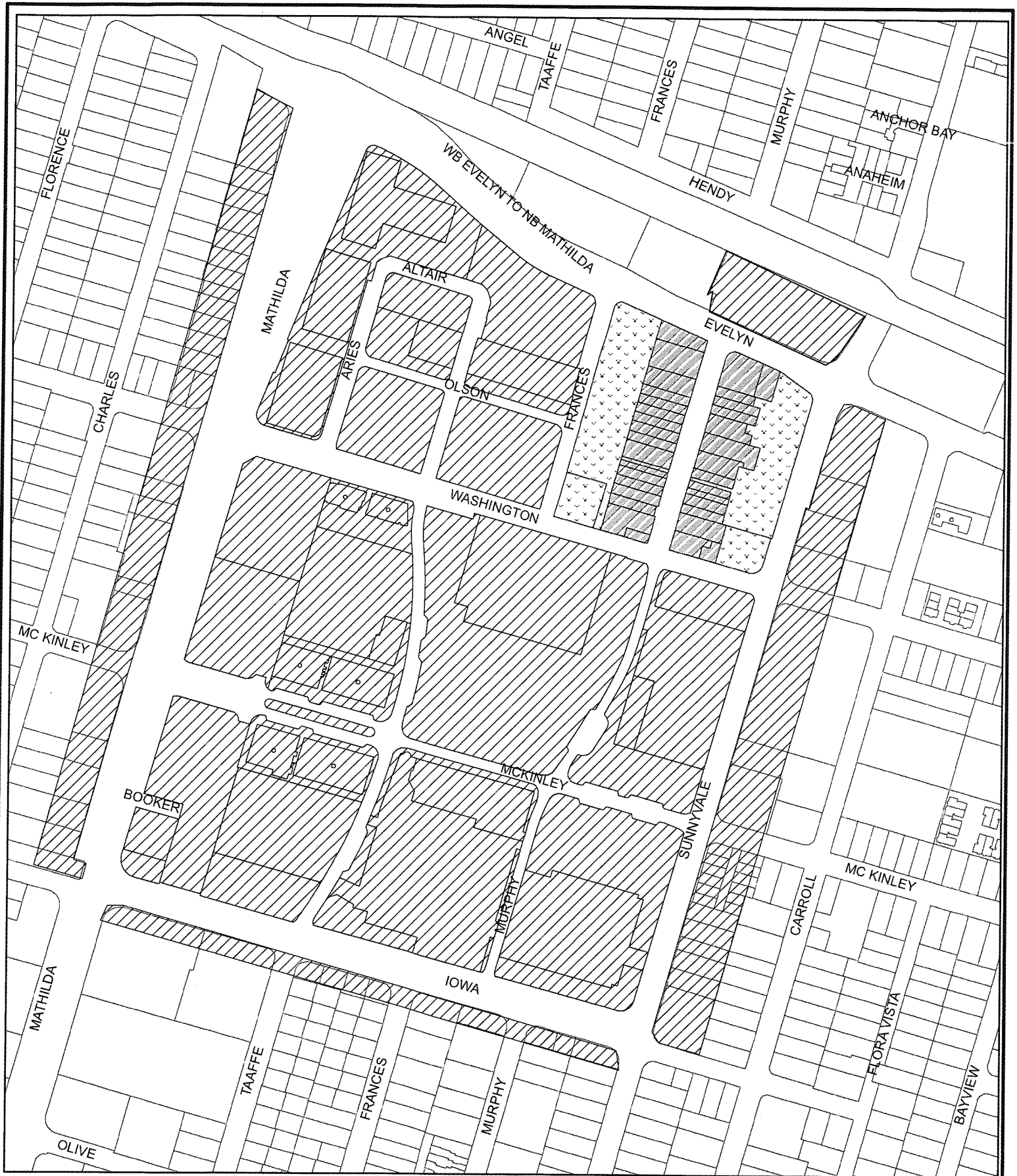
Retail and Restaurant: Businesses that buy and resell goods, examples are clothing stores, shoe stores, office supplies as well as businesses that sell prepared foods and drinks.

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 BUSINESS IMPROVEMENT DISTRICT ZONES

0 75 150 300 Feet



Legend

- ZONE A
- ZONE B
- ZONE C



City of Sunnyvale

Agenda Item

15-0353

Agenda Date: 3/24/2015

SUBJECT

Adopt Ordinance No. 3054-15 Awarding Nonexclusive Franchise to A Orange Cab, Inc.

RECOMMENDATION

Adopt Ordinance No. 3054-15.

ATTACHMENT

1. Ordinance No. 3054-15

ORDINANCE NO. 3054-15

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE AWARING NONEXCLUSIVE FRANCHISE
TO A ORANGE CAB, INC.**

WHEREAS, Chapter 5.36 of the Sunnyvale Municipal Code establishes a procedure for the consideration and award of nonexclusive taxi franchises by the City of Sunnyvale; and

WHEREAS, A Orange Cab, Inc., has applied for a nonexclusive taxicab franchise; and

WHEREAS, public notice in accordance with Sunnyvale Municipal Code Section 5.36.070 has been given that the City Council of the City of Sunnyvale would hold a public hearing for the purpose of determining whether to award the franchise; and

WHEREAS, the City Council finds that it would be in the best interest of the City of Sunnyvale to award a nonexclusive franchise for taxicab service to the applicant;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. FRANCHISE GRANTED. The City of Sunnyvale hereby grants to A Orange Cab, Inc., (hereinafter "Franchisee"), a nonexclusive Franchise for taxicab service within the corporate boundaries of the City of Sunnyvale as such boundaries presently exist or as they may be changed during the term of this Franchise. The Franchisee shall conduct its operations under the Franchise in strict compliance with Sunnyvale City Charter and Chapter 5.36 of the Sunnyvale Municipal Code, and any amendments thereto, together with all applicable laws and regulations of the State of California, the United States or any regulatory agency having jurisdiction.

SECTION 2. TERM. The term for which this Franchise is granted shall be two years commencing March 15, 2015, and ending at 12:00 midnight on March 14, 2017.

SECTION 3. CONSIDERATION. The Franchisee shall pay quarterly to the City as consideration for the granting of this Franchise the amounts per vehicle as set forth in the City's Master Fee Schedule, which is incorporated by reference herein.

SECTION 4. USE OF CITY STREETS. The Franchisee hereby is given permission to use City streets for the purpose of providing taxicab service in accordance with the terms of this ordinance and the franchise agreement.

SECTION 5. GENERAL CONDITIONS. This Franchise is granted subject to the terms and conditions set forth in Exhibit A, "Taxicab Franchise and Agreement" attached and

incorporated.

SECTION 6. ACCEPTANCE OF FRANCHISE TERMS AND CONDITIONS. This Franchise shall not become effective until the Franchisee accepts the Franchise by executing the Taxicab Franchise Agreement within ten (10) days after adoption of this ordinance.

SECTION 7. APPROVAL OF FRANCHISE AGREEMENT—EXECUTING AND ATTESTING. The Taxicab Franchise Agreement is hereby approved, and the City Manager is authorized to execute it on behalf of the City.

SECTION 8. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 9. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project that has the potential for causing a significant effect on the environment.

SECTION 10. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 11. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on March 17, 2015, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on _____, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk

Mayor

Date of Attestation:

(SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

TAXICAB FRANCHISE AND AGREEMENT (A Orange Cab, Inc.)

THIS FRANCHISE AND AGREEMENT, dated _____, is between the CITY OF SUNNYVALE, a municipal corporation of the State of California (herein "City"), and A ORANGE CAB, INC., a California corporation (herein "Franchisee").

RECITALS

WHEREAS, Franchisee has filed a verified application of a nonexclusive Franchise to operate a taxicab service pursuant to Chapter 5.36 of the Sunnyvale Municipal Code; and

WHEREAS, on _____, 2015, the City Council passed and adopted Ordinance No. _____-15, after Notice and Public Hearing, approving issuance of such Franchise;

NOW, THEREFORE, in consideration of the award of a non-exclusive Franchise and of the mutual covenants and conditions as set forth herein, it is agreed as follows:

1. City grants to Franchisee a nonexclusive Franchise to use the public streets, ways, alleys and places, as the same now or may hereafter exist, within the corporate limits of the City of Sunnyvale as they presently exist or as they may be changed during the term of this Franchise by annexations or detachments, in connection with furnishing the City of Sunnyvale and its inhabitants with taxicab service for a term of two (2) years, beginning March 15, 2015, and ending at midnight on March 14, 2017.

2. The Franchisee during the term of this Franchise shall pay to the City the consideration based on the number of vehicles in service under the Franchise, as set forth in the City's Master Fee Schedule, which is incorporated by reference herein.

3. The Franchisee shall:

A. Appear and defend all actions against the City arising out of the exercise of the Franchise and shall indemnify and save City, its officers, employees and agents harmless of and from all claims, demands, actions or causes of action of every kind and description resulting directly or indirectly, arising out of, or in any way connected with, the exercise of the Franchise.

B. Obtain and keep in force during the term of the Franchise insurance in compliance with the requirements of Sunnyvale Municipal Code Section 5.36.300.

C. Comply with all other requirements of Sunnyvale Municipal Code Chapter 5.36 and any amendments thereto, and with all applicable laws and regulations of the State of California, and all applicable laws and regulations of the United States, or any

regulatory agency having jurisdiction. Franchisee shall establish a controlled substance and alcohol certification program. The program shall be included in a written company policy. Each driver must sign for receipt of said policy, and the receipt shall be retained by Franchisee. A copy shall be provided to the Department of Public Safety upon request. Every driver shall test negative for controlled substances as specified in 40 CFR Part 40 and 49 CFR Part 382.

4. The Franchise granted hereunder shall not be assignable, either voluntarily or by operation of law, without the prior approval of the City Council, by resolution. At least forty-five (45) days prior to the date for the formal transfer of such interest or ownership, the Franchisee shall so notify City in writing. If the Franchisee at any time during the term of this Franchise becomes insolvent, or if any proceeding in bankruptcy shall be instituted by or against the Franchisee, or if the Franchisee shall be adjudged bankrupt or insolvent by any court, or if a receiver or trustee in bankruptcy, or receiver of any property of the Franchisee shall be appointed in any suit or proceeding brought by or against the Franchisee, or if the Franchisee shall make an assignment for the benefit of creditors, then and in each and every such case this Franchise and the rights and privileges granted thereby shall immediately cease, and be forfeited and cancelled, without notice and without suit or other proceeding.

5. If the Franchisee at any time during the term of this Franchise shall sell, exchange or otherwise transfer more than one-half of the equity interest in or ownership of the taxicab service business, whether with or without the property, equipment or other assets in connection therewith, permitted to be operated by the Franchise granted hereunder, the City Council shall have the right to cancel and revoke the Franchise following a hearing held after then (10) days' written notice thereof to the Franchisee. The right to cancel and revoke the Franchise shall not be triggered by any mortgage or deed of trust made in good faith by the Franchisee.

6. This Franchise and Agreement may be amended by the City during its term with the consent of the Franchisee.

7. The Franchise is granted to and is accepted by the Franchisee upon the express condition that the public streets, ways, alleys and places shall be used and taxicab service furnished in strict compliance with the terms of this Franchise Agreement, the Sunnyvale City Charter, and all applicable provisions of the Sunnyvale Municipal Code.

IN WITNESS WHEREOF, the parties have executed this Agreement.

"FRANCHISEE"

A ORANGE CAB, INC.,
A California Corporation

By _____
JORAWAR SINGH
President

"CITY"

CITY OF SUNNYVALE,
A Municipal Corporation

By _____
DEANNA J. SANTANA
City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

By _____
REBECCA L. MOON
Sr. Assistant City Attorney



City of Sunnyvale

Agenda Item

15-0354

Agenda Date: 3/24/2015

SUBJECT

Adopt Ordinance No. 3055-15 Awarding Nonexclusive Franchise to Ekadea, Inc. dba Yellow Cab Company Peninsula, Inc.

RECOMMENDATION

Adopt Ordinance No. 3055-15.

ATTACHMENT

1. Ordinance No. 3055-15

ORDINANCE NO. 3055-15

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE AWARING NONEXCLUSIVE FRANCHISE
TO EKADEA, INC. DBA YELLOW CAB COMPANY
PENINSULA, INC.**

WHEREAS, Chapter 5.36 of the Sunnyvale Municipal Code establishes a procedure for the consideration and award of nonexclusive taxi franchises by the City of Sunnyvale; and

WHEREAS, Ekadea, Inc. doing business as Yellow Cab Company Peninsula, Inc. has applied for a nonexclusive taxicab franchise; and

WHEREAS, public notice in accordance with Sunnyvale Municipal Code Section 5.36.070 has been given that the City Council of the City of Sunnyvale would hold a public hearing for the purpose of determining whether to award the franchise; and

WHEREAS, the City Council finds that it would be in the best interest of the City of Sunnyvale to award a nonexclusive franchise for taxicab service to the applicant;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUNNYVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. FRANCHISE GRANTED. The City of Sunnyvale hereby grants to Ekadea, Inc. dba Yellow Cab Company Peninsula, Inc. (hereinafter "Franchisee"), a nonexclusive Franchise for taxicab service within the corporate boundaries of the City of Sunnyvale as such boundaries presently exist or as they may be changed during the term of this Franchise. The Franchisee shall conduct its operations under the Franchise in strict compliance with Sunnyvale City Charter and Chapter 5.36 of the Sunnyvale Municipal Code, and any amendments thereto, together with all applicable laws and regulations of the State of California, the United States or any regulatory agency having jurisdiction.

SECTION 2. TERM. The term for which this Franchise is granted shall be two years commencing March 15, 2015, and ending at 12:00 midnight on March 14, 2017.

SECTION 3. CONSIDERATION. The Franchisee shall pay quarterly to the City as consideration for the granting of this Franchise the amounts per vehicle as set forth in the City's Master Fee Schedule, which is incorporated by reference herein.

SECTION 4. USE OF CITY STREETS. The Franchisee hereby is given permission to use City streets for the purpose of providing taxicab service in accordance with the terms of this ordinance and the franchise agreement.

SECTION 5. GENERAL CONDITIONS. This Franchise is granted subject to the terms and conditions set forth in Exhibit A, "Taxicab Franchise and Agreement" attached and

incorporated.

SECTION 6. ACCEPTANCE OF FRANCHISE TERMS AND CONDITIONS. This Franchise shall not become effective until the Franchisee accepts the Franchise by executing the Taxicab Franchise Agreement within ten (10) days after adoption of this ordinance.

SECTION 7. APPROVAL OF FRANCHISE AGREEMENT—EXECUTING AND ATTESTING. The Taxicab Franchise Agreement is hereby approved, and the City Manager is authorized to execute it on behalf of the City.

SECTION 8. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 9. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project that has the potential for causing a significant effect on the environment.

SECTION 10. EFFECTIVE DATE. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 11. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on _____, 2015, and adopted as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on _____, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk

Mayor

Date of Attestation:

(SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

TAXICAB FRANCHISE AND AGREEMENT (Ekadea, Inc. dba Yellow Cab Company Peninsula, Inc.)

THIS FRANCHISE AND AGREEMENT, dated _____, is between the CITY OF SUNNYVALE, a municipal corporation of the State of California (herein "City"), and EKADEA, INC. DBA YELLOW CAB COMPANY PENINSULA, INC., a California corporation (herein "Franchisee").

RECITALS

WHEREAS, Franchisee has filed a verified application of a nonexclusive Franchise to operate a taxicab service pursuant to Chapter 5.36 of the Sunnyvale Municipal Code; and

WHEREAS, on _____, the City Council passed and adopted Ordinance No. _____-15, after Notice and Public Hearing, approving issuance of such Franchise;

NOW, THEREFORE, in consideration of the award of a nonexclusive Franchise and of the mutual covenants and conditions as set forth herein, it is agreed as follows:

1. City grants to Franchisee a nonexclusive Franchise to use the public streets, ways, alleys and places, as the same now or may hereafter exist, within the corporate limits of the City of Sunnyvale as they presently exist or as they may be changed during the term of this Franchise by annexations or detachments, in connection with furnishing the City of Sunnyvale and its inhabitants with taxicab service for a term of two (2) years, beginning March 15, 2015, and ending at midnight on March 14, 2017.

2. The Franchisee during the term of this Franchise shall pay to the City the consideration based on the number of vehicles in service under the Franchise, as set forth in the City's Master Fee Schedule, which is incorporated by reference herein.

3. The Franchisee shall:

A. Appear and defend all actions against the City arising out of the exercise of the Franchise and shall indemnify and save City, its officers, employees and agents harmless of and from all claims, demands, actions or causes of action of every kind and description resulting directly or indirectly, arising out of, or in any way connected with, the exercise of the Franchise.

B. Obtain and keep in force during the term of the Franchise insurance in compliance with the requirements of Sunnyvale Municipal Code Section 5.36.300.

C. Comply with all other requirements of Sunnyvale Municipal Code Chapter 5.36 and any amendments thereto, and with all applicable laws and regulations of the State of California, and all applicable laws and regulations of the United States, or any regulatory agency having

jurisdiction. Franchisee shall establish a controlled substance and alcohol certification program. The program shall be included in a written company policy. Each driver must sign for receipt of said policy, and the receipt shall be retained by Franchisee. A copy shall be provided to DPS upon request. Every driver shall test negative for controlled substances as specified in 40 CFR Part 40 and 49 CFR Part 382.

4. The Franchise granted hereunder shall not be assignable, either voluntarily or by operation of law, without the prior approval of the City Council, by resolution. At least forty-five (45) days prior to the date for the formal transfer of such interest or ownership, the Franchisee shall so notify City in writing. If the Franchisee at any time during the term of this Franchise becomes insolvent, or if any proceeding in bankruptcy shall be instituted by or against the Franchisee, or if the Franchisee shall be adjudged bankrupt or insolvent by any court, or if a receiver or trustee in bankruptcy, or receiver of any property of the Franchisee shall be appointed in any suit or proceeding brought by or against the Franchisee, or if the Franchisee shall make an assignment for the benefit of creditors, then and in each and every such case this Franchise and the rights and privileges granted thereby shall immediately cease, and be forfeited and cancelled, without notice and without suit or other proceeding.

5. If the Franchisee at any time during the term of this Franchise shall sell, exchange or otherwise transfer more than one-half of the equity interest in or ownership of the taxicab service business, whether with or without the property, equipment or other assets in connection therewith, permitted to be operated by the Franchise granted hereunder, the City Council shall have the right to cancel and revoke the Franchise following a hearing held after then (10) days' written notice thereof to the Franchisee. The right to cancel and revoke the Franchise shall not be triggered by any mortgage or deed of trust made in good faith by the Franchisee.

6. This Franchise and Agreement may be amended by the City during its term with the consent of the Franchisee.

7. The Franchise is granted to and is accepted by the Franchisee upon the express condition that the public streets, ways, alleys and places shall be used and taxicab service furnished in strict compliance with the terms of this Franchise Agreement, the Sunnyvale City Charter, and all applicable provisions of the Sunnyvale Municipal Code.

IN WITNESS WHEREOF, the parties have executed this Agreement.

"FRANCHISEE"

EKADEA, INC. DBA YELLOW CAB
COMPANY PENINSULA, INC., A California
Corporation

"CITY"

CITY OF SUNNYVALE
A Municipal Corporation

By _____
JASRAJ BHATIA
(FKA BIKRAM SINGH)
Owner

By _____
DEANNA J. SANTANA
City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

By _____
REBECCA L. MOON
Sr. Assistant City Attorney



City of Sunnyvale

Agenda Item

14-0277

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Review of Park Use Policies and Related User Fees (Study Issue)

BACKGROUND

The Parks and Recreation Commission sponsored, and Council ranked, the Review of Park Use Policies and Related User Fees Study Issue for 2014 (Attachment 1). The Study Issue includes a review of the following:

1. To determine if current policy sufficiently addresses the increasing demand for City of Sunnyvale parks.
2. To determine if established priorities for issuing use permits and agreements to groups and organizations are effective.
3. A comparison of user fees and policies from other municipalities.
4. A comparison of best practice information from professional organizations and associations.

Staff subsequently completed the following:

- Extensive review and analysis of City policy to determine how well existing practices support those policies and where there are gaps in policy.
- Extensive benchmarking of neighboring jurisdictions and best practices, including fee structures and rates.
- Review and revisions of administrative policy guidelines.
- Analysis of existing practices with respect to equity of access to facilities.
- Analysis of how different fees or administrative practices would impact existing users.
- Analysis of Special Use Agreements and outreach to Special Agreement groups regarding their priorities.
- Community outreach on the adequacy and effectiveness of existing facility use policies.

The Parks and Recreation Commission reviewed this report at their February 11, 2015 meeting and unanimously voted to recommend that Council approve the staff recommendation of Alternatives 1 and 2. (Attachment 2)

EXISTING POLICY

Sunnyvale Municipal Code

Chapter 9.62 Public Parks (Attachment 3)

General Plan - Land Use and Transportation - *Adequate and Balanced Open Space*: GOAL LT -8, Policy-8.1 (Attachment 4)

General Plan - Community Character - *Wide Range of Recreation Programming*

GOAL CC-11, Policy CC-11.1, 11.2, 12.3, 12.4 - Outlines priority of services and those who will be

given priority access. (Attachment 4)

Council Policy 2.2.1 Open Space and Recreation Policies, Policy 2.2 B8-10, E7, E8, E11 - Reserved and non-reserved access to open space and recreation facilities, prioritizing residents. (Attachment 4)

Council Policy 7.2.4 Relationships with Outside Groups - Special use agreements and support provided by the City to outside groups. (Attachment 4)

ENVIRONMENTAL REVIEW

This activity does not require environmental review because it is not a project that has the potential for causing a significant effect on the environment. (CEQA Guideline 15061(b)(3))

DISCUSSION

As part of the Study Issue, staff took a multi-step approach to determine opportunities and options for Sunnyvale. This included benchmarking with other jurisdictions, identifying best practices and gathering community input.

Benchmarking

The following cities were chosen for benchmarking purposes: Campbell, Cupertino, Mountain View, San Jose and Santa Clara. Benchmarking topics included fees, priorities, policies, inventory, and best practices. (Attachment 5)

Best Practices

In general, Sunnyvale's practices and policies are consistent with the benchmarked cities. However, staff's review provided an opportunity to identify small adjustments to administrative practices that could benefit Sunnyvale. For example, some cities implement an allocation of field time for youth sports groups to maintain equity amongst groups and to distribute City resources fairly. Others commonly utilize a three strikes policy as a strategy to eliminate inappropriate and recurring behavior in permitted groups; hold lotteries as an alternate method to determine priority order in processing field reservations; charge itemized fees for services such as storage, equipment use and snack shack access. In addition, some cities use social media and online reservation software in ways Sunnyvale might consider adopting. Social media has been used to communicate field closures and construction updates while reservation software can provide real time access to field availability and permitting.

Community Input

Community input was incorporated through review of past customer concerns and issues, meetings with current user groups, a public outreach meeting and an on-line survey (Attachment 6). In response to the three primary questions posed to the community, the following input was received.

Are current policies and rules for issuing permits to individuals or groups to Sunnyvale park facilities effective in managing the use and demand of these facilities?

- 76% of written survey respondents said current policies and rules are effective.
- Current user groups and survey respondents raised issues of supply and demand, enforcement, and transparency of policies and rules.

Do you have any suggestions for policy changes in regards to park use and permits?

- 68% of written survey respondents had no suggestions for policy changes.
- With the exception of suggestions for more dog parks, there were no consistent themes in the current user groups' and survey respondents' comments.

Should large groups be required to obtain permits for general park use?

- 80% of written survey respondents felt large groups should be required to obtain permits for general park use.
- Outreach meeting attendees expressed concerns about the capacity of non-reservable amenities such as playgrounds and restrooms to handle large, drop-in groups.

Throughout the outreach process, various members of the community expressed satisfaction with the quality, condition and availability of Sunnyvale parks. The community requested that the City make better use of technology such as making permits and schedules available on-line; publicizing field conditions; and allowing more on-line transactions.

Best Practices Opportunities

The Study Issue process provided staff an opportunity to affirm that Council policy is generally sufficient to address the demand for parks and that the current process for issuing use permits and agreements to groups and organizations is effective. It also allowed staff to look at some possible new options, all operational in nature. An overall summary is provided below:

1. Sunnyvale adjusts its fees regularly to be, on average, in the mid-range in comparison to its neighboring cities. Benchmarking and analysis of current fee patterns show that there are opportunities to adjust some fees and to add fee categories to more clearly articulate and reflect the City's policies and priorities. It is important to note though that, in some cases, the fees do not provide for full cost recovery, where the annualized infrastructure and maintenance costs of a particular amenity, such as a lighted ball field, could not, as a practical matter, be recouped.

Proposed Operational Response: Consistent with Council direction providing the Director of Library and Community Services the authority to administratively set activity and facility use fees for recreation activities and services, continue to use pricing, staying within average mid-range of benchmarked cities, to help manage demand and to reflect Council policy priorities and fees. Incorporate more itemized fees for services such as storage, equipment use and snack shack access. Although the City does not recover the full cost to operate park facilities, the City will continue to offer this core service and recover at least the incremental use costs, with fees in line with benchmarked cities.

2. User groups are increasingly requesting facilities for use outside of their core mission/season for events such as socials, and travel team play. Although Council policy establishes priorities for use, benchmarking with other cities shows that there are additional processes that can be implemented to help address increasing and conflicting demands for Sunnyvale facilities.

Proposed Operational Response: Use a range of operational systems and administrative practices to equitably manage facility use, including, but not limited to: formulas and fees which can equitably allocate resources; differentiation between primary and secondary seasons; lotteries in which groups requesting to use the same facilities (e.g., field or picnic

area) are considered in random order to promote fair distribution of facilities; special use agreements; pre-qualification of non-profits to expedite reservation requests; and deposits to minimize City loss of damaged resources.

3. As with many neighboring cities, Sunnyvale provides comprehensive policy documents for rules and practices around facility rentals. Staff identified that Sunnyvale has the opportunity to clarify practices through policies and provide more detailed direction for sports field use. Sunnyvale's facility use information, while complete, is spread among multiple documents and is difficult for the public to navigate.

Proposed Operational Response: Staff is in the process of updating policies to provide consistent and detailed procedures for all areas. As sections are finalized and implementation dates are scheduled, this information will be posted and notices made available to current users and the public at large. In addition, as a response to the public's concern about larger user groups dropping in to non-reservable areas of parks, staff will initiate an outreach and education effort to solicit prior notification for drop-in group park use in order to assist City staff to anticipate park maintenance needs.

FISCAL IMPACT

There is no direct fiscal impact from action on this report. The operational changes in progress as a result of completing this Study Issue will only be implemented if they have a neutral or positive impact on net revenues.

PUBLIC CONTACT

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

A community input meeting was held on November 20, 2014, with 30 in attendance. All stakeholder groups, including youth non-profit groups, Special Agreement groups, neighborhood associations and the Friends of Parks & Recreation received e-mail notification of the meeting and of the on-line survey, also posted on the City's web page. 149 people completed the survey. Input was also sought at the bi-annual meetings of youth sports' presidents.

The Parks and Recreation Commission reviewed this report at their February 11, 2015 meeting and unanimously voted to recommend that Council approve the staff recommendation of Alternatives 1 and 2. (Attachment 2)

ALTERNATIVES

1. Reaffirm existing Council policy as the basis for park use policies and related user fees.
2. Acknowledge staff's proposed operational responses, as outlined in this report, to address issues identified throughout the course of the study.
3. Other direction as deemed appropriate.

STAFF AND COMMISSION RECOMMENDATION

Alternatives 1 and 2: 1) Reaffirm existing Council policy as the basis for park use policies and related user fees; and 2) Acknowledge staff's proposed operational responses, as outlined in the report, to

address issues identified throughout the course of the study.

Prepared by: Scott Morton, Superintendent of Parks and Golf

Prepared by: Dan Wax, Superintendent of Community Services

Reviewed by: Joan Borger, City Attorney

Reviewed by: Lisa G. Rosenblum, Director, Library and Community Services

Reviewed by: Manuel Pineda, Director, Public Works

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Study Issue Paper LCS 14-02
2. Excerpt of Parks and Recreation Commission Minutes of 2/11/15
3. Sunnyvale Municipal Code Chapter 9.62 Public Parks
4. Relevant Policies: Excerpts of General Plan and Council Policies 2.2.1 and 7.2.4
5. Benchmarking Detail
6. Survey Responses

2014 Council Study Issue

LCS 14-02 Review of Park Use Policies and Related User Fees**Lead Department:** Library and Community Services**Sponsor(s)** Parks and Recreation Commission**History** 1 year ago: n/a 2 years ago: n/a**1. Scope of the Study****a. What are the key elements of the study?**

This study would analyze existing City of Sunnyvale park use policies including special use permits and agreements, and related user fees. The intent of the analysis would be to determine if current policy sufficiently addresses the increasing demand for City of Sunnyvale parks and whether established priorities for issuing use permits and agreements to groups and organizations is effective. An analysis of user fees and policies would include collection of data from other municipalities for benchmarking purposes as well as compiling best practice information from professional organizations and associations.

b. What precipitated this study?

This Study was proposed by Parks & Recreation Commissioner Robert Harms, and approved unanimously by the Commission on 9/11/13. Municipal Code 9.62 (Public Parks) was last updated in 2003. Findings from the proposed study issue could determine if additional permitting requirements are needed to address the increased use of parks, and specifically for large user groups. In addition, the Parks and Recreation Commission agreed that the study of user fees would also be relevant in light of the improving economy and that an analysis of comparative user fees from other municipalities is recommended.

c. Is this a multiple year project? No Planned Completion Year: 2014**2. Fiscal Impact****a. Cost to Conduct Study****i. Level of staff effort required (opportunity cost)**
☐ Major ☒ Moderate ☐ Minor
ii. Amount of funding above current budget required \$
☐ Will seek budget supplement ☐ Will seek grant funding
iii. Explanation of Cost:

Staff would conduct a comprehensive community outreach process to incorporate community input and feedback. Staff time will also be used for the collection of related benchmarking data and best practice information. The amount of staff time required to effectively address this issue will need to be balanced (and prioritized) with the existing staff workload.

b. Costs to Implement Study Results

- ☐ No cost to implement.
☒ Unknown. Study would include assessment of potential costs.
☐ Some cost to implement. Explanation:


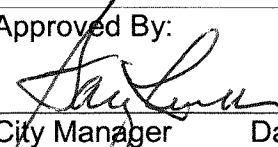
3. **Expected participation in the process**

- ☐ Council-approved work plan
☐ Council Study Session
☒ Board/Commission Review by Parks and Recreation Commission

4. **Staff Recommendation**

a. Position: Support

- b. Explanation: The proposed study issue could result in a new or revised City policy as well as potential changes to the City Municipal Code. In addition, it is anticipated that the City's ability to manage and maintain park sites and buildings would be improved by implementing policies that address the high demand for these facilities. Any change to existing park use policies would continue to preserve the rights of Sunnyvale resident's use of the park system. Revisions, if any, to the current fee structure would likely improve the City's fee generation and cost recovery rates. If the study issue is approved, City staff will provide Council with results of the study and related recommendations.

Reviewed By:	Approved By:
 10/3/13	 10/8/13
Department Director Date	City Manager Date



City of Sunnyvale

Meeting Minutes - Draft Parks and Recreation Commission

Wednesday, February 11, 2015

7:00 PM

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

CALL TO ORDER

Chair Alexander called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

Chair Alexander led the salute to the flag.

ROLL CALL

Present: 4 - Chair Henry Alexander III
Vice Chair Craig Pasqua
Commissioner Ralph Kenton
Commissioner Andrea Schneck
Absent: 1 - Commissioner Robert Pochowski

Commissioner Pochowski's absence is excused.
Council Liaison Vice Mayor Martin-Milius (present)

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

[15-0124](#) Draft Minutes of the January 14, 2015 Parks and Recreation
Commission Meeting.

Commissioner Kenton moved and Vice Chair Pasqua seconded the motion to
approve the Minutes of January 14, 2015. The motion carried by the following vote:

Yes: 4 - Chair Alexander III
Vice Chair Pasqua
Commissioner Kenton
Commissioner Schneck

No: 0

Absent: 1 - Commissioner Pochowski

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS

[14-1115](#) Review of Park Use Policies and Related User Fees (Study Issue)

Superintendent of Community Services Daniel Wax and Community Services Manager Nancy Grove presented the staff report. They answered Commissioner's questions regarding revenues, fee rates and when fees were last raised. Superintendent Wax emphasized that Sunnyvale has very high quality parks, which was also mentioned by the public during the community meetings and in the survey responses. Chair Alexander indicated that the fee increase doesn't appear high. Commissioner Pasqua emphasized the importance of serving those who can not afford the fees and Manager Grove responded that all parks have picnic areas which are non-reservable for drop in use and are free to the public. Manager Grove described the new lottery process for field reservations which was implemented in February and was successful for both field users and the City. She discussed how this process and future changes would be communicated to the residents and users. Director of Library and Community Services Lisa Rosenblum clarified that Council has given her the authority to set fee rates, and she noted that this is not a ballot issue. She reviews benchmarking of other cities when considering raising fees. She also must consider the need to at the minimum provide cost neutral programs whenever possible. Manager Grove explained that residents and non residents are charged different fees rates, at a 25% differential, however; picnic areas are only available to residents because of their high demand.

Chair Alexander opened the public hearing. There were no public comments and he closed the public hearing.

Commissioner Kenton moved and Commissioner Schneck seconded to approve Alternatives 1 and 2: Reaffirm existing Council policy as the basis for park use policies and related user fees; and acknowledge staff's proposed operational responses, as outlined in this report, to address issues identified throughout the course of the study. The motion carried with the following vote:

Yes: 4 - Chair Alexander III
Vice Chair Pasqua
Commissioner Kenton
Commissioner Schneck

No: 0

Absent: 1 - Commissioner Pochowski

Commissioners explained their rationale for their vote. Commissioner Kenton stated the study is fiscally balanced, without flaws and that he is pleased with the condition of parks. He thanked Superintendent of Parks and Golf Scott Morton and the Parks' employees. Chair Alexander indicated he believed it is time to raise fees.

[15-0193](#) Review Draft 2015 Work Plan

Superintendent Wax informed the Commission that the approval of the work plan was delayed a month pending the results of the Council Study Issue Workshop. The workshop was rescheduled to Thursday, February 19, 8:30 a.m. in the City Council Chambers. He identified the following items to be added to the draft work plan:

March - Leaf Blower Study and Findings (Study Issue)

August - Fair Oaks Auxiliary Restroom Conceptual Plan

November - Orchard Heritage Park Improvements Conceptual Plan

December - Las Palmas Park/ Tennis Center Auxiliary Restroom Conceptual Plan

Commissioners discussed ideas for the work plan many of which had a common theme of increasing community engagement. The subject of "Community Engagement" was added to the work plan in both April and October.

Chair Alexander opened the public hearing. There were no public comments and he closed the public hearing.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

Superintendent Wax informed the Commissioners of new study issues sponsored by Council; LCS 15-03 Consider Development of Teen Center; LCS 15-04 Consider Development of Indoor Aquatic Center; DPW 15-10 Relocation of the Butcher House to Heritage Garden Park and Review of the Need for a Retaining Wall; DPW 15-11 Consider Development of Weekday School Facilities on City

Chapter 9.62. PUBLIC PARKS

9.62.010. Definitions.

For the purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- (1) “City” means the city of Sunnyvale.
- (2) “Director” means the director of parks and recreation.
- (3) “Park” means a park, reservation, playground, swimming pool, recreation center or any other area in the city, owned or used by the city and devoted to active or passive recreation.
- (4) “Person” means any person, firm, partnership, association, corporation, company or organization of any kind.
- (5) “Vehicle” means any wheeled conveyance, whether motor-powered, animal-drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the city parks. (Prior code § 4-11.01).

9.62.020. Injury to or misuse of park property prohibited.

No person in a park shall:

- (a) Wilfully mark, deface, disface, injure, tamper with, or displace or remove, any building, bridges, tables, benches, fireplaces, railings, paving or paving material, water lines or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal;
- (b) Litter, soil or defile restrooms. No person over the age of eight years shall use restrooms and washrooms designated for the opposite sex;
- (c) Dig, or remove any beach sand, whether submerged or not, or any soil, rock, stones, trees, shrubs or plants, down timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means or agency;
- (d) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except on special written permit issued hereunder;
- (e) Go upon any lawn or grass plot, where prohibited by the superintendent of parks, and where such prohibition is indicated by proper and legible signs;
- (f) Erect or maintain any overhead wires through any park, without prior written permission;
- (g) Damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area;
- (h) Climb any tree or walk, stand or sit upon monuments, vases, fountains, railing, fences or gun carriages or upon any other property not designated or customarily used for such purposes;

- (i) Hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw missiles at any animal, reptile or bird; nor shall he remove or have in his possession the young of any wild animal, or the eggs or nest, or young of any reptile or bird. Exception to the foregoing is made in that snakes known to be deadly poisonous, such as rattle snakes, or other deadly reptiles, may be killed on sight;
- (j) Give or offer, or attempt to give to any animal or bird any tobacco, alcohol or other known noxious substances. (Prior code § 4-11.02).

9.62.030. Polluting waters and dumping refuse prohibited.

No person in a park shall:

- (a) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters.
- (b) Have brought in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, refuse or trash; nor shall there be placed in any waters in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere. (Prior code § 4-11.03).

9.62.040. Operation of motor vehicles and bicycles—Prohibited acts.

No person in a park shall:

- (a) Fail to comply with all applicable provisions of the Vehicle Code of the state of California in regard to equipment and operation of vehicles together with such regulations as are contained in this chapter and ordinances of the city of Sunnyvale regulating traffic;
- (b) Fail to obey all traffic officers and park employees who are hereafter authorized and instructed to direct traffic whenever and wherever needed in the parks in accordance with the provisions of these regulations and such supplementary regulations as may be issued subsequently by the director;
- (c) Fail to observe carefully all traffic signs indicating speed, direction, caution, stopping, or parking, and all others posted for proper control and to safeguard life and property;
- (d) Ride or drive a vehicle at a rate of speed exceeding fifteen miles an hour, except upon such roads as the director may designate, by posted signs, for speedier travel;
- (e) Drive any vehicle on any area except the paved park roads or parking areas, or such other areas as may on occasion be specifically designated as temporary parking areas by the director;
- (f) Park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions there at and with the instructions of any attendant who may be present;
- (g) Ride a bicycle on other than a vehicular road or on a path designated for that purpose. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or wooded trail or on any paved area reserved for pedestrian use;
- (h) When bicycling on a vehicular roadway in a park, all bicyclists must follow the regulations set forth in the California Vehicle Code and the Sunnyvale Municipal Code.

(1) When bicycling on park paths and park sidewalks, a person commits the offense of unsafe operation of a bicycle on a park path or park sidewalk if the person does any of the following:

- (A) Operates the bicycle so as to suddenly leave a curb or other place of safety and move into the path of a vehicle that is so close as to constitute an immediate hazard;
- (B) Operates a bicycle upon a sidewalk and does not give an audible warning before overtaking and passing a pedestrian and does not yield the right of way to all pedestrians on the sidewalks;
- (C) Operates a bicycle on a sidewalk in a careless manner that endangers or would be likely to endanger any person or property;
- (D) Operates the bicycle at a speed greater than an ordinary walk when approaching or entering a crosswalk, approaching or crossing a driveway or crossing a curb cut or pedestrian ramp and a motor vehicle is approaching the crosswalk, driveway, curb cut or pedestrian ramp. This section does not require reduced speeds for bicycles either:
 - (i) At places on sidewalks or other pedestrian ways other than places where the path for pedestrians or bicycle traffic approaches or crosses that for motor vehicle traffic; or
 - (ii) When motor vehicles are not present.

(2) Except as otherwise specifically provided by law, a bicyclist on a park path or park sidewalk has the same rights and duties as a pedestrian on a park path or park sidewalk. Bicyclists shall at all times operate their bicycles with reasonable regard to the safety of others, signal all turns, pass to the left of any bicycle, authorized vehicle or pedestrian they are overtaking, and pass to the right of any oncoming bicycle, authorized vehicle or pedestrian;

(3) A bicyclist on a park path or park walkway has the same rights and duties as a pedestrian on a park path or park walkway, except as otherwise specifically provided by law.

(i) Transport any other person on a bicycle if the bicycle is not designed and equipped for multiple riders. This provision is not intended to prohibit passengers in bike trailers that are designed for such transport;

(j) Leave a bicycle lying on the ground or paving, or in any place or position where other persons may trip over it, be injured by it, or where property (including trees and vegetation) may be damaged by it. (Ord. 2721-03 § 1, 2003; prior code § 4-11.04).

9.62.050. Recreational swimming.

No person in a park shall swim, bathe, wade in, or pollute the water of any fountain, pond, lake or stream, except that wading and swimming shall be permitted in pools provided for these purposes. (Prior code § 4-11.05).

9.62.060. Picnic areas—Use.

No person in a park shall:

- (a) Picnic or lunch in a place other than those designated for that purpose. Attendants shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all.

Visitors shall comply with any directions given to achieve this end. Individual fireplaces or tables and benches shall be used on the basis of “first come, first served”;

(b) Use any portion of the picnic areas or any of the buildings or structures therein for the purpose of holding picnics to the exclusion of other persons, unless a permit has been obtained; nor shall any person use such area and facilities for an unreasonable time if the facilities are crowded unless a permit has been obtained;

(c) Leave a picnic area before the fire is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles, garbage and other refuse is placed in the disposal receptacles where provided. If no such trash receptacles are available, then refuse and trash shall be carried away from the park area by the picnicker to be properly disposed of elsewhere. (Ord. 2685-01 § 1; prior code § 4-11.06).

9.62.070. Conduct—Prohibited acts.

No person in a park shall:

(a) Have brought alcoholic beverages, nor shall any person drink alcoholic beverages at any time in the park. Picnickers may use beer or wine with their picnic lunches as long as they conduct themselves in an orderly manner;

(b) Have entered or be under the influence of intoxicating liquor;

(c) Have brought or have in his possession, or set off or otherwise cause to explode or discharge or burn, any firecrackers, torpedo, rocket, or other fireworks or explosives of inflammable material, or discharge them or throw them into any such area from land or highway adjacent thereto. This prohibition includes any substance, compound, mixture, or article that in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints;

(d) No person having the control or care of any dog shall suffer or permit such dog to enter or remain in a park unless it be led by leash of suitable strength not more than six feet in length; and the owner and the attendant shall be responsible for any damage caused, in any event, by such dog, even if on leash;

(e) Lead, ride, drive, or let loose any cattle, horse, mule, goat, sheep, swine, dog or fowl of any kind; provided that this shall not apply to dogs when led by a cord or chain, not more than six feet long;

(f) Sell, or offer for sale, any merchandise, article or thing, whatsoever, without prior written permission;

(g) Make or kindle a fire for any purpose, except at places provided for such purpose, unless prior special permission is obtained therefor;

(h) Enter area posted as “Closed to the Public,” nor shall any person use, or abet the use of any area in violation of posted notices;

(i) Play or bet at or against any game which is played, conducted, dealt or carried on for money, chips, shell, credit, or any other representative of value, or maintain or exhibit any gambling table or other instrument of gambling or gaming, or play any game prohibited by any ordinance of the city;

(j) Sleep or protractedly lounge on the seats, or benches, or other areas, or engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the public peace;

(k) Use, operate, or cause to be operated, any system for amplifying sound, whether for speech, music, or otherwise. As used herein and in Section 9.62.120, “system for amplifying sound” means any device which projects or transmits sound by means of

electronics. Provided, however, that systems for amplifying sound may be used or operated in a park in conjunction with and if authorized by an exclusive use permit issued by the director, and subject to such reasonable conditions as the director may impose. (Ord. 2685-01 § 2; Ord. 1553-70 § 1, 1970; prior code § 4-11.07).

9.62.075. Regulations applicable to skateparks on public property.

- (a) A “skatepark” is a public facility that is designed for use by persons riding skateboards, in-line skates, or roller skates, and which is designated a “skatepark” by the director of parks and recreation.
- (b) No person in a skatepark shall:
 - (1) Ride a skateboard, in-line skates or roller skates unless that person is wearing a helmet, elbow pads, and knee pads;
 - (2) If under the age of fourteen, enter or use the skatepark unless accompanied by a parent or adult guardian;
 - (3) Ride, operate, or utilize any device other than a skateboard, in-line skates or roller skates (prohibited devices include, but are not limited to, bicycles, scooters and any motorized device whether electric or gas powered);
 - (4) Use, consume, or possess food, beverages, glass bottles, or any breakable glass item on the skating surface;
 - (5) Place or utilize additional obstacles or other materials (including but not limited to ramps or jumps);
 - (6) Engage in reckless behavior (including, but not limited to, tandem riding, pushing, horseplay, and bullying), or any other activity that could endanger the safety of persons using the skate facility or spectators;
 - (7) Enter the skatepark at any time except during the posted hours of operation and when the facility usage sign says “open” and the gate is unlocked;
 - (8) Bring in any pets or other animals.
- (c) The director of parks and recreation shall erect and maintain visible signs at all skateparks which shall afford notice that any person skating in the facility must wear a helmet, elbow pads, and knee pads, and that any person failing to do so will be subject to citation under Section 1.04.010 of this code. (Ord. 2719-03 § 1, 2003).

9.62.080. Merchandising, advertising and signs—Prohibited acts.

No person in any park shall:

- (a) Expose or offer for sale any article or thing; nor station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing, or offer or provide any service for fee or compensation, except any regularly licensed concessionaire acting by and under the authority of the director;
- (b) Announce, advertise or call the public attention in any way to any article or service for sale or hire;
- (c) Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever in any park. (Ord. 2457-93 § 1; prior code § 4-11.08).

9.62.090. Loitering prohibited during certain hours.

No person shall remain, stay or loiter in any public park, between the hours of nine p.m. and six a.m. of the following day without approval from the director. (Ord. 1542-69 § 1, 1969; prior code § 4-11.09).

9.62.100. Closing sections of park.

Any section or part of the park may be declared closed to the public by the director at any time and for any interval of time, either temporarily or at regular and stated intervals (daily or otherwise) and either entirely or merely to certain uses, as the director finds reasonably necessary. (Prior code § 4-11.10).

9.62.110. Lost and found articles.

The finding of lost articles by park attendants shall be reported to the director who shall make every reasonable effort to find articles reported as lost. (Prior code § 4-11.11).

9.62.120. Permit for exclusive use—Application—Standards.

- (a) A permit shall be obtained from the director for exclusive use of any park facility or area designated for such use by the city council.
- (b) Application. A person seeking issuance of a permit hereunder shall file an application with the director. The application shall state:
 - (1) The name and address of the applicant;
 - (2) The name and address of the person, persons, corporation or association sponsoring the activity, if any;
 - (3) The day and hours for which the permit is desired;
 - (4) The park or portion thereof for which such permission is desired;
 - (5) An estimate of anticipated attendance;
 - (6) Any other information which the director finds reasonably necessary to a fair determination as to whether a permit should issue hereunder;
 - (7) Whether or not a “system for amplifying sound” is proposed to be used and the purpose or purposes for which it shall be used.
- (c) Standards for Issuance. The director shall issue a permit hereunder when he finds:
 - (1) That the requested area of the park is available during the period for which the permit is requested;
 - (2) That the expected attendance does not exceed the capacity established for the area of the park requested;
 - (3) That the use for which the permit is sought complies with the use established for the area of the park requested;
 - (4) That the applicant has met any time limit set by the city council for reserving the area of the park requested;
 - (5) That if a “system for amplifying sound” is to be used, the use thereof will not interfere with or detract unreasonably from the general public enjoyment of the park or surrounding area;
 - (6) That the proposed activity is not, in the judgment of the chief of the department of public safety, of a size or nature that would require the diversion of so great a number of public safety officers as to jeopardize the provision of fire or police protection to the remainder of the city.

For the purposes of subsections (2) and (3) above, the established uses and capacities for the several parks and areas of parks subject to exclusive use shall be those approved from time to time by the city council.

(d) Effect of Permit. Except as otherwise authorized by the director in writing, and subject to such reasonable conditions as the director may impose, a permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in the permits. (Ord. 2685-01 § 3; Ord. 1686-73 § 1; Ord. 1553-70 § 2; prior code § 4-11.12).

9.62.130. Enforcement.

The director and all park attendants shall enforce the provisions of this chapter. (Prior code § 4-11.13).

SUNNYVALE GENERAL PLAN CONSOLIDATED IN 2011

LAND USE AND TRANSPORTATION — OPEN SPACE

CHAPTER 3

OPEN SPACE

GOAL LT-8 ADEQUATE AND BALANCED OPEN SPACE

PROVIDE AND MAINTAIN ADEQUATE AND BALANCED OPEN SPACE AND RECREATION FACILITIES FOR THE BENEFIT OF MAINTAINING A HEALTHY COMMUNITY BASED ON COMMUNITY NEEDS AND THE ABILITY OF THE CITY TO FINANCE, CONSTRUCT, MAINTAIN AND OPERATE THESE FACILITIES NOW AND IN THE FUTURE. *(Previously Open Space and Recreation Goal A / Adopted in 2006)*

3-31

Policies supporting Goal LT-8 (Adequate and Balanced Open Space)

POLICY LT-8.1 FOLLOW MANAGEMENT AND PREVENTIVE MAINTENANCE STRATEGIES TO EXTEND THE USABLE LIFE OF OPEN SPACES AND RECREATION FACILITIES, SUCH AS PLANNING FOR AND IMPLEMENTING "NON-USE TIMES" FOR OPEN SPACE AND FACILITIES IN ORDER TO ASSURE ADEQUATE MAINTENANCE AND REGENERATION TIME. *(Previously Open Space and Recreation Policy 2.2.A.1)*

3-39

GOAL CC-11 WIDE RANGE OF RECREATION PROGRAMMING

THE CITY STRIVES TO ENSURE EQUAL OPPORTUNITIES FOR PARTICIPATION AND TO PROVIDE FOR A RANGE OF STRUCTURED AND UNSTRUCTURED USES, AND A VARIETY OF GENERAL AND SPECIAL INTEREST USES IN PARKS AND FACILITIES. THE CITY ALSO PROVIDES A WIDE RANGE OF PROGRAM CHOICES, OPEN SPACE, AMENITIES AND FACILITY OFFERINGS TO MEET THE RECREATIONAL NEEDS OF A DIVERSE AND CHANGING POPULATION, INCLUDING IDENTIFIED SUBGROUPS AND SPECIAL POPULATIONS. POLICIES RELATED TO ACQUIRING AND/OR DEVELOPING OPEN SPACE FACILITIES AND AMENITIES ARE ALSO INCLUDED HERE. COMPETING INTERESTS AND FINITE RESOURCES, HOWEVER, REQUIRE THE CITY TO SET SOME PRIORITIES. *(Previously Open Space and Recreation Goal 2.2.D / Adopted in 2006)*

GOAL CC-12 MAXIMUM ACCESS TO RECREATION SERVICES, FACILITIES AND AMENITIES

THE CITY STRIVES TO MAXIMIZE ACCESS TO ALL OF ITS SERVICES, FACILITIES AND AMENITIES. *(Previously Open Space And Recreation Goal 2.2.E / Adopted in 2006)*

4-28

Policies to achieve the Goal CC-11(Wide Range of Recreation Programming) are:

POLICY CC-11.1 GIVE PRIORITY TO THE FOLLOWING SERVICES, FACILITIES AND AMENITIES THAT *(Previously Policy 2.2.D.1. through D.5, D.7)*

- are not readily available through other providers within or near Sunnyvale.
- benefiting under-served populations as identified in the U.S. Census and through community input.
- fulfill a basic need or teach basic skills (e.g., non-competitive, developmental sports instruction such as learn to swim given priority over competitive sports programming).
- in which the community demonstrates interest.
- benefit a greater number of residents.
- can be used by multiple users or serve multiple purposes.

POLICY CC-11.2 GIVE PRIORITY TO GOVERNMENTAL ENTITIES, SCHOOLS AND NON-PROFITS. *(Previously Policy 2.2.D.6.)*

4-33

POLICY CC-12.3 PROVIDE RECREATION AND ENRICHMENT PROGRAMS, SERVICES, FACILITIES AND AMENITIES TO UNDERSERVED AREAS AND/OR POPULATIONS OF THE CITY. UNDERSERVED AREAS AND/OR POPULATIONS COULD BE DUE TO FACTORS SUCH AS: GEOGRAPHY, GENDER, ECONOMICS OR ETHNICITY. *(Previously Policy 2.2.E.3)*

POLICY CC-12.4 ALLOW OPPORTUNITIES FOR NON-RESERVED, UNSTRUCTURED USE OF OPEN SPACE. *(Previously Policy 2.2.E.8)*

4-34

Policy 2.2.1 Open Space and Recreation Policies

Note: The following policies are specific to open space and recreational services, facilities and amenities in the City of Sunnyvale. Open space and recreational services, facilities and amenities are subject to additional policies that can be found in other City documents. In particular, no fiscal policies regarding open space and recreation are included below. Instead, fiscal policies for the entire City are found in the Fiscal section of the Planning and Management Chapter. Similarly, no policies related to public input are included. Those related City-wide policies can be found in the Community Engagement section.

Planning

- Policy 2.2.B.8. Provide reservation advantages to resident participants over non-Resident participants in recreational programs and activities.
- Policy 2.2.B.9. Consider Sunnyvale employees as Sunnyvale residents for the Purposes of determining eligibility for reservation advantages
- Policy 2.2.B.10. Develop such fiscal practices as pricing, fee structures and cost recovery targets for open space and recreation programs and services consistent with the City's Fiscal Management policies.
- Policy 2.2.B.11. Require all participants of designated City recreation programs and activities to sign liability waivers prior to participation.
- Policy 2.2.B.12. Require all participants of designated City recreation programs and activities to sign photo releases prior to participation, unless an exemption is granted by the Director of Library and Community Services.
- Policy 2.2.B.13. Limit the display and distribution of printed material at Recreational buildings and facilities to those programs and events that are sponsored by the City of Sunnyvale and have received prior approval by staff; and post compatible non-City materials as space is available as determined by staff.

Access

- Policy 2.2.E.4. Utilize the Senior Center for senior programming and services exclusively between 8 a.m. and 6 p.m. Mondays through Fridays unless special permission is granted by the Director of Library and Community Services.

COUNCIL POLICY MANUAL

- Policy 2.2.E.5. Utilize the Senior Center Pavilion and Recreation Center Ballroom exclusively for rental use from 6 p.m. Fridays through 8 a.m. Mondays unless special permission is granted by the Director of Library and Community Services.
- Policy 2.2.E.6. Require that all participants in Senior Center designated programs and services for seniors be at least 50 years of age, unless special permission is given by the Director of Library and Community Services.
- Policy 2.2.E.7. Provide opportunities for non-reserved use of picnic tables at each site within the open space system that has reservable picnic sites.
- Policy 2.2.E.8. Allow opportunities for non-reserved, unstructured use of open space.
- Policy 2.2.E.9. Allow in-line skating, bicycles and skateboarding on hard-surface sidewalks and pathways throughout the park system, as long as the skateboarders, cyclists and in-line skaters do not pose a hazard to themselves or other forms of traffic such as pedestrians or joggers.
- Policy 2.2.E.10. Provide public access to Orchard Heritage Park to the greatest extent possible while meeting the goal of maintaining a working fruit orchard at the park.
- Policy 2.2.E.11. Allow exclusive use permits for open space sites as per Appendix V, Exclusive Use Permits Guidelines.

(Adopted by Resolution 201-06; RTC 06-032 (1/24/2006), Updated for clarity (6/29/06), Updated for clarity (7/20/06); Resolution 376-09, RTC 09-086 (4/28/09); Consolidated General Plan Update (September 2011)/Administrative update (March 2012))

Lead Department: Department of Library and Community Services

Policy 7.2.4 Relationships with Outside Groups

POLICY PURPOSE:

The intent of this policy is to identify the various types of support the City will provide to outside groups and/or independent organizations, as well as the circumstances under which support will be provided.

POLICY STATEMENTS:

Eligibility

Outside groups and/or independent organizations provided support under this policy shall provide a community service, or promote an informed interest in the City's objectives, services, facilities and programs for the benefit of its residents and businesses, and/or have its purpose the raising of funds and provision of financial support for the City's programs, and comply with the First Amendment, pertinent federal and state laws as well as City ordinances.

Types of Support

1. Financial Support

Human Services Groups seeking financial support from the City must comply with the City's Human Services Policy (Council Policy 5.1.3) administered by the Department of Community Development. This is true regardless of the type of funding desired by the group (i.e., printing costs, facility rental fees, insurance costs, general operating expenditure support, etc.)

Additional financial support is available only through a Special Agreement (see below).

2. Use of City Facilities

It is the City's policy to afford use of specific City facilities-during such times the City does not itself have use for said facilities- to outside groups and/or independent organizations. Outside groups and independent organizations using City facilities shall do so consistent with City policies on facility use and shall pay all required fees in accordance with established fee schedules.

Additional use of City Facilities is available only through a Special Agreement (see below).

Publicity

Groups seeking assistance with publicity shall comply with the following:

1. Council Banner Policy (Council Policy 2.5.2) which defines conditions and circumstances under which outside groups are allowed to hang banners on City property.
2. Administrative policies governing City publications and other forms of media (e.g. KSUN-15), and the display or distribution of printed materials on City property.
3. Outside groups are prohibited from using the City's logo for any purpose unless specifically authorized to do so by the City.

COUNCIL POLICY MANUAL

Other Support (Special Agreements)

Outside Groups or independent organizations seeking higher levels of support or different types of support than are provided for above, shall submit a written request to the appropriate Department for review.

Examples include, but are not limited to: approval to put the City's logo on the independent organization's printer materials; use of City spaces for special uses not covered by standard facility rental fees (e.g., storage, snack shacks; construction of special structures or fixtures on City property). Following review, staff shall inform the requestor as to:

1. Whether staff supports the provision of the requested support.
2. The required approval process (Does it require City Manager or City Council approval? Does it require a study issue to be ranked by City Council?) Any agreement including the provision of City facilities, goods or services to an outside group for less than the approved fee for those goods or services (or in cases where there is no approved fee where City goods or services are provided at less than the cost incurred by the City to provide them) shall require Council approval. Any Special Agreement requiring Council approval shall first be reviewed by the appropriate board or commission. Where no appropriate board or commission exists, the Office of the City Manager shall provide its recommendation to City Council.

(Adopted: RTC 84-644(12/4/1984); Amended: RTC 88-238(5/17/1988), 92-519(10/27/1992, 03-361(10/21/2003); (Clerical/clarity update, Policy Update Project 7/2005); Amended: RTC 06-112 (4/11/2006)/Administrative update (March 2012))

Lead Department: Department of Library and Community Services

Fee Benchmarking From Neighboring Cities

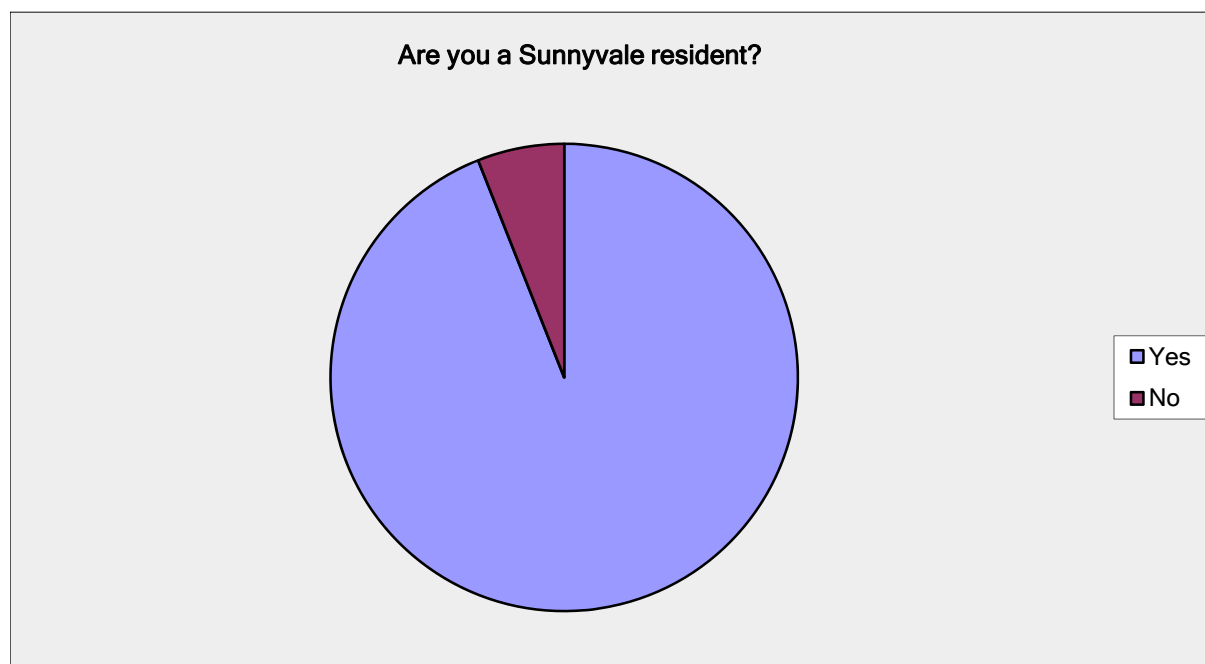
	Campbell	Cupertino	Mt. View	San Jose	Santa Clara	Sunnyvale
Field Rentals						
Youth Non-Profit (Residency Requirement)	\$1/hr.	\$11/player/season	\$2/hr.	\$4/hr.	Free	\$3/hr.
Adult Non-Profit	\$15-\$25/hr.	\$50/hr.	N/A	N/A	N/A	N/A
Resident Rate	\$20-\$70/hr.	\$50/hr. + \$600 site fee	\$35/hr.	\$20/hr.	\$35/hr.	\$25/hr.
Non-Resident Rate	\$35-\$70/hr.	\$100/hr. + \$600 site fee	\$44/hr.	\$40/hr.	N/A	\$40/hr.
Park Buildings						
Youth Non-Profit (Residency Requirement)	\$25-\$155/hr.*	\$10-\$80	\$15/use	\$15-\$50/hr*	<3hours=\$0 >3hours=\$44-\$88	\$1/hr.
Adult Non-Profit	N/A	\$30R/\$48NR/hr.	\$20/hr. Off-Peak \$177/hr. Peak	N/A	\$25/meeting	\$15/hr.
Resident Rate	N/A	\$55/hr.	\$117/hr. Off-Peak \$177/hr. Peak	N/A	\$55-\$110/hr.	\$60/hr.
Non-Resident Rate	N/A	\$88/hr.	\$177/hr. Off-Peak \$177/hr. Peak	N/A	N/A	\$90/hr.
*Use for youth non-profit may be in community center facilities. City does not have reservable park buildings.						
Reservable Picnic Areas						
Resident Rate	\$75-\$105/day	\$55/day	\$103/day	\$80-\$635/day	\$122-\$366/day	\$20-\$160/day
Non-Resident Rate	\$120-\$185/day	\$75/day	N/A	\$90-\$750/day	N/A	N/A
Non-Exclusive Use						
Fees	<10 people = \$15-\$20/hr. 10-20 people = \$20-\$25/hr. 21-99 people = \$25-\$30/hr.	N/A	1-20 people = \$10/hr. 21-40 people = \$20/hr. 41-50 people = \$25/hr.	N/A	N/A	N/A
Requirements	<ul style="list-style-type: none"> Required for organized group (8+ people, play on a regular basis or belong to an organization) All commercial uses 	N/A	<ul style="list-style-type: none"> Permits can't exceed 6 months Applicants must be 18+ Valid Business License Insurance Certificate 	N/A	<ul style="list-style-type: none"> No commercial use of parks 	N/A

Parks Use and Permit Policies - Survey Results

Question 1 - Are you a Sunnyvale resident?

Are you a Sunnyvale resident?

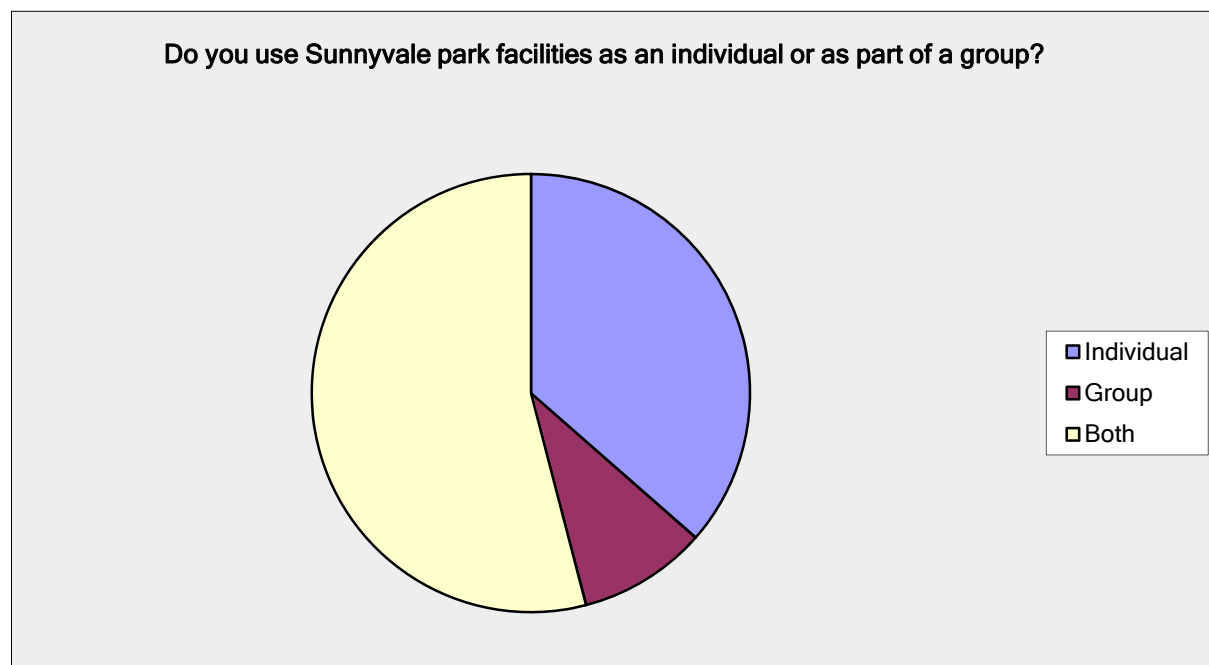
Answer Options	Response Percent	Response Count
Yes	94.0%	140
No	6.0%	9
<i>answered question</i>		149
<i>skipped question</i>		0



Parks Use and Permit Policies - Survey Results

Question 2 - Do you use Sunnyvale park facilities as an individual or as part of a group?

Answer Options	Response Percent	Response Count
Individual	36.5%	54
Group	9.5%	14
Both	54.1%	80
<i>answered question</i>		148
<i>skipped question</i>		1



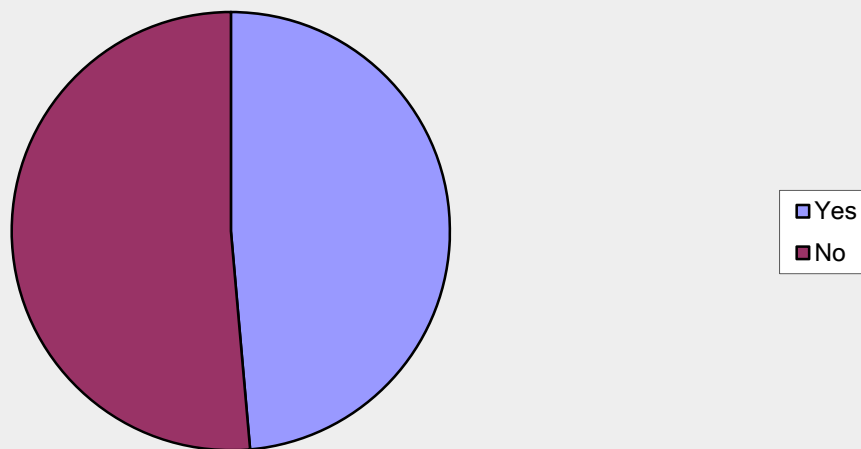
Parks Use and Permit Policies - Survey Results

Question 3 - Have you ever obtained an exclusive use permit for a Sunnyvale park facility?

Have you ever obtained an exclusive use permit for a Sunnyvale park

Answer Options	Response Percent	Response Count
Yes	48.6%	71
No	51.4%	75
Comments		26
<i>answered question</i>		146
<i>skipped question</i>		3

Have you ever obtained an exclusive use permit for a Sunnyvale park facility?



Question 3 - Have you ever obtained an exclusive use permit for a Sunnyvale park facility?**Comments**

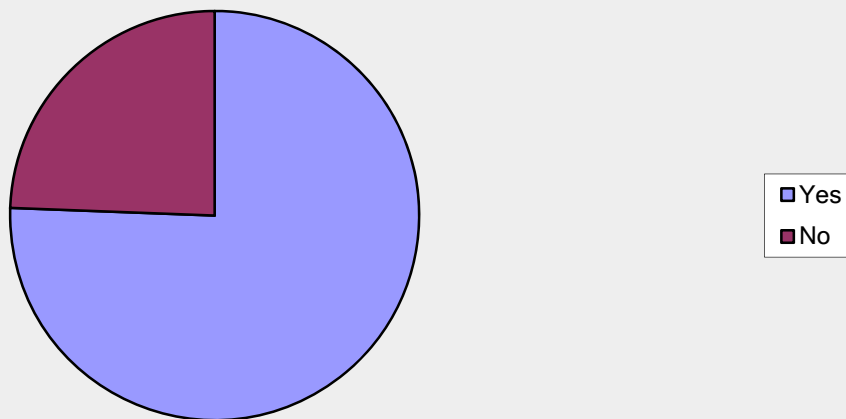
1. Retirement party
2. Picnic Area
3. For Birthday parties
4. Not sure exactly what this is. Have rented picnic space before for get togethers. Have rented building space for organization meetings.
5. Park building permit cost is too high for a neighborhood meeting. Residents should get a break.
6. SplashoMania - Rain Dance holi for the past 4 years
7. employer obtained permits for picnics
8. I represent Sunnyvale Southern Little League.
9. I have reserved picnic areas at DeAnza park on three separate occasions.
10. Reserved picnic areas for group gatherings
11. too expensive. not for the regular people
12. Baseball and parties
13. Little League
14. For Boy Scouts Troop
15. Picnic area RSVP
16. For a going away party
17. This was not required at the time of my event.
18. Not personally.
19. For a couple of family events we have reserved a section of a park.
20. For a birthday party
21. It's nice to know that a group can/should obtain a permit.
22. Little league Private school events Bday parties Walkathon
23. I have obtained a permit for exclusive use of a park building...bot not the entire park.
24. I assume that meant for a private meeting - for e.g. my girl/boy scout troop meets every week for 1-2 hours at a park bldg.
25. Reserved a picnic area.

Parks Use and Permit Policies - Survey Results

Question 4 - Are current policies and rules for issuing permits to individuals or groups to Sunnyvale park facilities effective in managing the use and demand of these facilities?

Answer Options	Response Percent	Response Count
Yes	75.6%	93
No	24.4%	30
Comments		41
<i>answered question</i>		123
<i>skipped question</i>		26

Are current policies and rules for issuing permits to individuals or groups to Sunnyvale park facilities effective in managing the use and demand of these facilities?



Question 4 - Are current policies and rules for issuing permits to individuals or groups to Sunnyvale park facilities effective in managing the use and demand of these facilities?

Comments

1. appears to be
2. A lot of times people come early in the morning and set up for a birthday party all over a reserved spot that they don't have reserved. If you have it reserved and take their stuff down, they get very angry. But I'm not sure what you can do about this?
3. Current policies have been fine in general, but I have grave concerns about the way that priority use of parts of Raynor Park have been given away to a private school. That really angers me, and I feel it is not a good use of public facilities.
4. Had no issues obtaining a permit.
5. When my church wants to have their annual picnic at Washington Park we are able to get a permit for a picnic area easily.
6. No enforcement for trash, fights, permits not honored by other groups
7. It's not transparent, so not sure what the demand actually is.
8. Not sure. My daughter has used parks to play AYSO soccer for the last 8 years.
9. have not tried to use them
10. I think overall yes. I wish there was a more defined contract for submitting applications at season opening.
11. Dont know
12. There is too much paperwork and restrictions. Specially with respect to parking. I agree that the parking for large groups is insufficient but as the popularity grows we need to allow street parking to enable the parks to grow.
13. I don't know
14. Current policies may not be ideal, but they are effective.
15. Once I hung up the pink tag on the post in the picnic area, I never had any problems although there were people there waiting to see if anyone was going to come and claim it. Once they saw me, they moved on.
16. I have only reserved space a couple times a year and the process seems to work fine.
17. Sunnyvale should offer free space community, either in the Community Center or in the library or in the parks room. Charing a fee discourages civic discourse.
18. no clue
19. I don't understand the use of issuing a permit
20. Have made it very expensive and difficult for community non-groups and individuals to use
21. Not sure.
22. permits for groups must be limited. if a private school wants usage for the school day they should pay for the entry school year. After 3:30pm they should ave to request like everyone else
23. The time limit on when you can reserve the Raynor building is unfortunate because if a change in weather occurs last minute you cannot reserve the building to move it indoors.
24. There are not nearly enough field permits for the demand on weekday nights, evidenced by the fact that groups have to camp out at the office for 3 days to ensure they will be able to secure their field times.

Q 4 Continued

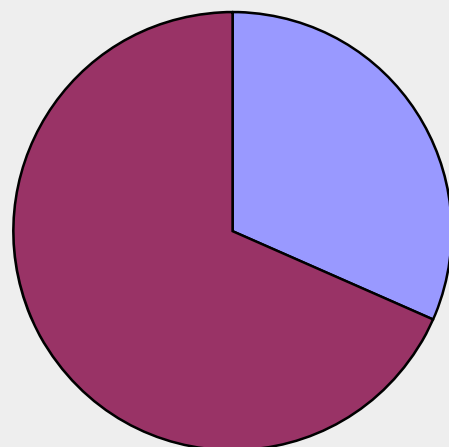
- 25. This is unclear to me
- 26. Sunnyvale has a shortage of meeting space for community groups. They turn to park buildings. Some of these groups, such as martial arts lessons for kids, are really businesses who should be utilizing other space. The fees for nonprofit groups and for individuals who wish to rent space are way too high. The availability of both buildings and fields is too tight.
- 27. Do not sell off Sunnyvale "PUBLIC" Park Land!!!
- 28. I am a leader for Boy Scout Troop 457 and as a group that serves > 50 youth and meets weekly throughout the year (49 times per year), I would hope there are no changes that adversely affect my group's means of obtaining a facility for our group.
- 29. Unfamiliar with policy. I believe large groups should be required to get permits.
- 30. don't know
- 31. Don't know.
- 32. I don't know what the current ones are
- 33. NA
- 34. They are always booked!!!
- 35. youth groups need reliable fields to run their programs these programs are important for our community. the permit system enables that.
- 36. We have to plan well in advance to make sure that the parents are committed to the date and time and we book the room in advance to ensure continuity. The few times we have not been on top of the room reservation process, we have had considerable trouble finding a common place to meet.
- 37. They have become more restrictive over the years
- 38. I don't know. Never had to deal with them.
- 39. I'm not really sure since I'm not at all the parks.
- 40. Don't know. You should have an Not Applicable button for this question. And a link to where we can read about the policies right from the survey.
- 41. Permit issuance should be posted in advance at site to avoid territorial squabbles.

Parks Use and Permit Policies - Survey Results

Question 5 - Do you have any suggestions for policy changes in regards to park use and permits?

Answer Options	Response Percent	Response Count
Yes	31.6%	42
No	68.4%	91
Comments		44
<i>answered question</i>		133
<i>skipped question</i>		16

Do you have any suggestions for policy changes in regards to park use and permits?



■ Yes
■ No

Question 5 - Do you have any suggestions for policy changes in regards to park use and permits?**Comments**

1. We need more parking at seven seas
2. Adults in groups greater than 12 should have a permit when using athletic fields.
3. The fee should be much higher for non-residents. We have a lot of non-residents using our parks.
4. Do not give priority use of our public parks to a private group, such as a private school. It could be ok for a one day event, but not for years as our Sunnyvale City Council has allowed.
5. More active enforcement of off-leash dog laws.
6. An online calendar showing when fields are available or when permits have been issued would be helpful.
7. Deposits and/or fees
8. Make it more transparent to the community.
9. We need more areas where dogs can have unleashed times at the parks to run. There are not enough areas, only one in fact for all of Sunnyvale and its a small fenced area at Las Palmas. That's not enough area or places to run a dog to keep them healthy.
10. Figure out a way to sort the first wave of permit applications. Maybe a lottery. Maybe a negotiation meeting.
11. Please provide additional parking for large events. Handing out tickets is a bummer for people coming to the events
12. Allow dog time in parks. Educate people to pick their trash, and not feed wild life. (I have seen the signs for feeding animals, but people leave food in the park.)
13. We would like the baseball fields to open one week earlier. The March 1 date only gives us one week of field use before our first games. It makes everything very rushed. Having the fields available for one additional week at the beginning of the season would make a huge difference. Because of Little League scheduling for the post season, we are not able to push back our opening day by one week. Opening the fields one week earlier would be a great benefit to all leagues in Sunnyvale. It would be great if permits were posted online.
14. keep Raynor park for public (no priority use by the private school)
15. Parks should be open for use by the public. No permits or other agreements should be given to private parties for ONGOING priority use of any park for more than two hours a day.
16. Just a thank you for allowing Scouts to meet in park buildings at reduced rates. It really helps!
17. Please provide free use of community to residents, Cupertino, San Jose all do it in their library. Sunnyvale should learn from them.
18. Don't increase the fees.
19. Allow longer use of facility and open the field permits in January.
20. disallow noisy/smelly gas generators
21. Cupertino youth sport organizations are required to collect an extra \$75 at registration for participants who do not live in a Cupertino address. Sunnyvale should do something similar.
22. permits for groups must be limited. if a private school wants usage for the school day they should pay for the entry school year. After 3:30pm they should have to request like everyone else
23. Yes, be more flexible when it comes to weather related changes.
24. Sunnyvale needs more fields with lighting that are available for groups to rent.
25. Why not install a fenced in off leash dog park at Raynor? This way dog owners have a place to exercise their pets without interfering with athletic usage. Signs suggest that dog owners need a permit to walk their pets. WHY?

Q 5 Continued

26. Build more parks, more park buildings. Lower the fees. Perhaps make the fees much higher for non-Sunnyvale residents (if they are not already). Allow real 'community groups' first access to park buildings and business enterprises that charge their own fees, secondary access. Create new meeting space for nonprofit groups, perhaps by partnering with others. This would free up park building space for community groups.

27. Do not sell off Sunnyvale "PUBLIC" Park Land!!!

28. Yes, Get more Parks

29. ban all alcohol and cigarette usage.

30. Too many times I see adults taking over the park playing soccer on closed fields and trashing it. I've heard comments that lead me to believe they for where ever rules are not enforced. One guy said they come from SJ because the fields are there are trashed... This needs to stop

31. Make reservation more convenient and bring awareness to residents.

32. It would be nice if costs were lower so that birthday parties didn't become such a burden.

33. The price of 1150 + porta potties seems very high. My brother uses a park in virginia for XC races and pays zero to the city. It is free.

34. I use mainly Serra park, and I like it a lot. The usage is very good too

35. Review/revise as use changes with time.

36. Maybe the fees

37. More dog parks More night lighting

38. I reserved a picnic site at Raynor Park. I was unable to put my pink permit thing in the slot between the designated time. A group had setup camp and squatted in our space when I arrived. They refused to leave saying that because I had missed putting in my permit in that slot, my permit was void. We eventually worked things out but I wish the rules around putting the permit slip can be updated... and clarified.

39. need more athletic fields

40. I like that the park bldg is available for our troop at a reasonable price that our troop can afford.

41. We used to give discounts to community groups in teh past such as girls couts, boy scouts and we now tje they are not giving this

42. Should not be too restrictive or cumbersome.

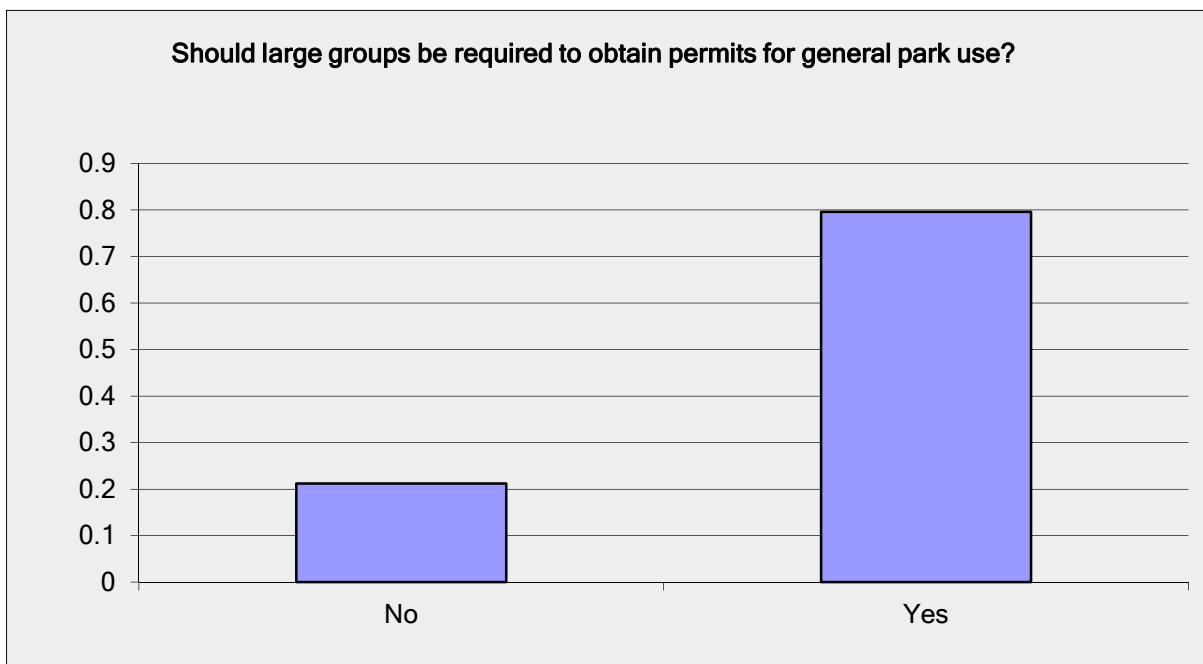
43. Yes do not allow Stratford School to use our Raynor public park and build a private basketball court in the park. This is horrible

44. see above

Parks Use and Permit Policies - Survey Results

Question 6 - Should large groups be required to obtain permits for general park use?

Answer Options	Response Percent	Response Count
No	21.2%	29
Yes	79.6%	109
If yes, what size of group, what uses and additional comments.		77
<i>answered question</i>		137
<i>skipped question</i>		12



Question 6

Should large groups be required to obtain permits for general park use?

If yes, what size of group, what uses and additional comments.

1. up to 15
2. 10 or more
3. 8
4. upto 20.
5. Over 10 people
6. greater than 25 people
7. 10
8. 12 or larger, should only apply to adults older than 21. Adult soccer and cricket teams often take over fields.
9. I am not sure of the size of group, but maybe something over 10 people I go to the park with my children, and appreciate being able to use the facilities at all times.
10. 30
11. More than 10 for a recurring/ongoing use or more than 20 for a one-time use.
12. Groups of 50 or more
13. It would be great if small businesses could reserve some lawn space for running classes (yoga, dance, music etc). We have such lovely spaces and while it's open to everyone to enjoy, I feel it's underutilized. If I had a small business I would pay to be able to have my group meet at a specified location.
14. 50
15. Groups over 100.
16. Maintenance can keep up if they know there is a large group
17. ?
18. 10 people and over or any activity more than 3 hours.
19. only very large--over 50 individuals
20. anyone over 100 people
21. How large? Too large to not allow others use?
22. It really depends on the size of the park and its facilities. If I had to put a number on it, I would say any group 25 and larger.
23. Groups more than 20 people should require permit
24. 20
25. size > 20
26. Any groups greater than 30 should obtain a permit. Permits should be single-day, valid for 3 hours max.
27. More than 25 people
28. Larger than 15 people
29. Sports teams, private parties, corporate events - I think any large gathering that has been specially scheduled should have to have a reservation. By large I mean 15-20 people or more.
30. No, unless that would somehow solve a problem with sharing park resources.

Q 6 Continued

- 31. 25
- 32. 20
- 33. Yes, just to make sure too many groups do not schedule parties at the same time causing stress and all that ensues.
- 34. Over 40 or corporate companies
- 35. More than 25. Any activity that uses the shared resources.
- 36. 75 people or more
- 37. For example, the YMCA type camps that use the parks swamp the facilities. Would say groups 30+
- 38. 20 or more
- 39. 6 or more
- 40. 50. large groups should also pay per person
- 41. anything that would cause a spike in parking spot usage or 1+ hour in usage
- 42. Yes, if they want to use the tables.
- 43. a group such as a private school should be defined as the entire student body.
- 44. 8
- 45. Anything more than 5 people. Kids birthday parties happen all the time and making sure you have tables for the kids is important.
- 46. Only for exclusive use/groups large enough to exclude other use (ie if it's not possible to share with others because of the event size)
- 47. 15 plus
- 48. 20
- 49. Definitely! Groups that charge their own fee should be given more scrutiny. Casual use by residents should be given first priority. I don't have a good feel for what size of group should be required to get a permit, but certainly a group of over 25 should.
- 50. over 20 People
- 51. Any group of 15 or more.
- 52. 30+ people for things like birthday parties, family reunions, neighborhood and sports team gatherings and BBQs.
- 53. 50
- 54. 20 or more
- 55. Yes, but with restrictions on the regularity for non-public entities. For example, a corporation shouldn't be able to reserve the park every day for a year.
- 56. I need more information really. Are we talking about youth sports, school picnics, etc or the above mentioned adults who are trashing the fields
- 57. It really frustrates me that the entire Ortega park grass field is taken by 10 to 12 cricket players on almost every Sunday (and many Saturdays); they set up cones and warning you to not walk your dog w/in the cones b/c you might get in the way of their game.
- 58. I am divided on this. When I was a girl scout leader we would meet at a park once in a while, and if I would have had to do a permit for that - it would have been more work than it was worth. When my kids grew up we did some parties there and we had about 20 in attendance. To put a number on it is hard. Perhaps if it is for more than 20 and more than 3 hours, they need a permit. This would keep people from arriving early and dominating the park all day for a volleyball event or something.
- 59. 100

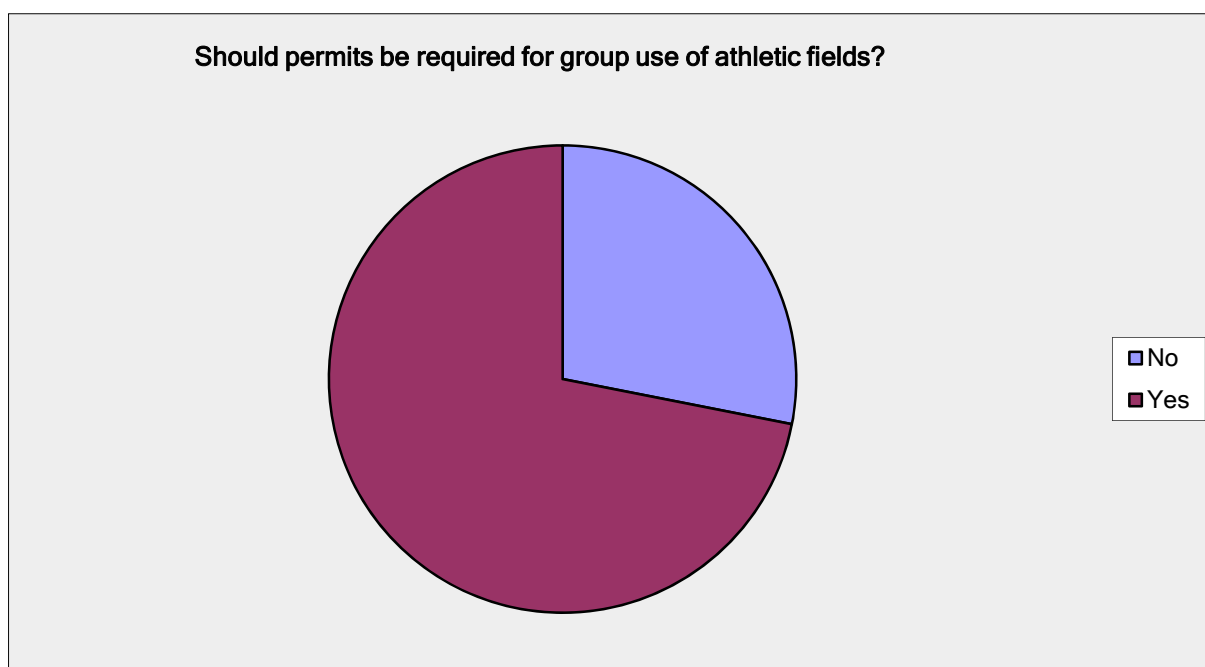
Q 6 Continued

- 60. For groups larger than 20. Use permit should be required for any use. If the group intends to use a field and picnic tables, that should be specified in their permit.
- 61. Anything over about 50 should require a permit.
- 62. 50 or more people should require permits
- 63. more than 20
- 64. More than 12; party, meeting, family, celebration of any type.
- 65. Any group that will take up more than 50% of the available table, grill, or other space.
- 66. 20+in a gp should inform city of the event planned.
- 67. 25 or more. Sunnyvale residents should get preference
- 68. Over 50.
- 69. Getting a permit for 2 tables at the park doesn't mean you get to take all the tables for your party. Not ok.
- 70. More than 8 Sports and school and club events esp jumpy house
- 71. I'm not sure what you mean in this question. Do you mean allowing large groups to take out permits in areas currently not permitted? Like the playgrounds?
- 72. Groups with 30 or more people who will use picnic benches, equipment, or fields should be required to get use permits.
- 73. Any size that is over 5 people.
- 74. 100
- 75. 50+ birthday parties.
- 76. Adult soccer players seem to take over Panama Park at times. No sure if they have a permit.

Parks Use and Permit Policies - Survey Results

Question 7 - Should permits be required for group use of athletic fields?

Answer Options	Response Percent	Response Count
No	28.1%	39
Yes	71.9%	100
If yes, what size of group and additional comments.		68
<i>answered question</i>		139
<i>skipped question</i>		10



Question 7 - Should permits be required for group use of athletic fields?**If yes, what size of group and additional comments.**

1. Adult groups (> 12) and organized youth leagues should have a permit.
2. 30
3. More than 10 for a recurring/ongoing use or more than 20 for a one-time use.
4. 20 or more
5. There definitely should be a way to reserve the field, but you should be able to use it if no one is using the field. Leagues should obtain permits.
6. Only if the group wants to ensure they have field space for their use.
7. Sunnyvale residents priority. Deposits required-forfeited if they didn't use the field.
8. Even with permits there are already issues with too many groups using fields.
9. For large sizes like 20 or more.
10. 20 people, for sports use.
11. Groups of 10 or over. Any competing team sports activities. Activities that will monopolize a field for more than 3 hours.
12. I thought they already did. How do they avoid conflicts? Also, add a cleaning deposit fee. Fields should be cleaner than when they started!
13. Permitted use by groups should be limited to ensure local residents have opportunities for drop in play.
14. Groups more than 20 people should require permit
15. 20
16. Any groups greater than 30 should obtain a permit. Permits should be single-day, valid for 3 hours max.
17. Larger than 10
18. Any sports team! Don't we have AYSO and Sunnyvale baseball using those fields regularly? If they are following the rules and scheduling themselves, they get priority. I think a first come, first served policy lends itself too easily to conflicts. Keep it organized.
19. No, unless we are having scheduling conflicts and demand is high enough to warrant control. Athletic fields might benefit from an online reservation system. Would it help if people could search online for open fields and book them on their own? I am sure that permits are needed for this.
20. 20
21. It costs money to keep up the fields. There should be a minimal fee for groups who use them.
22. Regular groups, not one timers
23. 25 or more
24. More than 18
25. Only if groups is organized and games are occurring on a regular basis. Fields should be open for pick up games if available
26. 20 or more
27. 12 people or more
28. It should be first come, first serve. Sports teams can reserve the grounds if needed.
29. 30, and schedule should be published somewhere easy to find
30. Organizations who get permits for outdoor fields have to comply with rain closures, not requiring these permits can cause field damage. Cupertino has a surcharge on non-residents for field use.

Q 7 Continued

31. 50
32. 12
33. No Comment
34. Regular use by organized athletic groups of any size should be required to obtain permits.
35. Over 20 people
36. If group is 20 or more and only if fields are reserved for one time use. Do not sell off Sunnyvale "PUBLIC" Park Land!!!
37. No for casual use if fields. Yes for league and regular / repeat use.
38. 20 or more. and time limited.
39. No, just a reservation and usage fee for organized groups. If it's just a friendly get together of the public that wants to have a thanksgiving day football game, it should be allowed if the fields are not already in use
40. depending how you define group... the # active on the field or total in group. A full size soccer or baseball game requires 18-22 players however there are typically spectators. I dont want to see kids discouraged from playing pick up games however I am fed up with the pick up games by the adults who litter and trash fields. Maybe apply permits process for adults congregating??? No easy answer
41. need continuity for organized sports
42. It really frustrates me that the entire Ortega park grass field is taken by 10 to 12 cricket players on almost every Sunday (and many Saturdays); they set up cones and warning you to not walk your dog w/in the cones b/c you might get in the way of their game.
43. 20 or more for athletic event
44. I do not know
45. 20 or more.
46. Any group that wants to reserve the whole area
47. more than 10
48. Depends on sport; do others also want to use same areas?
49. Only to limit the amount of time and permit should not cost much. Better yet, a sign up system could be used for large groups and limit the amount of time. Large= more than 10
50. It is critical that we have access to the fields for sports, including baseball, where we have fields developed for the sport.
51. Leagues but not for pick up ball.
52. 30
53. So that gps have an idea if park is available or not for their planned event.
54. 8 or more
55. 10 or more people
56. To insure groups respect and maintain field condition
57. Hard to say but maybe a group over 15?? I think it helps reduce contention upon arrival of field to know who has the permit. However, I think you should encourage groups to accommodate other users if there is available space.
58. yes, same as above.
59. Only if this a big enough number that reservation makes sense to allow for the event or practice.
60. Over 20 people at a time on a regular basis would suffice.
61. Organized sports leagues
62. Adults players (> 10) should have a permit, unorganized children and teens should not be required to have a permit.

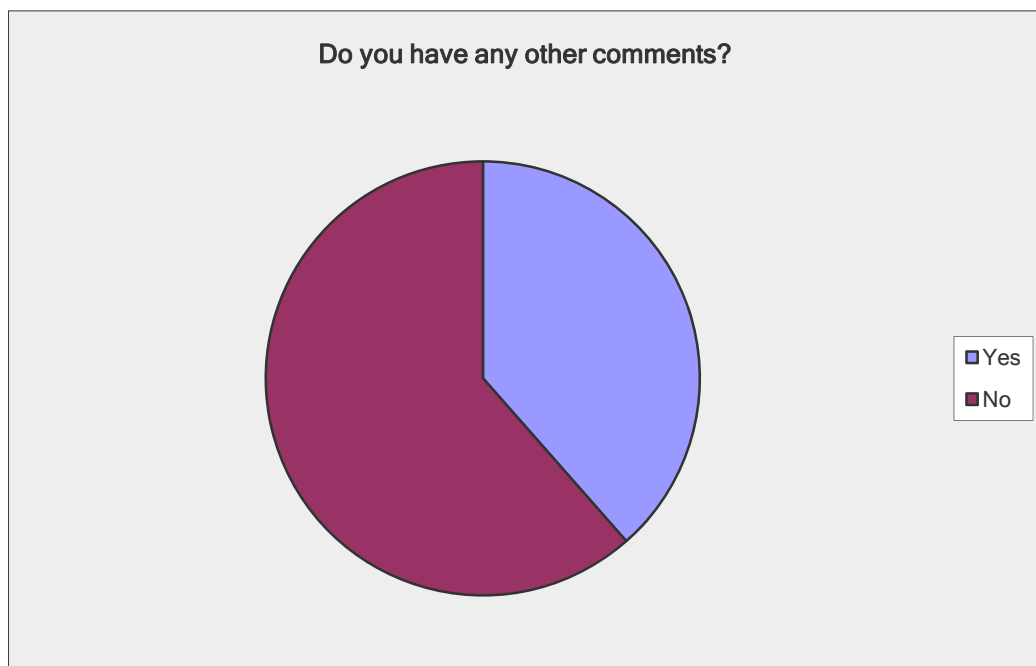
Q 7 Continued

- 63. Over 10 people
- 64. It depends
- 65. 8
- 66. 10 and up
- 67. 15 and over

Parks Use and Permit Policies - Survey Results

Question 8 - Do you have any other comments?

Answer Options	Response Percent	Response Count
Yes	38.2%	50
No	61.8%	81
Comments		52
<i>answered question</i>		131
<i>skipped question</i>		18



Question 8 - Do you have any other comments?

1. Deanza park should have water play feature
2. Since there is a shortage of activities for youths in Sunnyvale, i.e. no movie theater, bowling alley, teen center, or YMCA, youths should have priority for park facilities.
3. We love the parks here. Thanks for keeping them so beautiful!
4. Ortega park is unusable for residents. It is totally overcrowded - both the fields and the playgrounds. It is a trash heap at the end of the day. Stockmeir school is 2x the size of other schools. We need a park with facilities 2x. Even better - build another park at the community center because a lot of the growth at Stockmeir is in the high-density homes around the community center.
5. I appreciate the wonderful parks that we have in Sunnyvale. I love all of the trees, the grassy areas (especially nice since we have forgone grass at our own home, to help with the drought), and the wonderful playgrounds and other facilities. Please do not replace grassy areas with more tanbark, and please put more sand in the playground areas, as the sand is so nice for kids to play in. Thanks.
6. Additional parking needed at Seven Seas Park
7. The city desperately needs to acquire more space for youth athletic fields. It's time to look at converting Sunken Gardens to a youth sports complex.
8. Main thing is if possible, I think reservations should be able to be handled completely online. It would bring in more money to the city if you could break up the day for picnic site use. Most people don't use them all day. They have it for a party, so maybe breaking the day into two (or 3) parts would allow more people to use the facilities and generate more income. Ex. 8am-3pm and 3-9PM. Remove the 30 notice. How long does it actually take to prep? More sites and buildings could be rented if you didn't need as much notice.
9. Dealing with the parks department has become increasingly difficult over the past five years and the level of maintenance on the softball/baseball fields seems to have declined.
10. Enforce the park rules--all of them!
11. Just need more off leash areas for dogs.
12. We love the pool at high school. Cupertino has no such facility. Happy to pay a bit extra for it.
13. I know it might not be very...nice, but maybe not all sports should get permits. For either trash or field wear, I wish there were thresholds. It seems that some groups can ruin it for other groups, and there are only repercussions in the most extreme situations.
14. There are too many restrictions on the Food along with permits.
15. Is taking park space away in the Parks vision? Sunnyvale is a nice place to live because of the parks in the neighborhoods.
16. The priority user for the parks should be the public. Group use should be restricted to one-off, limited-hour use.
17. Save our parks from private development as we the taxpayers own them!
18. Please do not given control of park land to private companies. Our neighborhood kids need fields to practice sports on and open places to play after school and during the summer.
19. Groups who use the parks should be required to have permits and pay fees to offset the use. They impact the park much more than the casual individual user.
20. Thank you for all your efforts.
21. Clear enforcement
22. Our parks should be available for use all hours of the day. The Raynor park fields, or any park fields, should not be tied up for primary, exclusive use by a private school, but should be available for use by the public.

Q 8 Continued

23. I am often troubled by large adult sport groups disregarding signs stating that the field may not be used at this time. I have actually seen grown men take the sandwich boards & signage and hide them in the bushes! More enforcement would go a long way to keep our open space in better shape.
24. We need dog parks in Sunnyvale. The only one is Las Palmas which is small and inconvenient for many residents.
25. I would like to see more lighted fields for youth sports and permits available for using school facilities like indoor basketball courts
26. It would be nice to allow off leash dog hours for all Sunnyvale park for a small designated area.
27. Private schools that wish to have a use agreement should have to pay for the entire year with a limit if hours between 7am and 3:30pm week days. not including summer school days
28. We need more park space in Sunnyvale.
29. Please finish the dog park renovation ASAP!
30. SERIOUSLY consider proving an off leash dog park area at Raynor Park.
31. More off-leash dog areas, please.
32. Given the squeeze on Sunnyvale parks, I think it is well past time to time to enact an ordinance that highly restricts park rentals and large groups to Sunnyvale residents.
33. The City has decimated our irreplaceable open space and parks. I have nothing but condemnation for each and every action in this regard which they have taken.
34. Do not sell off Sunnyvale "PUBLIC" Park Land!!! This is an issue that should be put on the ballot for Sunnyvale residents to decide. Sunnyvale parkland should not be allowed to be sold off by politicians!!
35. Yes, Get more parks added to the inventory
36. private business use the field thus pushing out the residence.
37. Sunnyvale has beautiful fields and the maintenance crews have always been wonderful to work with. Sadly, we have people trashing our parks and residents have no clear way to report these fools. Perhaps adding signage where we could text/report those ignoring closed fields and get some one (DPS, CSO,Parks???) to come out would be helpful
38. It will be great to have more facilities, for example, tennis court, baseball court in the parks.
39. I think it would be nice to see more of an enforcement presence at the parks. I don't like walking thru Serra when groups of 5 or 6 boys are smoking pot (intimidating). I'm ok with off leash dogs as long as they don't bother me, requires owner responsibility (I don't care if your dog is nice).
40. Address cleanup; parking and noise due to residential areas.
41. Due to the DayLight Savings change, it is difficult to fully avail the Basketball and Tennis facilities in the park. It would be really great if there are lights put up around the Basketball Court and the Tennis Court atleast till 8:00 PM or 9:00 PM to allow the public to make most use of the facilities.
42. What about more Parks for dogs ???
43. We need year all weather fields and also more lighted fields. Youth sports is moving in all year round play and the current limited lighted field situation is not meeting the needs of the community. I would also like to see the fields at Fremont Union High School District (Fremont and Homestead) made accessible to Sunnyvale based non-profit Youth Groups made accessible as community members. The current rules don't allow any athletic field usage and as a tax payer who has helped install those fields, it is frustrating that we are not given any access to the fields.
44. The community needs more sports fields for youth and adult sports. We need additional softball fields as their are many more baseball fields for boys than softball fields for girls.

Q 8 Continued

45. We need some all season fields for community and youth league use, including lighted evening use.
46. having buildings available at low cost for groups that provide civic leadership and community service should be a priority. Encouraging and supporting groups that "give-back" is paramount to having healthy city.
47. I am happy with the way the permit system works and hope that any change does not affect my troops ability to meet at our local park bldgs at a reasonable price.
48. The biggest problem is that the high schools cannot turn on their lights to handle the demand for night use of sports fields. The only way to be able to meet the demand is to overturn this policy. The kids get priority, which is fine, but, there are adults who want to play too and not enough programming for them.
49. City should seek feedback on how community buildings should be reserved what it is fair cost for using them and who should be using them.
50. Even though water is an issue, please only use grass and drought-tolerant plants and some trees. Don't use fake grass. There are so many issues with fake grass that impact health of the eco-system. Please keep Sunnyvale "green" as possible. Especially that we are surrounded by more and more cars through-ways. Thank you.
51. As a homeowner who lives around the corner from Raynor Park I am appalled that the City of Sunnyvale would sell Raynor School to a private school and then try to let this private school have designated use of our public park and would even allow them to build a private basketball court in Raynor Park. With all the potential growth going on around our area, we need every amount of space for parks. To allow a private school access to our park is bad news for everyone
52. I constantly see dogs off leash in the field. It is very upsetting.



City of Sunnyvale

Agenda Item

14-0670

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Amend the Temporary/Casual Employee Salary Table to Comply with CalPERS Requirements, Amend the Salary Resolution, and Add the Classifications of Casual and Casual Seasonal Senior Center Case Manager

BACKGROUND

Within the Temporary/Casual Employees Salary Table, there are several classifications that have broad open ranges without steps. These classifications are general in nature, and can be assigned to casual employees who perform a variety of job functions. CalPERS has recently notified the City that we must narrow the pay ranges for these classifications, add steps to the ranges, and ensure that incumbents are being paid at a step that is within the pay range for the performance and work functions of the equivalent regular classification. Additionally, the City must consolidate its Salary Table for Regular Full-Time and Part-Time Employees, the Salary Table for Temporary/Casual/Casual Seasonal Employees, and the Salary Table for Mayor and Councilmembers into one Salary Table.

EXISTING POLICY

Council Policy 7.3.1 Legislative Management - Goals and Policies, Goal 7.3D: Maintain a quality work force, consistent with state and federal laws, City Charter, and adopted policies in order to assure that City services are provided in an effective, efficient, and high quality manner.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

Temporary/Casual classifications such as Casual Clerical, Casual Professional, and Casual Manager are general classifications that can be utilized to perform a wide variety of work at varying levels within the organization. These employees are not typically enrolled into CalPERS membership. However, in situations where the City hires a temporary/casual employee who is already a CalPERS member at the time of hire, the City is required to continue the employee's CalPERS membership. The entire employee contribution is paid by the employee and the employer pays the established employer CalPERS rate. Additionally, in situations where a temporary/casual employee works more than 1,000 hours in a fiscal year, the City is required to enroll the employee into CalPERS membership.

As a result of the above mentioned CalPERS membership criteria, the City is mandated to comply with specific CalPERS requirements related to how Temporary/Casual employees are compensated. Currently, these classifications have wide pay ranges that allow a hiring manager to place a new hire at an appropriate pay rate for the level of work to be performed. While the City is in compliance with

CalPERS requirements for many of its Temporary/Casual classifications, CalPERS has indicated that the City must make specific changes for its general Temporary/Casual classifications where currently there are broad open pay ranges and no steps within the ranges. Further, the City must compensate incumbents in these classifications within the pay range of the equivalent regular classification that would ordinarily perform the work that the temporary/casual employee is being assigned.

As a result, staff is recommending that the Council narrow the pay range for these general Temporary/Casual classifications by converting the general Temporary/Casual classifications to series classifications. Each level of the series will have 6 steps with a 5% spread between each step, similar to the majority of the City's regular classifications. Moving forward, hiring managers utilizing general Temporary/Casual classifications will be required, per the City's Temporary Employee Policy (Administrative Policy Manual, Chapter 3, Article 29), to select a series level and pay step that is within the pay range of the equivalent classification. Additionally, the City must consolidate its Salary Table for Regular Full-Time and Part-Time Employees, the Salary Table for Temporary/Casual/Casual Seasonal Employees, and the Salary Table for Mayor and Councilmembers into one Salary Table.

If approved, the proposed Salary Table (Attachment 1) will be effective the first full pay period in May 2015 (May 10, 2015), allowing time for staff to make the appropriate changes in the City's Human Resources Information System. The Department of Human Resources has already worked with City departments to determine the equivalent classification, and the appropriate level and step for each incumbent in a general Casual classification. There are two employees currently in general Casual classifications that, due to the nature of their assigned duties, require the creation of the new Casual classifications of Casual and Casual Seasonal Senior Center Case Manager.

Additionally, in an effort to simplify and streamline the Salary Resolution language related to Temporary/Casual employees, staff is recommending the elimination of Categories H and I. Categories H and I are both for Casual classifications, but are intended to distinguish between classifications used on a seasonal/short term basis in recreation related roles, and those used on a more long term basis outside of recreation. This distinction was previously used to allow for merit/step increases in short intervals for recreation staff because they typically only work for limited time periods during a given year. The amended Salary Resolution has been revised to include uniform criteria for determining merit/step increase eligibility. These criteria require completion of 1,040 hours of work for an initial merit/step increase, and 2,080 hours of work between subsequent increases along with a satisfactory performance evaluation. These criteria match the criteria used for merit/step increases for regular employees. Additionally, given the short term and/or seasonal nature of some Casual assignments, language has also been added to allow individual departments to have the ability to establish lower hour thresholds within a 12 month period for merit/step increases.

FISCAL IMPACT

Approximately 150 current Casual employees will receive either an increase or a decrease from their current rate of pay to a specified step on the amended Salary Table. In most cases, the increase or decrease is relatively minor and each individual employee's manager will be meeting with affected employees to communicate the changes regarding their compensation. Departments that employ Temporary/Casual workers will absorb any cost increases or decreases due to these changes within their existing budgets. It is not anticipated that this change will have any material impact on the City's financial position going forward.

PUBLIC CONTACT

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

ALTERNATIVES

1. Adopt the resolution to implement a single consolidated Salary Table in compliance with CalPERS requirements, amend the Salary Resolution and add the classifications of Casual and Casual Seasonal Senior Center Case Manager.

2. Do not adopt a resolution to implement a single consolidated Salary Table in compliance with CalPERS requirements, amend the Salary Resolution and add the classifications of Casual and Casual Seasonal Senior Center Case Manager.

STAFF RECOMMENDATION

Alternative 1: Adopt the resolution to implement a single consolidated Salary Table in compliance with CalPERS requirements, amend the Salary Resolution and add the classifications of Casual and Casual Seasonal Senior Center Case Manager.

Prepared by: Doug Baker, Human Resources Manager

Reviewed by: Teri Silva, Director, Department of Human Resources

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution to Adopt a Consolidated Salary Table and Amend the Salary Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE TO IMPLEMENT A CONSOLIDATED SALARY
TABLE, AMEND RESOLUTION NO. 190-05, THE CITY'S SALARY
RESOLUTION, TO COMPLY WITH CALPERS REQUIREMENTS,
AND TO ADD THE CLASSIFICATIONS OF CASUAL SEASONAL
SENIOR CENTER CASE MANAGER AND CASUAL SENIOR
CENTER CASE MANAGER**

WHEREAS, the City is required to comply with CalPERS membership requirements as they are related to how Temporary/ Casual employees are compensated; and

WHEREAS, the City Council desires to adopt this resolution to consolidate the salary table, amend resolution No. 190-05, and to add the classifications of Casual Seasonal Senior Center Case Manager and Casual Senior Center Case Manager to comply with CalPERS requirements;

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

1. The Salary Table is hereby consolidated in compliance with CalPERS requirements, as set forth in Exhibit A.
2. Resolution No. 190-05 is hereby amended in compliance with CalPERS requirements, as set forth in Exhibit B.
3. The classifications of Casual Seasonal Senior Center Case Manager and Casual Senior Center Case Manager are hereby added to the Salary Table.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

City of Sunnyvale Salary Table

Section 1: [Regular Full-Time and Part-Time Classifications](#)

Section 2: [Casual/Temporary Classifications](#)

Section 3: [Council Members](#)

Revisions:

Current revision: TBD

Regular/Part Time Classifications - Prior revisions since 2011: 12/7/2014, 8/31/2014, 8/17/2014, 7/6/2014, 2/25/2014, 12/22/2013, 12/4/2013, 9/30/2013, 7/7/2013, 6/3/2013, 3/3/2013, 2/6/2013, 12/26/2012, 10/2/2012, 8/27/2012, 5/15/2012, 3/29/2012, 11/21/2011, 10/2/2011, 12/9/2014

Casual/Temporary Classifications - Prior revisions since 2011: 1/20/2013, 3/29/2012, 4/27/2014, 6/22/2014, 12/21/2014

City Council - Prior Revisions: 1/29/2014, 12/2/2014

SECTION 1

City of Sunnyvale Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
1000	ACCOUNTANT	SEA	B	101	34.2787	35.9925	37.7921	39.6818	41.6659	43.7491	7/6/2014
1001	ACCOUNTANT-CONFIDENTIAL	CONF	G	658	34.2787	35.9925	37.7921	39.6818	41.6659	43.7491	7/6/2014
6800	ACCOUNTING TECHNICIAN	SEA	B	646	26.3202	27.6362	29.0181	30.4689	31.9923	33.5919	7/6/2014
1100	ADMINISTRATIVE AIDE	SEA	B	104	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
1102	ADMINISTRATIVE AIDE - Employment Development	SEA	B	104	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
1150	ADMINISTRATIVE AIDE/GRANT COMPLIANCE COORDINATOR	SEA	B	104	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
1101	ADMINISTRATIVE AIDE-CONFIDENTIAL	CONF	G	640	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
1250	ADMINISTRATIVE ANALYST	SEA	B	630	32.5236	34.1499	35.8573	37.6502	39.5327	41.5093	7/6/2014
0305	ADMINISTRATIVE LIBRARIAN	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
6000	ADMINISTRATIVE SECRETARY	CONF	G	105	27.9484	29.3459	30.8132	32.3537	33.9715	35.6700	7/6/2014
0309	ADMINISTRATIVE SERVICES MANAGER: UTILITY BILLING	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
0217	AFFORDABLE HOUSING MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
2170	ANIMAL CONTROL OFFICER	SEA	B	106	30.2078	31.7182	33.3041	34.9692	36.7177	38.5535	7/6/2014
0013	ASSISTANT CITY ATTORNEY	Mgmt-OCA	K	19K	126,912					149,309	8/31/2014
0206	ASSISTANT CITY ENGINEER	Mgmt-SMA	E	19MA	119,702					140,826	8/31/2014
0110	ASSISTANT CITY MANAGER	Mgmt-DIR	F	25	183,281					215,625	8/31/2014
0259	ASSISTANT DIRECTOR OF FINANCE	Mgmt-SMA	E	27	135,000					158,824	8/31/2014
0205	ASSISTANT DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	Mgmt-SMA	E	21	141,583					166,568	8/31/2014
5015	ASSISTANT GOLF PROFESSIONAL	SEA	B	665	18.7044	19.6395	20.6216	21.6527	22.7353	23.8720	7/6/2014
1251	ASSISTANT PLANNER	SEA	B	126	31.3375	32.9044	34.5496	36.2771	38.0908	39.9955	7/6/2014
0320	ASSISTANT TO THE CITY MANAGER	Mgmt-CONF	D	20CONF	126,912					149,309	8/31/2014
0258	ASSISTANT TO THE DIRECTOR OF PARKS AND RECREATION	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
1200	ASSOCIATE PLANNER	SEA	B	107	37.7018	39.5869	41.5664	43.6447	45.8269	48.1182	7/6/2014
1205	AUTOMOTIVE SHOP ATTENDANT	SEA	B	669	15.2529	16.0155	16.8163	17.6570	18.5399	19.4670	7/6/2014
0367	BUDGET ANALYST I	Mgmt-SMA	E	16	86,370					101,611	8/31/2014
0368	BUDGET ANALYST II	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
4001	BUILDING INSPECTOR I	SEA	B	702	33.0427	34.6948	36.4297	38.2512	40.1638	42.1720	7/6/2014
4000	BUILDING INSPECTOR II	SEA	B	111	36.4297	38.2512	40.1638	42.1720	44.2806	46.4947	7/6/2014
2501	BUSINESS LIAISON	SEA	B	124	28.6281	30.0595	31.5625	33.1407	34.7976	36.5376	7/6/2014
6750	BUYER I	SEA	B	145	30.2134	31.7240	33.3102	34.9757	36.7244	38.5607	7/6/2014
2000	BUYER II	SEA	B	112	34.0203	35.7213	37.5073	39.3827	41.3518	43.4194	7/6/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
2500	CAREER ADVISOR	SEA	B	124	28.6281	30.0595	31.5625	33.1407	34.7976	36.5376	7/6/2014
0011	CITY ATTORNEY	n/a	n/a	301						218,303	12/22/2013
0203	CITY CLERK	Mgmt-CONF	D	18CONF	103,013					121,192	8/31/2014
0010	CITY MANAGER	n/a	n/a	300						264,045	8/18/2013
0388	CITY PROPERTY ADMINISTRATOR	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
1400	CIVIL ENGINEER	SEA	B	116	41.1062	43.1615	45.3196	47.5857	49.9650	52.4632	7/6/2014
0369	CIVILIAN FIRE MARSHAL	Mgmt-SMA	E	28	129,179					151,975	8/31/2014
6805	COLLECTIONS SPECIALIST	SEA	B	646	26.3202	27.6362	29.0181	30.4689	31.9923	33.5919	7/6/2014
0316	COMMUNICATIONS OFFICER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
0342	COMMUNITY RESOURCES MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
2351	COMMUNITY SERVICES COORDINATOR I	SEA	B	164	29.0607	30.5138	32.0394	33.6413	35.3234	37.0896	7/6/2014
2300	COMMUNITY SERVICES COORDINATOR II	SEA	B	628	33.6416	35.3236	37.0899	38.9444	40.8916	42.9363	7/6/2014
0213	COMMUNITY SERVICES MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
2150	COMMUNITY SERVICES OFFICER	SEA	B	106	30.2078	31.7182	33.3041	34.9692	36.7177	38.5535	7/6/2014
6675	CUSTOMER SERVICE REPRESENTATIVE	SEA	B	648	26.0389	27.3408	28.7079	30.1433	31.6504	33.2328	7/6/2014
0341	DEPUTY CHIEF PUBLIC SAFETY	Mgmt-PSMA	E	20PS	174,189					204,928	7/6/2014
0014	DEPUTY CITY ATTORNEY	Mgmt-OCA	K	17K	103,013					121,192	8/31/2014
2460	DEPUTY CITY CLERK	SEA	B	637	32.5236	34.1499	35.8573	37.6502	39.5327	41.5093	7/6/2014
0120	DIRECTOR OF COMMUNITY DEVELOPMENT	Mgmt-DIR	F	23	172,760					203,247	8/31/2014
0140	DIRECTOR OF EMPLOYMENT DEVELOPMENT	Mgmt-DIR	F	22ED1	152,283					179,157	8/31/2014
0185	DIRECTOR OF ENVIRONMENTAL SERVICES	Mgmt-DIR	F	24	177,943					209,344	8/31/2014
0130	DIRECTOR OF FINANCE	Mgmt-DIR	F	23	172,760					203,247	8/31/2014
0145	DIRECTOR OF HUMAN RESOURCES	Mgmt-DIR	F	22	167,728					197,328	8/31/2014
0190	DIRECTOR OF INFORMATION TECHNOLOGY	Mgmt-DIR	F	22	167,728					197,328	8/31/2014
0155	DIRECTOR OF LIBRARY & COMMUNITY SERVICES	Mgmt-DIR	F	22	167,728					197,328	8/31/2014
0170	DIRECTOR OF PUBLIC SAFETY	Mgmt-DIR	F	24PS	182,384					214,569	8/31/2014
0180	DIRECTOR OF PUBLIC WORKS	Mgmt-DIR	F	24	177,943					209,344	8/31/2014
0260	ECONOMIC DEVELOPMENT MANAGER	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
2650	ED INFORMATION SYSTEMS ANALYST	SEA	B	108	34.8224	36.5637	38.3918	40.3114	42.3270	44.4434	7/6/2014
2160	EMERGENCY MANAGEMENT COORDINATOR	SEA	B	106	30.2078	31.7182	33.3041	34.9692	36.7177	38.5535	7/6/2014
2480	EMERGENCY MEDICAL SERVICES COORDINATOR	SEA	B	674	39.7490	41.7363	43.8233	46.0144	48.3151	50.7309	7/6/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0301	EMPLOYMENT TRAINING MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
1160	EMPLOYMENT TRAINING PROGRAM COORDINATOR	SEA	B	611	31,2193	32,7803	34,4193	36,1403	37,9474	39,8447	7/6/2014
1500	ENGINEERING ASSISTANT I	SEA	B	117	34,3620	36,0803	37,8843	39,7785	41,7673	43,8558	7/6/2014
1410	ENGINEERING ASSISTANT II	SEA	B	660	37,7347	39,6215	41,6025	43,6827	45,8668	48,1601	7/6/2014
4900	ENVIRONMENTAL CHEMIST I	SEA	B	196	28,8902	30,3347	31,8514	33,4440	35,1162	36,8720	7/6/2014
1351	ENVIRONMENTAL CHEMIST II	SEA	B	100	33,6026	35,2829	37,0470	38,8994	40,8443	42,8865	7/6/2014
1350	ENVIRONMENTAL COMPLIANCE INSPECTOR	SEA	B	135	32,9900	34,6395	36,3715	38,1900	40,0995	42,1044	7/6/2014
1840	ENVIRONMENTAL ENGINEERING COORDINATOR	SEA	B	168	45,0645	47,3176	49,6835	52,1676	54,7761	57,5149	7/6/2014
0326	ENVIRONMENTAL PROGRAMS MANAGER	Mgmt-SMA	E	18MA	106,537					125,327	8/31/2014
5050	EQUIPMENT MECHANIC	SEA	B	128	29,6773	31,1611	32,7192	34,3550	36,0728	37,8764	7/6/2014
7100	EQUIPMENT MECHANIC-IN-TRAINING	SEA	B	129	25,3509	26,6184	27,9494	29,3469	30,8142	32,3550	7/6/2014
6410	EXECUTIVE ASSISTANT	CONF	G	166	32,6697	34,3032	36,0184	37,8193	39,7103	41,6958	7/6/2014
5310	FACILITIES TECHNICIAN I	SEA	B	680	24,2178	25,4287	26,7002	28,0352	29,4370	30,9089	7/6/2014
5315	FACILITIES TECHNICIAN II	SEA	B	681	25,4041	26,6743	28,0081	29,4085	30,8789	32,4229	7/6/2014
5320	FACILITIES TECHNICIAN III	SEA	B	682	27,5617	28,9397	30,3868	31,9061	33,5015	35,1764	7/6/2014
5300	FACILITY ATTENDANT I	SEA	B	670	15,2529	16,0155	16,8163	17,6570	18,5399	19,4670	7/6/2014
5301	FACILITY ATTENDANT II	SEA	B	671	18,9942	19,9439	20,9411	21,9882	23,0876	24,2419	7/6/2014
6830	FINANCE ANALYST I	SEA	B	692	30,9750	32,5237	34,1500	35,8574	37,6503	39,5328	7/6/2014
6840	FINANCE ANALYST II	SEA	B	693	32,5236	34,1499	35,8573	37,6502	39,5327	41,5093	7/6/2014
0361	FINANCE MANAGER: ACCOUNTING	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
6875	FINANCE TECHNICIAN	SEA	B	677	29,8300	31,3216	32,8876	34,5320	36,2585	38,0715	7/6/2014
4460	FIRE PREVENTION SPECIALIST I	SEA	B	617	26,9712	28,3197	29,7357	31,2225	32,7837	34,4228	7/6/2014
4461	FIRE PREVENTION SPECIALIST II	SEA	B	106	30,2078	31,7182	33,3041	34,9692	36,7177	38,5535	7/6/2014
4480	FIRE PROTECTION ENGINEER	SEA	B	652	45,0645	47,3176	49,6835	52,1676	54,7761	57,5149	7/6/2014
4475	FIRE PROTECTION INSPECTOR	SEA	B	651	37,5538	39,4314	41,4030	43,4732	45,6468	47,9291	7/6/2014
0380	FLEET MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
4490	FLEET SERVICES COORDINATOR	SEA	B	700	35,6128	37,3932	39,2629	41,2261	43,2875	45,4518	7/6/2014
5025	GOLF COURSE EQUIPMENT MECHANIC	SEA	B	645	29,6773	31,1611	32,7192	34,3550	36,0728	37,8764	7/6/2014
0327	GOLF OPERATIONS MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
5010	GOLF PROFESSIONAL	SEA	B	664	25,7571	27,0451	28,3973	29,8172	31,3080	32,8734	7/6/2014
2505	GRAPHIC ARTIST	SEA	B	184	23,0018	24,1519	25,3594	26,6274	27,9586	29,3566	7/6/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
7300	GREENSKEEPER	SEA	B	134	31.1018	32.6569	34.2897	36.0042	37.8044	39.6946	7/6/2014
7325	GROUNDWORKER	SEA	B	626	15.2529	16.0155	16.8163	17.6570	18.5399	19.4670	7/6/2014
4420	HAZARDOUS MATERIALS COORDINATOR	SEA	B	618	55.0566	57.8096	60.7000	63.7350	66.9218	70.2678	7/6/2014
4450	HAZARDOUS MATERIALS INSPECTOR	SEA	B	110	45.8288	48.1204	50.5263	53.0525	55.7053	58.4905	7/6/2014
0302	HEAD GOLF PROFESSIONAL	Mgmt-SMA	E	15	79,972					94,085	8/31/2014
5100	HEAVY EQUIPMENT OPERATOR	SEA	B	130	29.6561	31.1389	32.6957	34.3304	36.0470	37.8493	7/6/2014
2430	HELP DESK TECHNICIAN	SEA	B	708	28.9886	30.4380	31.9599	33.5579	35.2358	36.9976	7/6/2014
0202	HOUSING OFFICER	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
2925	HOUSING PROGRAMS ANALYST	SEA	B	179	33.0556	34.7083	36.4438	38.2659	40.1792	42.1881	7/6/2014
2950	HOUSING PROGRAMS TECHNICIAN	SEA	B	104	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
4400	HOUSING REHABILITATION SPECIALIST	SEA	B	131	33.7317	35.4182	37.1893	39.0487	41.0011	43.0513	7/6/2014
1450	HUMAN RESOURCES ANALYST	CONF	G	187	36.0508	37.8534	39.7461	41.7334	43.8200	46.0110	7/6/2014
0282	HUMAN RESOURCES MANAGER	Mgmt-CONF	D	19CONF	113,315					133,312	8/31/2014
1775	HUMAN RESOURCES TECHNICIAN	CONF	G	638	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	7/6/2014
2450	I.T. COORDINATOR	SEA	B	123	39.4453	41.4176	43.4885	45.6629	47.9460	50.3434	7/6/2014
2455	I.T. COORDINATOR-CONFIDENTIAL	CONF	G	685	39.4453	41.4176	43.4885	45.6629	47.9460	50.3434	7/6/2014
0338	INTERNAL AUDITOR	Mgmt-SMA	E	16	86,370					101,611	8/31/2014
4950	LABORATORY/FIELD TECHNICIAN	SEA	B	620	26.5817	27.9108	29.3065	30.7718	32.3104	33.9259	7/6/2014
0390	LABORATORY/PRETREATMENT MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
4960	LANDFILL TECHNICIAN	SEA	B	672	25.9518	27.2494	28.6119	30.0424	31.5445	33.1217	7/6/2014
5150	LEAD EQUIPMENT MECHANIC	SEA	B	136	33.2385	34.9005	36.6454	38.4777	40.4015	42.4217	7/6/2014
6100	LEGAL SECRETARY	CONF	G	137	28.0503	29.4529	30.9254	32.4717	34.0953	35.8000	7/6/2014
1600	LIBRARIAN	SEA	B	139	30.1026	31.6076	33.1880	34.8475	36.5898	38.4192	7/6/2014
2100	LIBRARY ASSISTANT	SEA	B	140	24.5471	25.7744	27.0631	28.4163	29.8371	31.3290	7/6/2014
0303	LIBRARY CIRCULATION MANAGER	Mgmt-SMA	E	15	79,972					94,085	8/31/2014
5250	MAIL CLERK	SEA	B	690	18.9089	19.8545	20.8472	21.8895	22.9839	24.1331	7/6/2014
5860	MAINTENANCE WORKER I	SEA	B	699	24.1945	25.4041	26.6743	28.0081	29.4085	30.8789	7/6/2014
5850	MAINTENANCE WORKER II	SEA	B	698	25.4041	26.6743	28.0081	29.4085	30.8789	32.4229	7/6/2014
0274	MANAGEMENT ANALYST: EMPLOYMENT DEVELOPMENT	Mgmt-SMA	E	16	86,370					101,611	8/31/2014
0276	MANAGEMENT ANALYST: PUBLIC SAFETY	Mgmt-SMA	E	16	86,370					101,611	8/31/2014
0209	MANAGER OF BUSINESS OPERATIONS	Mgmt-SMA	E	19	112,868					132,786	8/31/2014

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Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0211	MANAGER OF JOB SEEKER SERVICES	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
0332	MANAGER, APPLICATIONS DEVELOPMENT	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0324	MANAGER, BUREAU OF TECHNICAL SERVICES - PUBLIC SAFETY	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0331	MANAGER, INFORMATION TECHNOLOGY SERVICES	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
6150	METER READER	SEA	B	147	25.5878	26.8671	28.2105	29.6210	31.1022	32.6573	7/6/2014
0204	NEIGHBORHOOD PRESERVATION MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
2349	NEIGHBORHOOD PRESERVATION SPECIALIST	SEA	B	118	29.8268	31.3182	32.8841	34.5283	36.2547	38.0675	7/6/2014
4825	NETWORK ENGINEER	SEA	B	642	44.8802	47.1243	49.4805	51.9545	54.5522	57.2797	7/6/2014
2420	NETWORK TECHNICIAN	SEA	B	687	32.6701	34.3035	36.0187	37.8196	39.7106	41.6962	7/6/2014
6200	OFFICE ASSISTANT	SEA	B	149	20.8631	21.9060	23.0014	24.1515	25.3591	26.6270	7/6/2014
6210	OFFICE ASSISTANT-CONFIDENTIAL	CONF	G	676	20.8631	21.9060	23.0014	24.1515	25.3591	26.6270	7/6/2014
6250	OFFICE CLERK	SEA	B	150	18.9089	19.8545	20.8472	21.8895	22.9839	24.1331	7/6/2014
0329	OPERATIONS MANAGER: FACILITIES	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
1060	PARALEGAL	CONF	G	637	34.2787	35.9925	37.7921	39.6818	41.6659	43.7491	7/6/2014
5350	PARKS LEADER	SEA	B	153	31.1018	32.6569	34.2897	36.0042	37.8044	39.6946	7/6/2014
0330	PARKS MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
7320	PARKS SUPERVISOR	SEA	B	613	34.2117	35.9222	37.7184	39.6043	41.5845	43.6638	7/6/2014
7600	PARKS WORKER I	SEA	B	198	24.2178	25.4287	26.7002	28.0352	29.4370	30.9089	7/6/2014
7650	PARKS WORKER II	SEA	B	600	25.4041	26.6743	28.0081	29.4085	30.8789	32.4229	7/6/2014
7675	PARKS WORKER III	SEA	B	614	27.5617	28.9397	30.3868	31.9061	33.5015	35.1764	7/6/2014
8500	PART-TIME ADMINISTRATIVE AIDE	SEIU	L	8500	31.1142	32.6700	34.3034	36.0187	37.8196	39.7106	8/17/2014
8601	PART-TIME ADMINISTRATIVE ANALYST	SEIU	L	8601	32.5236	34.1499	35.8573	37.6502	39.5327	41.5093	8/17/2014
8900	PART-TIME AUTO SHOP ATTENDANT	SEIU	L	8900	15.2529	16.0155	16.8163	17.6570	18.5399	19.4670	8/17/2014
8303	PART-TIME BUILDING SERVICES WORKER	SEIU	L	8303	25.4042	26.6744	28.0082	29.4086	30.8790	32.4230	8/17/2014
8700	PART-TIME BUSINESS LIAISON	SEIU	L	8700	28.6281	30.0595	31.5625	33.1407	34.7976	36.5376	8/17/2014
8701	PART-TIME CAREER ADVISOR	SEIU	L	8701	28.6281	30.0595	31.5625	33.1407	34.7976	36.5376	8/17/2014
8702	PART-TIME COMPUTER SYSTEMS SPECIALIST	SEIU	L	8702	32.3730	33.9916	35.6911	37.4757	39.3496	41.3170	8/17/2014
8301	PART-TIME CUSTODIAN	SEIU	L	8301	15.2529	16.0155	16.8163	17.6570	18.5399	19.4670	8/17/2014
8100	PART-TIME EMP TRNG PROG COORD	SEIU	L	8100	31.2193	32.7803	34.4193	36.1403	37.9474	39.8447	8/17/2014
8110	PART-TIME EMS SPECIALIST I	SEIU	L	8110	34.5580	36.2859	38.1002	40.0052	42.0055	44.1057	8/17/2014
8120	PART-TIME EMS SPECIALIST II	SEIU	L	8120	39.7490	41.7363	43.8233	46.0144	48.3151	50.7309	8/17/2014

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Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
8250	PART-TIME ENVIRON CHEMIST I	SEIU	L	8250	28.8902	30.3347	31.8514	33.4440	35.1162	36.8720	8/17/2014
8251	PART-TIME ENVIRON CHEMIST II	SEIU	L	8251	33.6026	35.2829	37.0470	38.8994	40.8443	42.8865	8/17/2014
8150	PART-TIME FACILITY ATTENDANT I	SEIU	L	8150	15.2529	16.0155	16.8163	17.6570	18.5399	19.4670	8/17/2014
8151	PART-TIME FACILITY ATTENDANT II	SEIU	L	8151	18.9942	19.9439	20.9411	21.9882	23.0876	24.2419	8/17/2014
8200	PART-TIME GOLF SERVICE ASSISTANT	SEIU	L	8200	15.1272	15.8835	16.6778	17.5116	18.3873	19.3065	8/17/2014
8300	PART-TIME GRAPHIC ARTIST	SEIU	L	8300	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	8/17/2014
8305	PART-TIME LAB/FIELD TECHNICIAN	SEIU	L	8305	26.5817	27.9108	29.3065	30.7718	32.3104	33.9259	8/17/2014
8350	PART-TIME LANDFILL TECHNICIAN	SEIU	L	8350	25.9518	27.2494	28.6119	30.0424	31.5445	33.1217	8/17/2014
8400	PART-TIME LIBRARIAN	SEIU	L	8400	30.1026	31.6076	33.1880	34.8475	36.5898	38.4192	8/17/2014
8402	PART-TIME LIBRARY SPECIALIST I	SEIU	L	8402	14.1369	14.8437	15.5860	16.3652	17.1835	18.0427	8/17/2014
8404	PART-TIME LIBRARY SPECIALIST III	SEIU	L	8404	19.5667	20.5450	21.5723	22.6508	23.7835	24.9727	8/17/2014
8130	PART-TIME MAIL CLERK	SEIU	L	8130	18.9089	19.8545	20.8472	21.8895	22.9839	24.1331	8/17/2014
8107	PART-TIME METER READER	SEIU	L	8107	25.5878	26.8671	28.2105	29.6210	31.1022	32.6573	12/7/2014
8102	PART-TIME OFFICE ASSISTANT	SEIU	L	8102	20.8631	21.9060	23.0014	24.1515	25.3591	26.6270	8/17/2014
8105	PART-TIME PRINCIPAL OFFICE ASSISTANT	SEIU	L	8105	29.5113	30.9868	32.5362	34.1630	35.8712	37.6647	8/17/2014
8106	PART-TIME SR CRIME ANALYST	SEIU	L	8106	40.9697	43.0183	45.1692	47.4277	49.7990	52.2890	8/17/2014
8104	PART-TIME SR OFFICE ASST	SEIU	L	8104	26.0389	27.3408	28.7079	30.1433	31.6504	33.2328	8/17/2014
8800	PART-TIME SR WORKFORCE SVC REP	SEIU	L	8800	23.3409	24.5081	25.7335	27.0202	28.3711	29.7898	8/17/2014
8103	PART-TIME STAFF OFFICE ASSISTANT	SEIU	L	8103	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	8/17/2014
8600	PART-TIME VEHICLE ABATEMENT OFFICER	SEIU	L	8600	24.1661	25.3745	26.6432	27.9753	29.3741	30.8427	8/17/2014
1015	PAYROLL SUPERVISOR	CONF	G	675	37.7064	39.5918	41.5714	43.6501	45.8325	48.1242	7/6/2014
6855	PAYROLL TECHNICIAN I	CONF	G	703	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	7/6/2014
6857	PAYROLL TECHNICIAN II	CONF	G	705	26.3202	27.6362	29.0181	30.4689	31.9923	33.5919	7/6/2014
6860	PAYROLL TECHNICIAN III	CONF	G	686	29.8300	31.3216	32.8876	34.5320	36.2585	38.0715	7/6/2014
4080	PERMIT CENTER COORDINATOR	SEA	B	655	42.7393	44.8763	47.1201	49.4763	51.9501	54.5475	7/6/2014
2110	PERMIT CLERK I	SEA	B	180	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	7/6/2014
2112	PERMIT CLERK II	SEA	B	172	26.0389	27.3408	28.7079	30.1433	31.6504	33.2328	7/6/2014
2115	PERMIT TECHNICIAN	SEA	B	639	28.7423	30.1794	31.6883	33.2727	34.9364	36.6831	7/6/2014
2440	PERSONAL COMPUTER TECHNICIAN	SEA	B	708	28.9886	30.4380	31.9599	33.5579	35.2358	36.9976	7/6/2014
4875	PLAN CHECK ENGINEER	SEA	B	627	45.0645	47.3176	49.6835	52.1676	54.7761	57.5149	7/6/2014
4855	PLAN CHECKER I	SEA	B	662	34.6946	36.4293	38.2508	40.1633	42.1715	44.2800	7/6/2014

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Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
4805	PLAN CHECKER II	SEA	B	656	38.2511	40.1636	42.1718	44.2804	46.4944	48.8192	7/6/2014
0230	PLANNING OFFICER	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
7500	PRESS OPERATOR	SEA	B	155	23.4247	24.5959	25.8257	27.1170	28.4728	29.8965	7/6/2014
1020	PRINCIPAL ACCOUNTANT	SEA	B	616	41.7440	43.8312	46.0228	48.3240	50.7402	53.2772	7/6/2014
2050	PRINCIPAL BUYER	SEA	B	683	39.2938	41.2584	43.3214	45.4875	47.7618	50.1500	7/6/2014
5730	PRINCIPAL DESIGN AND CONSTRUCTION OPERATOR	SEA	B	710	41.7324	43.8193	46.0103	48.3108	50.7263	53.2626	12/7/2014
0334	PRINCIPAL HUMAN RESOURCES ANALYST	Mgmt-CONF	D	17CONF	93,649					110,175	8/31/2014
2204	PRINCIPAL NETWORK ENGINEER	SEA	B	632	53.1724	55.8310	58.6227	61.5538	64.6315	67.8631	12/7/2014
6300	PRINCIPAL OFFICE ASSISTANT	SEA	B	156	29.5113	30.9868	32.5362	34.1630	35.8712	37.6647	7/6/2014
6301	PRINCIPAL OFFICE ASSISTANT-CONFIDENTIAL	CONF	G	102	29.5113	30.9868	32.5362	34.1630	35.8712	37.6647	7/6/2014
1700	PRINCIPAL PLANNER	SEA	B	157	46.5887	48.9181	51.3640	53.9323	56.6289	59.4603	7/6/2014
2202	PRINCIPAL PROGRAMMER ANALYST	SEA	B	632	53.1724	55.8310	58.6227	61.5538	64.6315	67.8631	7/6/2014
6701	PRINCIPAL STOREKEEPER	SEA	B	668	30.2985	31.8133	33.4040	35.0743	36.8280	38.6693	7/6/2014
1885	PRINCIPAL TRANSPORTATION ENGINEER/PLANNER	SEA	B	709	50.5104	53.0358	55.6877	58.4721	61.3956	64.4654	7/6/2014
1255	PROGRAM COORDINATOR	SEA	B	638	32.5236	34.1499	35.8573	37.6502	39.5327	41.5093	7/6/2014
0375	PROGRAM QUALITY AND OPERATIONS MANAGER	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
2200	PROGRAMMER ANALYST	SEA	B	103	40.4743	42.4980	44.6229	46.8540	49.1966	51.6566	7/6/2014
0236	PUBLIC SAFETY CAPTAIN	Mgmt-PSMA	E	19PS	155,527					182,973	7/6/2014
0245	PUBLIC SAFETY COMMUNICATIONS MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
4500	PUBLIC SAFETY DISPATCHER	COA	A	200	37.5213	39.3974	41.3673	43.4356	45.6074		2/6/2011
4525	PUBLIC SAFETY DISPATCHER-IN-TRAINING	COA	A	205	32.4123	34.0329	35.7346				2/6/2011
4601	PUBLIC SAFETY LIEUTENANT	PSOA	C	309	58.5310	61.4575	64.5304	67.7569	71.1447		7/6/2014
4601	PUBLIC SAFETY LIEUTENANT (BACHELOR'S DEGREE AND EMT)	PSOA	C	309BE	62.3355	65.4522	68.7249	72.1611	75.7691		7/6/2014
4601	PUBLIC SAFETY LIEUTENANT (BACHELOR'S DEGREE)	PSOA	C	309B	59.9942	62.9939	66.1436	69.4508	72.9234		7/6/2014
4601	PUBLIC SAFETY LIEUTENANT (EMT)	PSOA	C	309E	60.8722	63.9158	67.1116	70.4672	73.9905		7/6/2014
4601	PUBLIC SAFETY LIEUTENANT (MASTER'S DEGREE AND EMT)	PSOA	C	309ME	63.7987	66.9887	70.3381	73.8550	77.5478		7/6/2014
4601	PUBLIC SAFETY LIEUTENANT (MASTER'S DEGREE)	PSOA	C	309M	61.4575	64.5304	67.7569	71.1447	74.7020		7/6/2014
7400	PUBLIC SAFETY MAINTENANCE WORKER	SEA	B	144	24.2178	25.4287	26.7002	28.0352	29.4370	30.9089	7/6/2014
3006	PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE	PSOA	C	305	44.1071	46.3124	48.6280	51.0594			7/6/2014
3006	PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE (EMT)	PSOA	C	305E	45.8713	48.1649	50.5732	53.1018			7/6/2014
3002	PUBLIC SAFETY OFFICER I	PSOA	C	307	46.3124	48.6280	51.0594	53.6124			7/6/2014

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3003	PUBLIC SAFETY OFFICER I - TRAINEE	PSOA	C	308	44.1071	46.3124	48.6280	51.0594			7/6/2014
3003	PUBLIC SAFETY OFFICER I - TRAINEE (EMT)	PSOA	C	308E	45.8713	48.1649	50.5732	53.1018			7/6/2014
3002	PUBLIC SAFETY OFFICER I (EMT)	PSOA	C	307E	48.1649	50.5732	53.1018	55.7569			7/6/2014
3001	PUBLIC SAFETY OFFICER II	PSOA	C	306	49.0078	51.4582	54.0312	56.7327	59.5693	61.0586	7/6/2014
3001	PUBLIC SAFETY OFFICER II (BACHELOR'S DEGREE AND EMT)	PSOA	C	306BE						65.0274	7/6/2014
3001	PUBLIC SAFETY OFFICER II (BACHELOR'S DEGREE)	PSOA	C	306B						62.5850	7/6/2014
3001	PUBLIC SAFETY OFFICER II (EMT)	PSOA	C	306E	50.9682	53.5166	56.1924	59.0020	61.9521	63.5009	7/6/2014
3001	PUBLIC SAFETY OFFICER II (MASTER'S DEGREE AND EMT)	PSOA	C	306ME						66.5539	7/6/2014
3001	PUBLIC SAFETY OFFICER II (MASTER'S DEGREE)	PSOA	C	306M						64.1115	7/6/2014
3000	PUBLIC SAFETY OFFICER IN-TRAINING	PSOA	C	305	44.1071	46.3124	48.6280	49.8202			7/6/2014
3000	PUBLIC SAFETY OFFICER IN-TRAINING (EMT)	PSOA	C	305E	45.8713	48.1649	50.5732	53.1018			7/6/2014
6351	PUBLIC SAFETY PROPERTY CLERK I	SEA	B	615	26.6516	27.9841	29.3833	30.8524	32.3950	34.0147	7/6/2014
6350	PUBLIC SAFETY PROPERTY CLERK II	SEA	B	159	28.0542	29.4570	30.9298	32.4761	34.1000	35.8050	7/6/2014
1130	PUBLIC SAFETY RECORDS COORDINATOR	SEA	B	621	30.4935	32.0182	33.6190	35.3000	37.0651	38.9183	7/6/2014
0246	PUBLIC SAFETY RECORDS MANAGER	Mgmt-SMA	E	29	82.365					96.900	8/31/2014
6050	PUBLIC SAFETY RECORDS SPECIALIST I	SEA	B	633	22.6061	23.7366	24.9234	26.1695	27.4779	28.8518	7/6/2014
6051	PUBLIC SAFETY RECORDS SPECIALIST II	SEA	B	634	25.1181	26.3740	27.6927	29.0773	30.5312	32.0577	7/6/2014
6052	PUBLIC SAFETY RECORDS SR SPECIALIST	SEA	B	635	27.6298	29.0113	30.4617	31.9848	33.5841	35.2633	7/6/2014
2180	PUBLIC SAFETY SPECIALIST	SEA	B	106	30.2078	31.7182	33.3041	34.9692	36.7177	38.5535	7/6/2014
4650	PUBLIC WORKS CONSTRUCTION INSPECTOR	SEA	B	160	33.7318	35.4184	37.1894	39.0488	41.0012	43.0514	7/6/2014
5510	PUBLIC WORKS CREW LEADER	SEA	B	161	31.1018	32.6569	34.2897	36.0042	37.8044	39.6946	7/6/2014
5640	PUBLIC WORKS SUPERVISOR	SEA	B	191	34.2117	35.9222	37.7184	39.6043	41.5845	43.6638	7/6/2014
0362	PURCHASING OFFICER	Mgmt-SMA	E	19	112.868					132.786	8/31/2014
5870	QUALITY ASSURANCE OFFICER	SEA	B	707	41.1454	43.2066	45.3670	47.6353	50.0172	52.5181	7/6/2014
5431	RECYCLED WATER COORDINATOR	SEA	B	663	32.9346	34.5812	36.3103	38.1259	40.0321	42.0337	7/6/2014
0218	REGULATORY PROGRAMS DIVISION MANAGER	Mgmt-SMA	E	20	126.413					148.721	8/31/2014
0285	RISK MANAGER	Mgmt-CONF	D	19CONF	113.315					133.312	8/31/2014
1345	SOLID WASTE CONTRACT ADMINISTRATOR	SEA	B	115	45.0645	47.3176	49.6835	52.1676	54.7761	57.5149	7/6/2014
0275	SOLID WASTE PROGRAMS DIVISION MANAGER	Mgmt-SMA	E	20	126.413					148.721	8/31/2014
4800	SOLID WASTE SPECIALIST	SEA	B	169	35.0185	36.7694	38.6079	40.5382	42.5652	44.6933	7/6/2014
1010	SR ACCOUNTANT	SEA	B	641	37.7064	39.5918	41.5714	43.6501	45.8325	48.1242	7/6/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
6850	SR ACCOUNTING TECHNICIAN	SEA	B	647	29.8300	31.3216	32.8876	34.5320	36.2585	38.0715	7/6/2014
0012	SR ASSISTANT CITY ATTORNEY	Mgmt-OCA	K	20K	145,395					171,053	8/31/2014
4700	SR BUILDING INSPECTOR	SEA	B	167	40.1308	42.1372	44.2441	46.4563	48.7792	51.2181	7/6/2014
5651	SR BUILDING SERVICES LEADER	SEA	B	604	34.2117	35.9222	37.7184	39.6043	41.5845	43.6638	7/6/2014
1140	SR BUYER	SEA	B	624	37.4225	39.2937	41.2583	43.3213	45.4874	47.7617	7/6/2014
2145	SR COMMUNITY SERVICES OFFICER	SEA	B	151	34.5580	36.2859	38.1002	40.0052	42.0055	44.1057	7/6/2014
1850	SR CONSTRUCTION INSPECTOR/COORDINATOR	SEA	B	174	40.1308	42.1372	44.2441	46.4563	48.7792	51.2181	7/6/2014
4150	SR CRIME ANALYST	SEA	B	653	40.9697	43.0183	45.1692	47.4277	49.7990	52.2890	7/6/2014
0373	SR ENGINEER	Mgmt-SMA	E	26	108,329					127,332	8/31/2014
1300	SR ENVIRONMENTAL CHEMIST	SEA	B	114	37.1848	39.0440	40.9961	43.0460	45.1983	47.4581	7/6/2014
1349	SR ENVIRONMENTAL COMPLIANCE INSPECTOR	SEA	B	146	38.3004	40.2156	42.2264	44.3376	46.5545	48.8823	7/6/2014
0374	SR ENVIRONMENTAL ENGINEER	Mgmt-SMA	E	26	108,329					127,332	8/31/2014
7301	SR GREENSKEEPER	SEA	B	609	34.2118	35.9223	37.7185	39.6044	41.5846	43.6639	7/6/2014
4325	SR HOUSING REHABILITATION SPECIALIST	SEA	B	601	37.1046	38.9599	40.9079	42.9533	45.1008	47.3558	7/6/2014
1460	SR HUMAN RESOURCES ANALYST	CONF	G	684	39.6559	41.6388	43.7207	45.9068	48.2021	50.6123	7/6/2014
0339	SR INTERNAL AUDITOR	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
2400	SR LIBRARY ASSISTANT	SEA	B	170	25.5556	26.8334	28.1750	29.5838	31.0628	32.6161	7/6/2014
5710	SR MAINTENANCE WORKER	SEA	B	177	27.5617	28.9397	30.3868	31.9061	33.5015	35.1764	7/6/2014
0322	SR MANAGEMENT ANALYST	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
0321	SR MANAGEMENT ANALYST: HUMAN RESOURCES	Mgmt-CONF	D	18CONF	103,013					121,192	8/31/2014
6450	SR METER READER	SEA	B	171	27.6774	29.0612	30.5144	32.0401	33.6422	35.3244	7/6/2014
2345	SR NEIGHBORHOOD PRESERVATION SPECIALIST	SEA	B	148	32.8109	34.4513	36.1739	37.9827	39.8817	41.8758	7/6/2014
6500	SR OFFICE ASSISTANT	SEA	B	172	26.0389	27.3408	28.7079	30.1433	31.6504	33.2328	7/6/2014
6501	SR OFFICE ASSISTANT-CONFIDENTIAL	CONF	G	644	26.0389	27.3408	28.7079	30.1433	31.6504	33.2328	7/6/2014
5600	SR PARK UTILITY WORKER	SEA	B	173	27.5617	28.9397	30.3868	31.9061	33.5015	35.1764	7/6/2014
4090	SR PLAN CHECK ENGINEER	SEA	B	691	50.4722	52.9959	55.6455	58.4280	61.3494	64.4168	7/6/2014
1260	SR PLANNER	SEA	B	654	42.1451	44.2523	46.4649	48.7883	51.2277	53.7891	7/6/2014
2201	SR PROGRAMMER ANALYST	SEA	B	631	44.8802	47.1243	49.4805	51.9545	54.5522	57.2797	7/6/2014
2203	SR PROGRAMMER ANALYST-CONFIDENTIAL	CONF	G	659	44.8802	47.1243	49.4805	51.9545	54.5522	57.2797	7/6/2014
4550	SR PUBLIC SAFETY DISPATCHER	COA	A	201	42.9619	45.1100	47.3655	49.7338	52.2205		2/6/2011
1860	SR TRAFFIC ENGINEER	SEA	B	181	48.4356	50.8574	53.4001	56.0702	58.8738	61.8174	7/6/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
1865	SR TRANSPORTATION ENGINEER	SEA	B	610	46.1290	48.4355	50.8573	53.4000	56.0701	58.8737	7/6/2014
1875	SR TRANSPORTATION PLANNER	SEA	B	657	43.6580	45.8410	48.1329	50.5395	53.0665	55.7198	7/6/2014
5930	SR WASTEWATER COLLECTIONS WORKER	SEA	B	177	27.5617	28.9397	30.3868	31.9061	33.5015	35.1764	7/6/2014
5820	SR WATER DISTRIBUTION WORKER	SEA	B	696	28.2537	29.6665	31.1498	32.7071	34.3427	36.0598	7/6/2014
5751	SR WATER POLLUTION CONTROL OPERATOR	SEA	B	679	36.5114	38.3370	40.2539	42.2666	44.3800	46.5990	7/6/2014
2504	SR WORKFORCE SERVICES REPRESENTATIVE	SEA	B	666	23.3409	24.5081	25.7335	27.0202	28.3711	29.7898	7/6/2014
5425	SR WPC PLANT MECHANIC	SEA	B	185	37.4238	39.2949	41.2598	43.3227	45.4889	47.7634	7/6/2014
6650	STAFF OFFICE ASSISTANT	SEA	B	180	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	7/6/2014
6651	STAFF OFFICE ASSISTANT-CONFIDENTIAL	CONF	G	109	23.0018	24.1519	25.3594	26.6274	27.9586	29.3566	7/6/2014
6700	STOREKEEPER I	SEA	B	182	26.6587	27.9917	29.3913	30.8610	32.4040	34.0241	7/6/2014
6600	STOREKEEPER II	SEA	B	176	28.0542	29.4570	30.9298	32.4761	34.1000	35.8050	7/6/2014
6710	STOREKEEPER/BUYER	SEA	B	112	34.0203	35.7213	37.5073	39.3827	41.3518	43.4194	7/6/2014
5200	STREET LIGHTING TECHNICIAN	SEA	B	142	31.1018	32.6569	34.2897	36.0042	37.8044	39.6946	7/6/2014
0353	STREET OPERATIONS MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
0210	SUPERINTENDENT OF BUILDING INSPECTION	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0216	SUPERINTENDENT OF COMMUNITY SERVICES	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0212	SUPERINTENDENT OF FACILITIES MAINTENANCE	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
0222	SUPERINTENDENT OF PARKS AND GOLF	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0270	SUPERINTENDENT OF PUBLIC WORKS OPERATIONS	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0223	SUPERINTENDENT OF TREES AND LANDSCAPE	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
0310	SUPERVISING LIBRARIAN	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
2120	TECHNICAL SUPPORT SPECIALIST	SEA	B	649	40.1471	42.1544	44.2622	46.4752	48.7991	51.2390	7/6/2014
1950	TRAFFIC ENGINEER	SEA	B	188	41.1062	43.1615	45.3196	47.5857	49.9650	52.4632	7/6/2014
4200	TRAFFIC ENGINEERING TECHNICIAN I	SEA	B	127	25.7934	27.0831	28.4373	29.8591	31.3520	32.9196	7/6/2014
4201	TRAFFIC ENGINEERING TECHNICIAN II	SEA	B	607	28.3728	29.7914	31.2810	32.8451	34.4873	36.2116	7/6/2014
0290	TRANSPORTATION AND TRAFFIC MANAGER	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
1955	TRANSPORTATION ENGINEER	SEA	B	612	39.1489	41.1062	43.1615	45.3196	47.5857	49.9650	7/6/2014
1861	TRANSPORTATION PLANNER	SEA	B	183	42.2495	44.3619	46.5800	48.9091	51.3546	53.9223	7/6/2014
0363	TREASURY MANAGER	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
0344	URBAN LANDSCAPE MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
0315	UTILITY BILLING MANAGER	Mgmt-SMA	E	19	112,868					132,786	8/31/2014

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
7800	UTILITY WORKER	SEA	B	192	25.4041	26.6743	28.0081	29.4085	30.8789	32.4229	7/6/2014
5920	WASTEWATER COLLECTIONS CREW LEADER	SEA	B	161	31.1018	32.6569	34.2897	36.0042	37.8044	39.6946	7/6/2014
5910	WASTEWATER COLLECTIONS SUPERVISOR	SEA	B	191	34.2117	35.9222	37.7184	39.6043	41.5845	43.6638	7/6/2014
0352	WASTEWATER OPERATIONS MANAGER	Mgmt-SMA	E	17	93,273					109,732	8/31/2014
0201	WATER & SEWER SYSTEMS DIVISION MANAGER	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
5430	WATER CONSERVATION COORDINATOR	SEA	B	650	32.9346	34.5812	36.3103	38.1259	40.0321	42.0337	7/6/2014
5810	WATER DISTRIBUTION CREW LEADER	SEA	B	695	31.8801	33.4741	35.1479	36.9054	38.7507	40.6883	7/6/2014
5800	WATER DISTRIBUTION SUPERVISOR	SEA	B	694	35.0655	36.8189	38.6598	40.5928	42.6224	44.7536	7/6/2014
5830	WATER DISTRIBUTION WORKER	SEA	B	697	26.6743	28.0081	29.4085	30.8789	32.4229	34.0441	7/6/2014
5880	WATER METER REPAIR WORKER	SEA	B	195	27.5617	28.9397	30.3868	31.9061	33.5015	35.1764	7/6/2014
0351	WATER OPERATIONS MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
0396	WATER POLLUTION CONTROL OPERATIONS MANAGER	Mgmt-SMA	E	19	112,868					132,786	8/31/2014
5901	WATER POLLUTION CONTROL OPERATOR I	SEA	B	197	31.1470	32.7045	34.3396	36.0565	37.8594	39.7524	7/6/2014
5900	WATER POLLUTION CONTROL OPERATOR II	SEA	B	202	31.9258	33.5221	35.1982	36.9582	38.8060	40.7463	7/6/2014
7900	WATER POLLUTION CONTROL OPERATOR IN TRAINING	SEA	B	199	23.8271	25.0184	26.2693	27.5828	28.9618	30.4100	7/6/2014
5435	WATER POLLUTION CONTROL SYSTEMS INTEGRATOR	SEA	B	711	41.4530	43.5257	45.7020	47.9871	50.3864	52.9057	12/7/2014
4100	WATER SYSTEM OPERATOR	SEA	B	186	31.5384	33.1152	34.7709	36.5096	38.3352	40.2519	7/6/2014
2540	WEB AND COMMUNICATIONS SPECIALIST	SEA	B	706	34.1499	35.8573	37.6501	39.5327	41.5093	43.5848	7/6/2014
2550	WORKFORCE DEVELOPMENT ANALYST	SEA	B	661	28.6281	30.0595	31.5625	33.1407	34.7976	36.5376	7/6/2014
2503	WORKFORCE SERVICES REPRESENTATIVE	SEA	B	667	21.1797	22.2387	23.3505	24.5180	25.7440	27.0312	7/6/2014
0395	WPC MAINTENANCE MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014
5400	WPC PLANT MECHANIC	SEA	B	154	33.9235	35.6197	37.4006	39.2707	41.2343	43.2959	7/6/2014
0295	WPCP DIVISION MANAGER	Mgmt-SMA	E	20	126,413					148,721	8/31/2014
0284	YOUTH AND FAMILY RESOURCES MANAGER	Mgmt-SMA	E	18	104,682					123,155	8/31/2014

Notes

CONF and Mgmt-CONF:

In addition to base pay, employees assigned to Confidential classifications receive a 3.5% confidential premium.

PSOA:

Educational Incentive: The employee must provide the Department of Human Resources with notification of the degree to establish the educational incentive.
Bachelor's Degree - 2.5%
Master's Degree - 5.0%
Emergency Medical Technician (EMT) - 4.0%
Donning and Doffing - PS Officer-in-Training and PS Officer - 1.373%
Donning and Doffing - PS Lieutenant - 0.80%

Unrepresented Management:

Effective the 1st full pay period in Fiscal Year 2015/2016 & 2016/2017: a 2% salary increase.
Effective the last full pay period in November 2015 & November 2016: a 1% of current salary, pensionable for CalPERS classic members, lump sum payment.

City of Sunnyvale
Salary Table - Regular Full-Time and Part-Time Classifications

Assignments of Grade and Pay Ranges to Pay Plan as Referenced in the Salary Resolution

COA:

Category A, applies to Public Safety Dispatcher-in-Training, Public Safety Dispatchers, and Senior Public Safety Dispatchers

SEA:

Category B, applies to Miscellaneous Classified Employees

PSOA:

Category C, applies to Public Safety Lieutenants, Public Safety Officers, and Public Safety Officers-in-Training

MGMT-CONF:

Category D, applies to Unrepresented Classified Management Employees

MGMT-SMA and MGMT-PSMA:

Category E, applies to Represented Classified Management Employees

MGMT-DIR:

Category F, applies to Unclassified Department Directors

CONF:

Category G, applies to Classified Confidential Employees

MGMT-OCA:

Category K, applies to Unclassified Management Employees appointed by the City Attorney

SEIU:

Category L, applies to Classified Regular Part-time Employees

Pay rates for **Categories A, B, C, G and L** consist of hourly pay rates for each available step in each classification.

Pay rates for **Categories D,E, F and K** consist of the annual control point for each classification.

SECTION 2

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
9419	CASUAL ASSISTANT POOL MANAGER	Casual-Recreation	Casual/Temp	921	15.0000	15.7500	16.5400	17.3600	18.2300	19.1400	4/27/2014
9023	CASUAL CAPITAL PROJECT ASSISTANT 1	Casual-Project	Casual/Temp	1000 923	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	6/22/2014
9501	CASUAL CAPITAL PROJECT ASSISTANT 2	Casual-Project	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9502	CASUAL CAPITAL PROJECT ASSISTANT 3	Casual-Project	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9986	CASUAL CLERICAL 1	Casual	Casual/Temp	1003 986	40.00- 11.3950	11.9647	12.5630	13.1911	13.8507	14.5432	6/23/2002
9503	CASUAL CLERICAL 2	Casual	Casual/Temp	1004	15.2704	16.0339	16.8356	17.6774	18.5612	19.4893	
9504	CASUAL CLERICAL 3	Casual	Casual/Temp	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	
9505	CASUAL CLERICAL 4	Casual	Casual/Temp	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	
9009	CASUAL CRIME PREVENTION ASST	Casual	Casual/Temp	936	10.5873	11.1167	11.6725	12.2561	12.8689		6/24/2001
9010	CASUAL CROSSING GUARD	Casual	Casual/Temp	938	11.9292	12.5257	13.1520	13.8096	14.5001		6/24/2001
9979	CASUAL EXECUTIVE 1	Casual	Casual/Temp	1007 979	55.00- 65.4445	68.7167	72.1526	75.7602	79.5482	83.5256	6/23/2002
9506	CASUAL EXECUTIVE 2	Casual	Casual/Temp	1008	87.7019	92.0870	96.6913	101.5259	106.6022	111.9323	
9507	CASUAL EXECUTIVE 3	Casual	Casual/Temp	1009	117.5289	123.4054	129.5756	136.0544	142.8571	150.0000	
9024	CASUAL GRANT ASSISTANT 1	Casual-Project	Casual/Temp	1010 924	13.0229	13.6740	14.3577	15.0756	15.8294	16.6208	6/22/2014
9508	CASUAL GRANT ASSISTANT 2	Casual-Project	Casual/Temp	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	
9509	CASUAL GRANT ASSISTANT 3	Casual-Project	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9510	CASUAL GRANT ASSISTANT 4	Casual-Project	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9312	CASUAL INTERMITTENT RECREATION 1	Casual-Recreation	Casual/Temp	1011 949	13.0889	13.7433	14.4305	15.1520	15.9096	16.7051	6/22/2014
9511	CASUAL INTERMITTENT RECREATION 2	Casual-Recreation	Casual/Temp	1012	17.5404	18.4174	19.3383	20.3052	21.3204	22.3865	
9512	CASUAL INTERMITTENT RECREATION 3	Casual-Recreation	Casual/Temp	1013	23.5058	24.6811	25.9151	27.2109	28.5714	40.00-30.00	
9022	CASUAL LIBRARIAN	Casual	Casual/Temp	948	26.1631	27.4713	28.8449	30.2871	31.8015		10/12/2003
9800	CASUAL LIBRARY SPECIALIST I	Casual	Casual/Temp	952	12.2869	12.9012	13.5463	14.2236	14.9348		7/18/2004
9025	CASUAL LIBRARY SPECIALIST II	Casual	Casual/Temp	954	14.4551	15.1779	15.9368	16.7336	17.5703		7/18/2004
9700	CASUAL LIBRARY SPECIALIST III	Casual	Casual/Temp	956	17.0061	17.8564	18.7492	19.6867	20.6710		7/18/2004
9420	CASUAL LIFEGUARD/SWIM INSTRUCTOR I	Casual-Recreation	Casual/Temp	925	11.8000	12.3900	13.0100	13.6600	14.3400	15.0600	4/27/2014
9421	CASUAL LIFEGUARD/SWIM INSTRUCTOR II (WATER SAFETY INSTRUCTOR CERTIFIED)	Casual-Recreation	Casual/Temp	927	13.0100	13.6600	14.3400	15.0600	15.8100	16.6000	4/27/2014
9980	CASUAL MANAGEMENT 1	Casual	Casual/Temp	1014 980	35.00- 36.5857	38.4150	40.3358	42.3526	44.4702	49.00- 46.6937	6/23/2002
9513	CASUAL MANAGEMENT 2	Casual	Casual/Temp	1015	49.0284	51.4798	54.0538	56.7565	59.5943	62.5740	
9514	CASUAL MANAGEMENT 3	Casual	Casual/Temp	1016	65.7027	68.9879	72.4373	76.0591	79.8621	83.8552	
9299	CASUAL NOVA YOUTH WORKER	Casual-WIA	Casual/Temp	802 804	10.3000					40.0000	12/21/2014
9982	CASUAL PARAPROFESSIONAL 1	Casual	Casual/Temp	1000 982	45.00- 17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	6/23/2002
9515	CASUAL PARAPROFESSIONAL 2	Casual	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9516	CASUAL PARAPROFESSIONAL 3	Casual	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9422	CASUAL POOL MANAGER	Casual-Recreation	Casual/Temp	928	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/2014
9981	CASUAL PROFESSIONAL 1	Casual	Casual/Temp	1017 984	20.00- 19.5342	20.5110	21.5365	22.6134	23.7440	24.9312	6/23/2002
9517	CASUAL PROFESSIONAL 2	Casual	Casual/Temp	1018	26.1778	27.4867	28.8610	30.3041	31.8193	33.4102	
9518	CASUAL PROFESSIONAL 3	Casual	Casual/Temp	1019	35.0808	36.8348	38.6765	40.6104	42.6409	44.7729	

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
9519	CASUAL PROFESSIONAL 4	Casual	Casual/Temp	1020	47.0116	49.3621	51.8303	54.4218	57.1429	60.0000	
9978	CASUAL PROFESSIONAL - REGISTERED/CERTIFIED 1	Casual	Casual/Temp	1018 978	30.00 32.7223	34.3584	36.0763	37.8801	39.7741	41.7628	6/23/2002
9520	CASUAL PROFESSIONAL - REGISTERED/CERTIFIED 2	Casual	Casual/Temp	1019	43.8509	46.0435	48.3457	50.7630	53.3011	55.9662	
9521	CASUAL PROFESSIONAL - REGISTERED/CERTIFIED 3	Casual	Casual/Temp	1020	58.7645	61.7027	64.7878	68.0272	71.4286	75.0000	
9407	CASUAL PROGRAM ASSISTANT	Casual-Recreation	Casual/Temp	907	16.0000	16.8000	17.6400	18.5200	19.4500	20.4200	4/27/2014
9250	CASUAL PUBLIC SAFETY CADET	Casual	Casual/Temp	962	10.3000	10.8150	11.3558	11.9235	12.5197		12/21/2014
9423	CASUAL RECREATION ATTENDANT	Casual-Recreation	Casual/Temp	931	12.5000	13.1300	13.7800	14.4700	15.1900	15.9500	4/27/2014
9410	CASUAL RECREATION INSTRUCTOR/OFFICIAL 1	Casual-Recreation	Casual/Temp	910	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9522	CASUAL RECREATION INSTRUCTOR/OFFICIAL 2	Casual-Recreation	Casual/Temp	1021	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9523	CASUAL RECREATION INSTRUCTOR/OFFICIAL 3	Casual-Recreation	Casual/Temp	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	
9524	CASUAL RECREATION INSTRUCTOR/OFFICIAL 4	Casual-Recreation	Casual/Temp	1023	24.7882	26.0276	27.3290	28.6954	30.1302	31.6367	
9525	CASUAL RECREATION INSTRUCTOR/OFFICIAL 5	Casual-Recreation	Casual/Temp	1018	33.2185	34.8795	36.6234	38.4546	40.3773	42.3962	
9526	CASUAL RECREATION INSTRUCTOR/OFFICIAL 6	Casual-Recreation	Casual/Temp	1019	44.5160	46.7418	49.0789	51.5328	54.1095	56.8150	
9527	CASUAL RECREATION INSTRUCTOR/OFFICIAL 7	Casual-Recreation	Casual/Temp	1020	59.6557	62.6385	65.7704	69.0589	72.5119	76.1375	
9413	CASUAL RECREATION SPECIALIST	Casual-Recreation	Casual/Temp	913	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	12/21/2014
9441	CASUAL SEASONAL ASSISTANT POOL MANAGER	Casual-Recreation	Casual/Temp	921	15.0000	15.7500	16.5400	17.3600	18.2300	19.1400	4/27/2014
9443	CASUAL SEASONAL CAPITAL PROJECT ASSISTANT 1	Casual-Seasonal	Casual/Temp	1000 923	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	6/22/2014
9528	CASUAL SEASONAL CAPITAL PROJECT ASSISTANT 2	Casual-Seasonal	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9529	CASUAL SEASONAL CAPITAL PROJECT ASSISTANT 3	Casual-Seasonal	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9988	CASUAL SEASONAL CLERICAL 1	Casual-Seasonal	Casual/Temp	1003 986	40.00 11.3950	11.9647	12.5630	13.1911	13.8507	14.5432	4/27/2014
9530	CASUAL SEASONAL CLERICAL 2	Casual-Seasonal	Casual/Temp	1004	15.2704	16.0339	16.8356	17.6774	18.5612	19.4893	
9531	CASUAL SEASONAL CLERICAL 3	Casual-Seasonal	Casual/Temp	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	
9532	CASUAL SEASONAL CLERICAL 4	Casual-Seasonal	Casual/Temp	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	
9442	CASUAL SEASONAL CRIME PREVENTION ASST	Casual-Seasonal	Casual/Temp	936	10.5873	11.1167	11.6725	12.2561	12.8689		4/27/2014
9013	CASUAL SEASONAL CROSSING GUARD	Casual-Seasonal	Casual/Temp	938	11.9292	12.5257	13.1520	13.8096	14.5001		4/27/2014
9996	CASUAL SEASONAL EXECUTIVE 1	Casual-Seasonal	Casual/Temp	1007 979	55.00 65.4445	68.7167	72.1526	75.7602	79.5482	83.5256	4/27/2014
9533	CASUAL SEASONAL EXECUTIVE 2	Casual-Seasonal	Casual/Temp	1008	87.7019	92.0870	96.6913	101.5259	106.6022	111.9323	
9534	CASUAL SEASONAL EXECUTIVE 3	Casual-Seasonal	Casual/Temp	1009	117.5289	123.4054	129.5756	136.0544	142.8571	150.0000	
9440	CASUAL SEASONAL GRANT ASSISTANT 1	Casual-Seasonal	Casual/Temp	1010 924	13.0229	13.6740	14.3577	15.0756	15.8294	16.6208	6/22/2014
9535	CASUAL SEASONAL GRANT ASSISTANT 2	Casual-Seasonal	Casual/Temp	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	
9536	CASUAL SEASONAL GRANT ASSISTANT 3	Casual-Seasonal	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9537	CASUAL SEASONAL GRANT ASSISTANT 4	Casual-Seasonal	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9538	CASUAL SEASONAL INTERMITTENT RECREATION 1	Casual-Recreation	Casual/Temp	1011 949	13.0889	13.7433	14.4305	15.1520	15.9096	16.7051	

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
9539	CASUAL SEASONAL INTERMITTENT RECREATION 2	Casual-Recreation	Casual/Temp	1012	17.5404	18.4174	19.3383	20.3052	21.3204	22.3865	
9540	CASUAL SEASONAL INTERMITTENT RECREATION 3	Casual-Recreation	Casual/Temp	1013	23.5058	24.6811	25.9151	27.2109	28.5714	40.00 30.00	
9028	CASUAL SEASONAL LIBRARIAN	Casual-Seasonal	Casual/Temp	948	26.1631	27.4713	28.8449	30.2871	31.8015		4/27/2014
9801	CASUAL SEASONAL LIBRARY SPECIALIST I	Casual-Seasonal	Casual/Temp	952	12.2869	12.9012	13.5463	14.2236	14.9348		4/27/2014
9027	CASUAL SEASONAL LIBRARY SPECIALIST II	Casual-Seasonal	Casual/Temp	954	14.4551	15.1779	15.9368	16.7336	17.5703		4/27/2014
9701	CASUAL SEASONAL LIBRARY SPECIALIST III	Casual-Seasonal	Casual/Temp	956	17.0061	17.8564	18.7492	19.6867	20.6710		4/27/2014
9428	CASUAL SEASONAL LIFEGUARD/SWIM INSTRUCTOR I	Casual-Recreation	Casual/Temp	925	11.8000	12.3900	13.0100	13.6600	14.3400	15.0600	4/27/2014
9429	CASUAL SEASONAL LIFEGUARD/SWIM INSTRUCTOR II (WATER SAFETY INSTRUCTOR CERTIFIED)	Casual-Recreation	Casual/Temp	927	13.0100	13.6600	14.3400	15.0600	15.8100	16.6000	4/27/2014
9989	CASUAL SEASONAL MANAGEMENT 1	Casual-Seasonal	Casual/Temp	1014 980	36.00- 36.5857	38.4150	40.3358	42.3526	44.4702	400.00- 46.6937	4/27/2014
9541	CASUAL SEASONAL MANAGEMENT 2	Casual-Seasonal	Casual/Temp	1015	49.0284	51.4798	54.0538	56.7565	59.5943	62.5740	
9542	CASUAL SEASONAL MANAGEMENT 3	Casual-Seasonal	Casual/Temp	1016	65.7027	68.9879	72.4373	76.0591	79.8621	83.8552	
9298	CASUAL SEASONAL NOVA YOUTH WORKER	Casual Seasonal-WIA	Casual/Temp	802 804	10.3000					40.0000	12/21/2014
9990	CASUAL SEASONAL PARAPROFESSIONAL 1	Casual-Seasonal	Casual/Temp	1000 982	45.00- 17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	4/27/2014
9543	CASUAL SEASONAL PARAPROFESSIONAL 2	Casual-Seasonal	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9544	CASUAL SEASONAL PARAPROFESSIONAL 3	Casual-Seasonal	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9430	CASUAL SEASONAL POOL MANAGER	Casual-Recreation	Casual/Temp	928	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/2014
9991	CASUAL SEASONAL PROFESSIONAL 1	Casual-Seasonal	Casual/Temp	1017 984	20.00- 19.5342	20.5110	21.5365	22.6134	23.7440	24.9312	4/27/2014
9545	CASUAL SEASONAL PROFESSIONAL 2	Casual-Seasonal	Casual/Temp	1018	26.1778	27.4867	28.8610	30.3041	31.8193	33.4102	
9546	CASUAL SEASONAL PROFESSIONAL 3	Casual-Seasonal	Casual/Temp	1019	35.0808	36.8348	38.6765	40.6104	42.6409	44.7729	
9547	CASUAL SEASONAL PROFESSIONAL 4	Casual-Seasonal	Casual/Temp	1020	47.0116	49.3621	51.8303	54.4218	57.1429	60.0000	
9975	CASUAL SEASONAL PROFESSIONAL - REGISTERED/CERTIFIED 1	Casual-Seasonal	Casual/Temp	1018 978	30.00- 32.7223	34.3584	36.0763	37.8801	39.7741	41.7628	4/27/2014
9548	CASUAL SEASONAL PROFESSIONAL - REGISTERED/CERTIFIED 2	Casual-Seasonal	Casual/Temp	1019	43.8509	46.0435	48.3457	50.7630	53.3011	55.9662	
9549	CASUAL SEASONAL PROFESSIONAL - REGISTERED/CERTIFIED 3	Casual-Seasonal	Casual/Temp	1020	58.7645	61.7027	64.7878	68.0272	71.4286	75.0000	
9435	CASUAL SEASONAL PROGRAM ASSISTANT	Casual-Recreation	Casual/Temp	907	16.0000	16.8000	17.6400	18.5200	19.4500	20.4200	4/27/2014
9251	CASUAL SEASONAL PUBLIC SAFETY CADET	Casual-Seasonal	Casual/Temp	962	9.6000	10.0800	10.5840	11.1132	11.6689		4/27/2014
9431	CASUAL SEASONAL RECREATION ATTENDANT	Casual-Recreation	Casual/Temp	931	12.5000	13.1300	13.7800	14.4700	15.1900	15.9500	4/27/2014
9432	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 1	Casual-Recreation	Casual/Temp	910	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9551	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 2	Casual-Recreation	Casual/Temp	1021	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9552	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 3	Casual-Recreation	Casual/Temp	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	
9553	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 4	Casual-Recreation	Casual/Temp	1023	24.7882	26.0276	27.3290	28.6954	30.1302	31.6367	
9554	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 5	Casual-Recreation	Casual/Temp	1018	33.2185	34.8795	36.6234	38.4546	40.3773	42.3962	
9555	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 6	Casual-Recreation	Casual/Temp	1019	44.5160	46.7418	49.0789	51.5328	54.1095	56.8150	

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
9556	CASUAL SEASONAL RECREATION INSTRUCTOR/OFFICIAL 7	Casual-Recreation	Casual/Temp	1020	59.6557	62.6385	65.7704	69.0589	72.5119	76.1375	
9433	CASUAL SEASONAL RECREATION SPECIALIST	Casual-Recreation	Casual/Temp	913	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	12/21/2014
9992	CASUAL SEASONAL SERVICE MAINTENANCE 1	Casual-Seasonal	Casual/Temp	1003 985	40.00-11.3950	11.9647	12.5630	13.1911	13.8507	14.5432	4/27/2014
9557	CASUAL SEASONAL SERVICE MAINTENANCE 2	Casual-Seasonal	Casual/Temp	1004	15.2704	16.0339	16.8356	17.6774	18.5612	19.4893	
9558	CASUAL SEASONAL SERVICE MAINTENANCE 3	Casual-Seasonal	Casual/Temp	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	
9559	CASUAL SEASONAL SERVICE MAINTENANCE 4	Casual-Seasonal	Casual/Temp	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	
9434	CASUAL SEASONAL SITE LEAD	Casual-Recreation	Casual/Temp	939	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/2014
9993	CASUAL SEASONAL SKILLED CRAFT 1	Casual-Seasonal	Casual/Temp	984	20.00-23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	4/27/2014
9560	CASUAL SEASONAL SKILLED CRAFT 2	Casual-Seasonal	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9436	CASUAL SEASONAL SPECIAL PROJECT ASSISTANT 1	Casual-Seasonal	Casual/Temp	926	13.0229	13.6740	14.3577	15.0756	15.8294	16.6208	6/22/2014
9561	CASUAL SEASONAL SPECIAL PROJECT ASSISTANT 2	Casual-Seasonal	Casual/Temp	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	
9562	CASUAL SEASONAL SPECIAL PROJECT ASSISTANT 3	Casual-Seasonal	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9563	CASUAL SEASONAL SPECIAL PROJECT ASSISTANT 4	Casual-Seasonal	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9437	CASUAL SEASONAL SPORTS OFFICIAL	Casual-Recreation	Casual/Temp	947	20.0000	21.0000	22.0500	23.1500	24.3100	25.5300	4/27/2014
9438	CASUAL SEASONAL SR RECREATION SPECIALIST	Casual-Recreation	Casual/Temp	937	11.8500	12.4400	13.0600	13.7000	14.4000	15.1200	4/27/2014
9976	CASUAL SEASONAL STAFF SUPPORT 1	Casual-Seasonal	Casual/Temp	1024 977	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	12/21/2014
9564	CASUAL SEASONAL STAFF SUPPORT 2	Casual-Seasonal	Casual/Temp	1025	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9565	CASUAL SEASONAL STAFF SUPPORT 3	Casual-Seasonal	Casual/Temp	1026	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	
9994	CASUAL SEASONAL TECHNICAL 1	Casual-Seasonal	Casual/Temp	1027 983	20.00-21.8148	22.9056	24.0509	25.2534	26.5161	27.8419	4/27/2014
9566	CASUAL SEASONAL TECHNICAL 2	Casual-Seasonal	Casual/Temp	1028	29.2340	30.6957	32.2304	33.8420	35.5341	37.3108	
9567	CASUAL SEASONAL TECHNICAL 3	Casual-Seasonal	Casual/Temp	1029	39.1763	41.1351	43.1919	45.3515	47.6190	50.0000	
9439	CASUAL SEASONAL THEATRE TECHNICIAN	Casual-Recreation	Casual/Temp	949	25.0000	26.2500	27.5600	28.9400	30.3900	31.9100	4/27/2014
9995	CASUAL SEASONAL UNSKILLED LABORER 1	Casual-Seasonal	Casual/Temp	987	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9568	CASUAL SEASONAL UNSKILLED LABORER 2	Casual-Seasonal	Casual/Temp	1025	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9581	CASUAL SEASONAL SENIOR CENTER CASE MANAGER 1	Casual-Season	Casual/Temp	1030	20.0000	21.0000	22.0500	23.1525	24.3101	25.5256	
9582	CASUAL SEASONAL SENIOR CENTER CASE MANAGER 2	Casual-Season	Casual/Temp	1031	26.8019	28.1420	29.5491	31.0266	32.5779	34.2068	
9583	CASUAL SEASONAL SENIOR CENTER CASE MANAGER 3	Casual-Season	Casual/Temp	1032	35.9171	37.7130	39.5986	41.5786	43.6575	45.8404	
9584	CASUAL SENIOR CENTER CASE MANAGER 1	Casual-Season	Casual/Temp	1030	20.0000	21.0000	22.0500	23.1525	24.3101	25.5256	
9585	CASUAL SENIOR CENTER CASE MANAGER 2	Casual-Season	Casual/Temp	1031	26.8019	28.1420	29.5491	31.0266	32.5779	34.2068	
9586	CASUAL SENIOR CENTER CASE MANAGER 3	Casual-Season	Casual/Temp	1032	35.9171	37.7130	39.5986	41.5786	43.6575	45.8404	
9985	CASUAL SERVICE MAINTENANCE 1	Casual	Casual/Temp	1003 985	40.00-11.3950	11.9647	12.5630	13.1911	13.8507	14.5432	6/23/2002
9569	CASUAL SERVICE MAINTENANCE 2	Casual	Casual/Temp	1004	15.2704	16.0339	16.8356	17.6774	18.5612	19.4893	
9570	CASUAL SERVICE MAINTENANCE 3	Casual	Casual/Temp	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	
9571	CASUAL SERVICE MAINTENANCE 4	Casual	Casual/Temp	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	
9425	CASUAL SITE LEAD	Casual-Recreation	Casual/Temp	939	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/2014
9984	CASUAL SKILLED CRAFT 1	Casual	Casual/Temp	984	20.00-23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	6/23/2002

City of Sunnyvale
Salary Table - Casual/Temporary Classifications

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
9572	CASUAL SKILLED CRAFT 2	Casual	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9026	CASUAL SPECIAL PROJECT ASSISTANT 1	Casual-Project	Casual/Temp	926	13.0229	13.6740	14.3577	15.0756	15.8294	16.6208	6/22/2014
9573	CASUAL SPECIAL PROJECT ASSISTANT 2	Casual-Project	Casual/Temp	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	
9574	CASUAL SPECIAL PROJECT ASSISTANT 3	Casual-Project	Casual/Temp	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	
9575	CASUAL SPECIAL PROJECT ASSISTANT 4	Casual-Project	Casual/Temp	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	
9426	CASUAL SPORTS OFFICIAL	Casual-Recreation	Casual/Temp	947	20.0000	21.0000	22.0500	23.1500	24.3100	25.5300	4/27/2014
9424	CASUAL SR RECREATION SPECIALIST	Casual-Recreation	Casual/Temp	937	11.8500	12.4400	13.0600	13.7000	14.4000	15.1200	4/27/2014
9977	CASUAL STAFF SUPPORT 1	Casual	Casual/Temp	1024 977	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9576	CASUAL STAFF SUPPORT 2	Casual	Casual/Temp	1025	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9577	CASUAL STAFF SUPPORT 3	Casual	Casual/Temp	1026	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	
9983	CASUAL TECHNICAL 1	Casual	Casual/Temp	1027 983	20.00- 21.8148	22.9056	24.0509	25.2534	26.5161	27.8419	6/23/2002
9578	CASUAL TECHNICAL 2	Casual	Casual/Temp	1028	29.2340	30.6957	32.2304	33.8420	35.5341	37.3108	
9579	CASUAL TECHNICAL 3	Casual	Casual/Temp	1029	39.1763	41.1351	43.1919	45.3515	47.6190	50.0000	
9427	CASUAL THEATRE TECHNICIAN	Casual-Recreation	Casual/Temp	949	25.0000	26.2500	27.5600	28.9400	30.3900	31.9100	4/27/2014
9987	CASUAL UNSKILLED LABORER 1	Casual	Casual/Temp	987	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9580	CASUAL UNSKILLED LABORER 2	Casual	Casual/Temp	1025	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	
9017	INTERN 21	Casual-Project	Casual/Temp	1028 903	10.3000	10.8150	11.3558	11.9235	12.5197	13.1457	6/22/2014
9018	INTERN 32	Casual-Project	Casual/Temp	1025 994	13.8030	14.4931	15.2178	15.9787	16.7776	17.6165	6/29/1997
9019	INTERN 43	Casual-Project	Casual/Temp	1026 905	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	6/29/1997

SECTION 3

City of Sunnyvale Salary Table - Council Members

Job Code	Job Title	Unit	Pay Categories	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0006	COUNCIL MEMBER	Council	N/A	302	27078.48 (Monthly)						1/1/2015
0007	MAYOR	Council	N/A	303	36104.64 (Monthly)						1/1/2015

EXHIBIT B

CITY OF SUNNYVALE SALARY RESOLUTION

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CITY OF SUNNYVALE SALARY RESOLUTION

1.000. PAY PLAN SCHEDULES. The schedule of pay for each classification in the Classified Service and in the Unclassified Service enumerated by pay category in Sections 2.000, 2.100, 2.200, 2.450, 2.500, 2.600, 2.700, and 2.900 consists of hourly pay rates for each available step in each classification. The schedule of pay for Unclassified and Classified Management classifications enumerated by pay category in Sections 2.300, 2.400, and 2.800 consists of the annual control point for each classification. Pay Plan Schedules A through L apply to employee categories as follows:

The section in which each classification is assigned to a pay range is indicated in parentheses () following the definition of the category.

Pay Plan Category A applies to employees represented by the Communications Officers Association (COA) (Section 2.000).

Pay Plan Category B applies to employees represented by the Sunnyvale Employees Association (SEA) (Section 2.100).

Pay Plan Category C applies to employees represented by the Public Safety Officers Association (PSOA) (Section 2.200).

Pay Plan Category D/E applies to unrepresented **Classified Management** employees, and employees represented by the Sunnyvale Managers Association (SMA). This category represents first-line supervisors, mid-management, and staff level employees who plan and implement established City programs, budgets, and policy (Section 2.300).

Pay Plan Category F applies to employees in Unclassified **Department Director** positions who report directly to the City Manager. These classes are the highest level management positions at the department level. Employees in these positions are responsible for overall direction of their respective department operations within the context of City policy (Section 2.400).

Pay Plan Category G applies to unrepresented **Classified Confidential** employees (Section 2.450). [Note: For purposes of wage increases/decreases, benefits and leaves, Category G employees receive the same treatment as Category B employees, except as provided in Section 3.110 and Section 3.310.].

~~Pay Plan Category H applies to **Unclassified recreation employees** (Section 2.500).~~

~~Pay Plan Category I applies to **Unclassified casual, seasonal, and special project employees other than recreation employees** (Section 2.600).~~

Pay Plan Category J applies to the **Unclassified** classifications listed under the **Job Training Partnership Act (JTPA)** (Section 2.700).

Pay Plan Category K applies to employees in unrepresented **Unclassified Management** classifications appointed directly by the City Attorney (Section 2.800).

Pay Plan Category L applies to **Classified Regular Part-time** employees represented by the Service Employee International Union (SEIU) (Section 2.900).

The Pay Ranges and Rates for each Subclass of a classification for which subclasses have been established shall be as set forth for the applicable classification.

The effective dates for each Pay Plan are indicated on the respective Pay Plan Schedules as set forth in Exhibit "A" (posted Salary Tables).

1.050. RETROACTIVE PAYMENT. SEPARATED/RETIRED EMPLOYEES. Retroactive salary adjustments which occur as a result of a collective bargaining settlement will be provided to those employees who are actively employed by the City at the time of the Memorandum of Understanding adoption by the City Council, and to those employees who have retired between the effective date for retroactivity and date of adoption by the City Council. Any employees who have separated or have been terminated prior to this adoption will not be eligible for any retroactive adjustments. Retroactivity will be provided for salary adjustment only. To be eligible for any other salary adjustment as a result of MOU provisions, the employee must be employed as of the established effective date of such action.

1.100. MANDATED DEDUCTIONS. Any state or federally mandated deductions are made in accordance with applicable law.

All employees hired after April 1986 shall be covered by Medicare. The employee and the City will each contribute the mandated percentage of the employee's wage toward the cost of Medicare.

Unemployment insurance is provided to employees at no cost to the employee.

2.000 THROUGH 2.900. ASSIGNMENT OF PAY RANGES AND RATES TO PAY PLAN. All Pay Ranges and Rates are contained in Exhibit "A" (posted Salary Tables) and incorporated by this reference.

3.000. LEAVE BENEFITS. The enumerated leave benefits are part of the Pay Plan or applicable Memoranda of Understanding.

3.010. LEAVE AUTHORIZATION. All leaves, with the exception of those of Category K members, must be approved in advance by the City Manager or designated Management representative under established procedure. Leaves of Category K members must be approved in advance by the City Attorney.

3.020. LEAVE BENEFITS. TO WHOM APPLICABLE. Except as otherwise provided for herein, leave benefits are applicable to employees in Pay Plan Categories A, B, C, D/E, F, G, K and L.

3.030. LEAVE PAYMENT. All leave time shall be paid at the hourly straight time rate. Only one type of paid leave shall be paid at any given time and when paid shall be to the exclusion of any other paid time.

3.040. LEAVE SUBSTITUTION. No leave may be substituted for the authorized leave once the employee is on leave except as provided in the Administrative Policy; nor may any leave be authorized in addition to another leave for the same period.

3.100. PAID TIME OFF LEAVE (PTO) AND PAID MEDICAL LEAVE (PML).
MANAGEMENT.

(a) Employees in Categories D, F, and K are eligible to accrue and use Paid Time Off Leave (PTO). Such leave shall be used for vacation, medical appointment, disability/illness, family emergency, and may also be used for personal business, care of sick children or other family members, school visits, etc. Leaves not included in PTO which remain separate leaves are bereavement, jury duty, military duty, management administrative leave, workers' compensation, floating holiday, and holiday.

Except for illness or emergency, all PTO shall be pre-planned and pre-approved. The minimum advance notice is 1 week. The City may at any time require written verification from a physician for a non-pre-planned absence for illness, family emergency or visits to a doctor, dentist or licensed mental health practitioner.

(b) PTO begins accruing on the first day of employment and is prorated on an hourly basis for each paid hour. PTO shall not accrue during any unpaid leave, except in Section 3.100(k) that employees use PTO or any other leave balance available to him/her to supplement workers' compensation benefits as provided by state law. Time off is paid provided there is adequate PTO accrued to cover the absence. Time off in excess of PTO accruals and other available leave shall be leave without pay. As employees use PTO, the time used shall be deducted from the employee's current PTO balance.

- (c) The accrual rates are listed below:

TABLE A

Service Period Pay Periods	Years	Hrs/pp	Accrual Rate Hrs/yr	Days/yr
1-26.99	0 to 1	6.5	169	21
27-130.99	1+ to 5	7.5	195	24
131-260.99	5+ to 10	9.0	234	29
261-442.99	10+ to 17	10.5	273	34
443-650.99	17 to 25	11.5	299	37
651+	25+	12.0	312	39

- (d) Eligible employees will accrue at the rates shown in Table A for the first 870 hours (21.75 weeks, 108.75 work days). After 870 hours are accrued, the employee will start accruing at the reduced rate levels of Table B.

TABLE B

Service Period Pay Periods	Years	Hrs/pp	Accrual Rate Hrs/Yr	Work Days/Yr
1-130.99	0 to 5	5.0	130	16
131-650.99	5+ to 25	6.5	169	21
651+	25+	8.0	208	27

Accruals at this level will stop at 1040 hours (maximum cap) until total accrual is reduced below 1040.

- (e) If at any time the total accrual falls below 870 hours, the accrual rate will revert to the rates in Table A.

- (f) No minimum usage per year is required. Accruals carry over from one payroll calendar year to the next.

- (g) For a newly-hired Category F employee, the City Manager may authorize an initial accrual rate higher than that provided in the above and/or an initial credit of hours. Such provision will be documented in the offer letter to the employee.

- (h) For a newly-hired Category K employee, the City Attorney may authorize an initial accrual rate higher than that provided in the above and/or an initial credit of hours. Such provision will be documented in the offer letter to the employee.

(i) PTO and Separation/Retirement. PTO accrues and is prorated on an hourly basis for each paid hour during the last pay period of service. PTO shall be paid off to the employee on the employee's last day of work (pay included in final paycheck). The City Manager may, however, approve the utilization of available accrued PTO to extend the date of retirement, and in special circumstances, the date of separation.

(j) PTO and Paid Medical Leave. After 26 consecutive pay periods of service, the City shall provide full pay for a medically certified (same occurrence) disability, beginning with work hour 121 through 90 calendar days of disability. At this time, the City will require a doctor's note and medical information in accordance with current Administrative Policy provisions. No disability leave will be provided until this requirement is satisfied.

To access the Paid Medical Leave (full pay from 16-90 calendar days), an employee must provide acceptable written medical documentation showing that the disability is a single disability, whether continuous time off has been taken or not for that disability. The first 120 hours of a single disability are charged to the employee's PTO bank. Hours 121 up through the maximum of calendar day 90 are eligible for coverage under the Disability Leave Benefit.

After 90 calendar days of (same occurrence) disability, the disabled employee shall be eligible to apply for Long Term Disability coverage as outlined in Section 3.630. In addition, if, after having been off work for 121 hours on a same disability and becoming eligible for disability leave pay, the disabled employee continues to be unable to return to work full-time, but is able to work partial days, the employee remains eligible for disability pay for the part of the day that the employee is unable to work.

(k) PTO and Workers' Compensation. Employees will be eligible for Workers' Compensation benefits as provided by state law. The employee, at this time, will have the option to use PTO or any other leave balance available to him/her, have it paid off, or keep it in his/her leave bank for future use upon his/her return.

After 26 consecutive pay periods of service, the City shall provide full pay for a medically certified work-related (same occurrence) disability, beginning with workday 1 through 60 calendar days of disability. After 60 calendar days of (same occurrence) work-related disability, the disabled employee shall be eligible to apply for Long Term Disability coverage as outlined in Section 3.630.

(l) If an employee has no available leave hours, pay may be deducted for any hours short of 40 worked in a week. This policy is established pursuant to principles of public accountability.

(m) Employees in Categories D/E, F and K will have the option to cash-out up to 80 hours of PTO once at the end of each payroll calendar year. This cash-out will be allowed as long as the employee maintains a balance of 80 hours in his/her bank. If the employee elects this option, the minimum number of hours that may be cashed-out is 8.

3.110. PAID TIME OFF LEAVE (PTO). CONFIDENTIAL EMPLOYEES.

(a) Employees in Category G are eligible to accrue and use Paid Time Off Leave (PTO). Such leave shall be used for vacation, medical appointment, disability/illness, family emergency, and may also be used for personal business, care of sick children or other family members, school visits, etc. Leaves not included in PTO which remain separate leaves are bereavement, jury duty, military duty, floating holiday, holiday, and workers' compensation leave. Except for illness or emergency, all PTO shall be pre-planned and pre-approved. The minimum advance notice is 1 week. The City may at any time require written verification from a physician for a non-preplanned absence for illness, family emergency or visits to a doctor, dentist or licensed mental health practitioner.

(b) PTO begins accruing on the first day of employment and is prorated on an hourly basis for each paid hour. PTO shall not accrue during any unpaid leave. Time off is paid provided there is adequate PTO accrual to cover the absence. Time off in excess of PTO accruals and other available leave shall be leave without pay. As employees use PTO, the time used shall be deducted from the employee's current PTO balance.

(c) The accrual rates are listed below:

Service Period Pay Periods	Years	Hrs/pp	Accrual Rate Hrs/Yr	Days/Yr*
1-26	0 to 1	5.5	143	17.875
27-130	1+ to 5	6.5	169	21.125
131-260	5+ to 10	8.0	208	26.000
261-650	10+ to 25	9.5	247	30.875
651+	25+	11.0	286	35.750

*Based on an eight hour/day schedule.

(d) Accruals will stop at 700 hours (maximum cap) until total accrual is reduced below 700.

(e) No minimum usage per year is required. Accruals carry over from one payroll calendar year to the next.

(f) PTO and Separation/Retirement. PTO accrues and is prorated on an hourly basis for each paid hour during the last pay period of service. PTO shall be paid off to the employee on the employee's last day of work (pay included in final paycheck). The City Manager may, however, approve the utilization of available accrued PTO to extend the date of retirement, and in special circumstances, the date of separation.

(g) PTO and Disability. After 26 consecutive pay periods of service, the City shall provide full pay for medically certified same disability, beginning with work hour 81 through 90 calendar days of same disability. At this time, the City will require a doctor's note and medical information in accordance with current Administrative Policy provisions. No disability leave will be provided until this requirement is satisfied.

To access the Disability Leave Benefit (full pay from 10-90 calendar days), an employee must provide acceptable written medical documentation showing that the disability is a single disability, whether continuous time off has been taken or not for that disability. The first 80 hours of a single disability are charged to the employee's PTO bank. Hours 81 up through the maximum of calendar day 90 are eligible for coverage under the Disability Leave Benefit.

After 90 calendar days of disability, the disabled employee shall be eligible to apply for Long-Term Disability coverage as outlined in Section 3.630. In addition, if, after having been off work for 80 hours on a same disability and becoming eligible for disability leave pay, the disabled employee continues to be unable to return to work full-time, but is able to work partial days, the employee remains eligible for disability pay for the part of the day that the employee is unable to work.

(h) PTO and Workers' Compensation. During the first 26 pay periods of service, the employee will be eligible for Workers' Compensation benefits as provided by state law. The employee, at this time, will have the option to use PTO or any other leave balance available to him/her, have it paid off, or keep it in his/her leave bank for future use upon his/her return.

After 26 consecutive pay periods of service, the City shall provide full pay for a medically certified work-related same disability, beginning with workday 1 through 90 calendar days of disability. After 90 calendar days of a work-related same disability, the disabled employee shall be eligible to apply for Long-Term Disability coverage as outlined in Section 3.630.

(i) Employees in Category G will have the option to cash-out up to 80 hours of PTO once at the end of each payroll calendar year. This cash-out will be allowed as long as the employee maintains a balance of 80 hours in his/her bank. If the employee elects this option, the minimum number of hours that may be cashed-out is 8.

3.200. BEREAVEMENT LEAVE. Employees in Categories D, F, and K are entitled to bereavement leave where death has occurred to an employee's spouse or registered domestic partner, father, mother, son, daughter, brother, sister, grandparents or grandchildren, or to the father, mother, son, daughter, brother, sister, grandparents or grandchildren of an employee's spouse or registered domestic partner. The City reserves the right to require proof of death from the employee. Employees in Categories D, F, and K shall be entitled to bereavement leave in an amount not to exceed 40 work hours per eligible incident immediately upon employment.

3.300. HOLIDAY LEAVE. Employees in Categories B, C (except those scheduled to work holidays), D/E, F, and K who were on pay status both before and after each holiday shall be entitled to take leave on each of the following holidays and be paid at the straight time rate, except as provided in Section 3.320.

CITY OBSERVED HOLIDAYS

Independence Day	Christmas Eve	Martin Luther King, Jr. Birthday
Labor Day	Christmas Day	President's Holiday
Thanksgiving Day	New Year's Eve	Memorial Day
Day After Thanksgiving	New Year's Day	

When a City holiday falls on a Saturday the holiday will be observed on the Friday; when a holiday falls on a Sunday, the holiday will be observed on Monday; or as designated by the City Council.

3.310. FLOATING HOLIDAY LEAVE. Employees in Categories D/E, F, G and K shall be credited with 20 hours of floating holiday leave at the beginning of each payroll calendar year. New employees shall be credited with a pro-rata share based upon the proportion of the payroll calendar year remaining after their date of hire. Use of floating holiday leave shall be subject to the approval of the employee's supervisor.

Employees terminating City employment shall have their allotment of floating holiday leave for that year pro-rated based upon their date of separation. Employees who have used less than their pro-rated allotment for the portion of the payroll calendar year worked shall have the balance paid to them on their final paycheck. Employees who have used more than their pro-rated allotment for the portion of the payroll calendar year worked, shall have the overage deducted from their final paycheck.

Further, employees in Categories D/E, F, G, and K who have unused floating holiday hours at the end of the payroll calendar year have the option of having all of the unused hours either paid in cash or added to their PTO balance if such addition does not exceed the maximum accrual allowed for PTO.

3.320. SPECIAL SCHEDULE. HOLIDAY LEAVE. Holiday leave for employees on a Special Schedule is paid in accordance with policies set forth in the Special Schedule Agreement, applicable MOU, or in the Administrative Policy Manual as the same exists or is amended hereafter.

3.400. JURY LEAVE. An employee is entitled to jury leave subject to conditions and limitations contained in the applicable MOU, or in the Administrative Policy Manual, as the same exists or is amended hereafter.

3.500. MILITARY LEAVE. Employees assigned to active military duty are entitled to military leave in accordance with the provisions of applicable State and Federal laws and the Administrative Policy Manual as the same exists or is amended hereafter. This leave is granted on a fiscal year basis.

3.550. MILITARY RESERVISTS. EXTENSION OF BENEFITS AND SUPPLEMENTAL SALARY.

(a) A person is eligible for the benefits established in this section if he or she meets all of the following qualifications:

- (1) Is an active probationary or regular part-time or full-time employee of the City in Pay Plan Categories A, B, C, D/E, F, G, K or L.
- (2) Is a member of the Armed Forces, Naval Militia or National Guard.
- (3) Is called to active duty per Executive Order 13223 issued on September 14, 2001;
- (4) Returns to City employment within 60 days after the end of active duty status; and
- (5) Remains as an employee of the City for at least six months following his or her return to City employment.

Eligible employees will be required to sign an agreement with the City which details their rights and obligations with respect to these benefits and supplemental salary prior to their initial receipt of benefits beyond the mandatory 30 days of benefits otherwise provided by law. Employees who elect not to return to City service shall be required to repay the City for the cost of the supplementary salary and benefits plus interest at the 26-week T-bill rate at the time that the final supplementary compensation was provided and for the period that exceeded the mandatory 30 days of benefits otherwise provided by law.

(b) The City will continue to pay a bi-weekly check to eligible employees equal to base salary, plus any other compensation the employee would have received had he/she been actually working. The employee then will reimburse the City the amounts paid for military service plus allowances, including Basic Allowance for Housing.

(c) Eligible employees will be required to send copies of their military pay stubs to the Department of Human Resources for purposes of reconciliation. The payments will be reconciled by the Payroll unit of the Accounting Division of the Department of Finance. If the Payroll unit has not received the copies within three weeks after the end of the month, future checks will be withheld until the information is provided.

(d) All employees who receive the benefits and supplemental salary under this section will be eligible to remain covered under their current retirement, medical, dental, employee assistance, and vision plans while Executive Order 13223 remains active or until such time as Council takes action to amend or discontinue such benefits and supplemental salary. The City will provide eligible employees, along with the supplemental salary, the amount that the City currently contributes toward the benefits plans. If the employee is currently paying a deduction toward these plans, the employee will continue to make those payments.

3.600. DISABILITY LEAVE. NONMANAGEMENT ENTITLEMENT. Employees in Categories A, B, and C qualify for disability leave after completion of twenty-six (26) consecutive pay periods from the date of original appointment; provided, however, that employees may be authorized up to 40 hours of interim disability leave from the date of employment for the first 26 pay periods; provided, however, that at the conclusion of the 26th pay period the interim disability leave shall terminate, including any unused amount. The total allowable paid interim disability leave for employees in Categories A, B, and C for work-related and non-work related disability combined is 40 hours.

3.610. DISABILITY LEAVE. NONMANAGEMENT PROVISIONS. For employees in Categories A, B, and C upon completion of the 26th consecutive pay periods of service, the City shall provide regular salary for disability leave, less any coverage provided by any other insurance program for the first 90 calendar days of disability.

3.620. DISABILITY LEAVE. AUTHORIZATION. Disability leave may be authorized by Management staff in accordance with procedures set forth in the applicable MOU or Administrative Policy Manual as the same now exists or is hereafter amended.

3.625. STATE DISABILITY INSURANCE (SDI), INCLUDING PAID FAMILY LEAVE INSURANCE (PFLI). Category L employees are eligible for SDI benefits in accordance with the applicable MOU. Benefits are provided due to non-work related disability. The cost is paid by employee. SDI includes Paid Family Leave Insurance. These programs are administered by the State of California.

3.630. LONG TERM DISABILITY. For employees in Categories A, B, D/E, and K, the City shall provide, after completion of 26 consecutive pay periods of service, income protection insurance which will take effect after 90 calendar days from the original date of disability and which, subject to standard policy provisions, exclusions and limitations, will pay 2/3 of the employee's salary while the employee is disabled and unable to work. For employees in Category F, income protection insurance is provided as of the first of the month after date of hire. Eligibility and procedural limitations are set forth in the Administrative Policy Manual and the current Long Term Disability contract as the same now exists or is hereafter amended. For employees in Category C, the Public Safety Officers Association shall contract with a long-term disability insurance provider and make long-term disability insurance available to represented employees in accordance with provisions of the MOU.

3.640. PAID MEDICAL LEAVE REQUIREMENT WAIVER. For employees in Categories D/E, F and K, the requirement of 26 pay periods of service for eligibility for City-provided Paid Medical Leave, i.e., full pay for a medically certified (same occurrence disability beginning with work hour 81 through 90 calendar days of disability for Category E, and work hour 121 through 90 calendar days for Categories D, F and K) may be waived by the City Manager in the case of catastrophic and/or life-threatening illness or disability.

3.700. MEDICAL APPOINTMENT LEAVE. For employees in Categories A and C, medical appointment leave for employee appointments with medical doctors and dentists may be authorized after the employee has completed 26 consecutive pay periods of service. This leave will not exceed 2 hours during a standard daily work schedule.

3.800. VACATION LEAVE. Casual/Temporary Employees hired prior to August 30, 1992 ~~in Categories H and I~~ with 2,500 hours of City employment which is continuous or separated by no more than 26 pay periods of service are entitled to .1 hour of vacation leave for each hour of work. Casual/Temporary Employees hired after August 30, 1992 ~~in Categories H and I~~ are not entitled to vacation leave accrual.

3.810. VACATION LEAVE. ACCUMULATION. USE. For Casual/Temporary employees ~~in Categories H and I~~, hired prior to August 30, 1992, vacation leave may be accumulated up to 50 hours. Accumulated leave time unused at the end of the payroll calendar year will be paid at the employee's current pay rate on one of the last paychecks of the payroll calendar year. Casual/Temporary Employees ~~in these categories~~ who have accumulated 50 hours of vacation leave at any time shall not accrue additional vacation leave or be compensated for any unused vacation leave in excess of 50 hours.

Accrued vacation leave for all categories of employees shall be paid off to the employee on the employee's last day of work and will be included in the employee's final paycheck. The City Manager may, however, approve the utilization of available accrued vacation to extend the date of retirement, and in special circumstances, the date of separation.

3.900. MANAGEMENT. ADMINISTRATIVE LEAVE FOR MANAGEMENT. Employees in Categories D, and K shall be credited with 50 hours of Administrative Leave at the beginning of the first pay period of the payroll calendar year. Employees in Category F shall be credited with 70 hours. All employee categories must complete 6 months of employment to meet eligibility. Use of Administrative Leave for Category F is subject to the City Manager's approval, Categories D to Department Director's approval and to the additional provisions in the Administrative Policy. Provisionally appointed managers not previously holding a regular management position are ineligible for Administrative Leave.

3.950. EMPLOYEE EMERGENCY LEAVE RELIEF FUND. The Employee Emergency Leave Relief Fund is a program that allows any City employee who has leave hours accrued, the opportunity to donate a portion of his/her accrued leave to benefit another employee needing paid emergency leave. To benefit from this fund, the receiving employee must be eligible to accrue City paid leave time, must have used all available accrued leave and must have a personal emergency that requires the employee to be on leave from work responsibilities to attend to the emergency. The employee must request in writing to the City Manager that this Employee Relief Fund be enacted. The City Manager will have administrative authority to accept or reject the employee's request. The City Manager will also have the administrative

authority in defining all procedures to be followed in setting up and utilizing this fund.

4.000. OVERTIME PAY. WHO IS ENTITLED. All employees of the City shall be entitled to overtime pay, except those in Management positions in Categories D/E, F, and K which are hereby designated as exempt from the provisions of the Fair Labor Standards Act.

4.010. OVERTIME AUTHORIZATION. All overtime must be approved in advance by the City Manager or designated Management representative under established procedure.

4.020. OVERTIME COMPUTATION. Overtime, when applicable, shall be paid at the rate of 1½ times the straight-time rate, except as otherwise provided for in an applicable MOU or herein.

4.030. OVERTIME PAY. WHEN APPLICABLE. An employee in Category A who has worked more than 8 hours in a standard work schedule day of 8 hours or has worked more than 40 hours in a standard week of 7 days, or an employee in Category C on tour of fire duty has worked more than 24 hours of fire tour duty shall be entitled to overtime pay.

Employees in Categories C (other than those assigned to a tour of fire duty), only for hours worked in excess of 80 hours in a biweekly pay period. Casual/Temporary employees ~~in categories H, I and J;~~ and regular part-time employees in Category L shall be entitled to overtime pay in accordance with the Fair Labor Standards Act (FLSA). Casual/Temporary employees ~~in Category I (Management and Executive)~~ who meet the FLSA exempt requirements are designated as such.

Employees assigned to a special schedule shall be entitled to overtime only for hours worked in excess of 40 hours in a work week as defined in the applicable MOU and Administrative Policy Manual, or as provided in the written special schedule agreement. See also Section 6.150 regarding flex time for designated Category B employees.

4.100. COMPENSATORY TIME. Employees in Category G shall have the same accumulation and use options as employees in Category B.

4.200. CALL-BACK PAY. OVERTIME. WHEN APPLICABLE. For full-time employees and for Category C employees the call-back provisions apply when an employee has gone off duty and left the job site. Overtime pay for call-back duty shall not continue into the next work schedule nor shall it be counted toward fulfillment of a work period.

4.300. CONFIDENTIAL PREMIUM PAY. The City shall provide a 3.5% premium on all paid hours for employees in Category G, and for Classified Confidential Management employees in Category D/E and for Unclassified Confidential Management employees in Category K appointed by the City Attorney.

5.000. WAGE SUPPLEMENTS. Wage supplements shall consist of payments to the employee outside the standard pay schedule for paid work time, and which are paid by the City either in part or in total as provided for herein or in applicable Memoranda of Understanding.

5.010. INTERIM/ACTING PAY. MANAGEMENT. Employees who are appointed by the City Manager in an acting/interim status to a vacant position in Pay Plan Categories D/E or F may receive placement within the control point of the vacant position; or a percentage over his/her current pay as designated by the City Manager.

5.020. Y-RATING PAY. Y-rating may be authorized by the City Manager or his/her designee when an employee is allocated to a classification with a lower salary range. If the current salary of the employee is more than the maximum of the revised allocated classification, the employee may be Y-rated and he/she will continue to receive the former rate of pay until the maximum salary of the new classification is raised to an amount higher than the rate of pay received in the former classification.

5.100. UNIFORMS. The City shall provide uniforms for Category B employees assigned to meter reading, public facility maintenance, public safety records, and others as designated by the City Manager.

5.200. WORK EQUIPMENT. The City shall provide mattresses, sheets, pillows, pillow cases and blankets at the fire stations and safety gear in all departments as required by law.

5.210. SAFETY GLASSES. The City shall provide employees in Categories A, B, C, D/E, and L prescription safety glasses, provided (a) that safety glasses are required on the job; (b) the employee provides the prescription at no cost to the City; and (c) the glasses are provided by an optical firm approved by the City.

5.220. SAFETY FOOTWEAR. Employees in Category L in classifications required by the City to wear safety footwear shall be eligible to receive an annual allowance in accordance with the provisions of the applicable MOU. Employees hired after the start of the fiscal year shall be eligible for a pro-rated allowance.

The Human Resources Risk Manager may authorize additional classifications to receive the safety footwear allowance if it is determined that safety footwear is required for the work being performed.

5.300. TRAINING ASSISTANCE. The City shall reimburse employees in Categories A, B, C, D/E, F, K, and L, those in the Public Safety Cadet program, and employees in the classification of Crime Prevention Assistant for all or part of the cost of tuition and books for

courses approved in advance by the City, provided the course is completed successfully and documentation of costs and certificates of completion are presented according to Administrative Policy or applicable MOU. The amount of reimbursement based on relatedness to the employee's present position may be taxable in accordance with state and federal law.

5.500. HEALTH INSURANCE. ELIGIBILITY AND EFFECTIVE DATES.

(a) Medical. Participation in the medical insurance plan is available to employees in all full-time and regular part-time Categories and to members of the City Council at the time of appointment in accordance with the provisions of the plan selected, with the effective date the first day of the month following enrollment.

(b) Dental. Employees in Categories D/E, F, K, and members of the City Council are eligible for dental coverage at the time of appointment, with an effective date of the first day of the month following enrollment. Employees in Categories B and L shall become eligible for dental coverage, in accordance with the provisions of the plan selected, upon completion of 13 pay periods of service with the effective date on the first of the month following enrollment. For employees in Categories A and C, the Communication Officers Association and the Public Safety Officers Associations shall contract with a dental provider and make dental insurance available to represented employees in accordance with the provisions of the respective MOU. Effective January 1, 2010, employees and members of the City Council may elect to enroll in an enhanced "voluntary buy-up" dental plan. The cost of the voluntary buy-up plan is solely funded by employee / City Council member contributions.

(c). Vision. Employees in all full-time and regular part-time Categories and members of the City Council are eligible for vision coverage at the time of appointment, with an effective date of the first day of the month following enrollment. Effective January 1, 2010, employees and members of the City Council may elect to enroll in an enhanced "voluntary buy-up" vision plan. The cost of the voluntary buy-up plan is solely funded by employee / City Council member contributions.

(d) Employee Assistance Plan (EAP). Employees in all full-time and regular part-time Categories are covered by the employee assistance program at the time of appointment in accordance with the provisions of the plan.

5.501. CASH IN-LIEU. MEDICAL COVERAGE.

(a) Employees in Categories D/E, F, and K, and members of the City Council have the option of reducing their medical coverage and receiving payment of a portion of the City contribution. However, if the employee is currently a dependent of a City employee

and covered by a CalPERS Health Plan, the employee is not eligible for reimbursement.

To be eligible for this plan, an employee must either:

- (1) Change from full family to employee plus one or employee only;
- (2) Change from employee plus one to employee only;
- (3) Change from any level coverage to no coverage; or
- (4) A new employee may choose no coverage.

Payment shall be made based on the following schedule:

<u>Current</u>	<u>New</u>	<u>Monthly</u>
Employee + 2	No coverage	\$213.42
Employee + 2	Employee only	\$131.08
Employee + 2	Employee +1	\$ 48.75
Employee + 1	No coverage	\$164.67
Employee + 1	Employee	\$ 82.33
Employee only	No coverage	\$ 82.33
NEW employee	No coverage	\$ 82.33

Whenever an employee changes to no coverage, the employee shall provide proof of alternate coverage and sign a waiver stating that she or he does have alternative coverage and that he or she understands that he or she will no longer receive coverage through a City-sponsored CalPERS provided medical plan.

If an employee decides to increase his or her level of coverage by either reentering a City sponsored CalPERS provided medical plan or including a dependent in his or her current coverage, he or she must enroll during the annual open enrollment period, unless a qualifying event occurs. See the Department of Human Resources for additional information on what constitutes a qualifying event.

Procedures for exercising this option and for reentering the City sponsored CalPERS provided medical plans shall be established by the City.

5.505. CITY CONTRIBUTION. MEDICAL INSURANCE.

Effective January 1, 2015, the City will contribute the following amounts toward the cost of premiums for medical insurance under the Public Employees Medical and Hospital Care Act (PEMHCA) for each employee in the respective categories listed below, and his or her eligible dependents, and for each annuitant in CalPERS formerly in the respective categories listed below and his or her eligible dependents:

- (a) Category A. The cost of the premium or \$472.98 per month, whichever is less.
- (b) Categories B and G. The cost of the premium or \$721.88 per month, whichever is less.
- (c) Category C. The cost of the premium or \$467.46 per month, whichever is less.
- (d) Category L. The cost of the premium or \$397.05 per month, whichever is less.
- (e) Categories D/E, F, and K. The cost of the premium or \$721.88 per month, whichever is less. Effective January 1st each year, the City's contribution will be the lesser of the cost of the premium or the lowest cost HMO premium for single coverage of the lowest cost HMO plan available through the CalPERS Bay Area regional medical plans. Additionally, the City's contribution shall be no less than the highest City contribution for any of the employee represented units; including COA, PSOA, SEA, and SEIU.

- (f) Members of the City Council. The City's contribution will be the lesser of the cost of the premium or the minimum monthly contribution pursuant to Government Code Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA). For calendar year 2010, the amount is \$105.00 and for calendar year 2011, the amount is \$108.00.

5.506. CITY CONTRIBUTION. DENTAL INSURANCE.

- (a) Category A. The City's contribution is up to a maximum of \$140.55 per month, pursuant to the provisions of the COA MOU.
- (b) Category B. The City's contribution is included under Section 5.515 (b) below.
- (c) Category C. The City's contribution is up to a maximum of \$140.55 per month, pursuant to the provisions of the PSOA MOU.
- (d) Category L. The City's contribution is included under Section 5.515 (d) below.
- (e) Categories D/E, F, and K. The City will contribute the premium for employee only, employee plus one dependent, or employee plus family coverage.

- (f) Members of the City Council. The City will contribute the premium for council member only coverage. Dependent coverage is available at the council member's cost.

5.507. CITY CONTRIBUTION. VISION INSURANCE.

- (a) Category A. The City's contribution is included under Section 5.515 (a) below.
- (b) Category B. The City will contribute the premium for employee only or employee plus one dependent coverage.
- (c) Category C. The City's contribution is included under Section 5.515 (c) below.
- (d) Category L. The City will contribute the premium for employee only or employee

plus one dependent coverage.

(e) Categories D/E, F, and K. The City will contribute the premium for employee only, employee plus one dependent, or employee plus family coverage.

(f) Members of the City Council. The City will contribute the premium for council member only coverage. Dependent coverage is available at the council member's cost.

5.515. CITY CONTRIBUTION. CAFETERIA BENEFITS PLAN.

(a) Category A. The City will contribute \$42.02 per month, the difference between \$515.00 and the amount stated in 5.505 (a) above.

(b) Category B. The City will contribute a maximum of \$588.69 per month toward a Cafeteria Benefits Plan for employees and dependent medical coverage and a minimum of \$196.21 per month for employees with employee only medical coverage.

(c) Category C. The City will contribute \$47.54 per month, the difference between \$515.00 per month and the amount stated in 5.505 (c) above.

(d) Category L. The amount the City contributes towards the Cafeteria Benefits Plan shall be made based on the number of hours in paid status as provided in the SEIU MOU.

(e) Categories D/E, F, and K. The City will contribute to a Cafeteria Benefits Plan for the cost of medical premiums only. The City's Cafeteria Benefits Plan contribution will be capped at the cost of the premium of the highest priced plan between the CalPERS Bay Area regional HMO plans or the PERS Choice PPO plan, effective January 1 each year, less the City Contribution as stated in Section 5.505 (e) above, and shall be based upon the plan level in which the employee is enrolled (i.e., employee only, employee plus one dependent, or employee plus family).

(f) Members of the City Council. The City will contribute to a Cafeteria Benefits Plan for the cost of medical premiums only. The City's Cafeteria Benefits Plan contribution will be capped at the cost of the premium of the highest priced plan between the CalPERS Bay Area regional HMO plans or the PERS Choice PPO plan, effective January 1 each year, less the City Contribution as stated in Section 5.505 (f) above, and shall be based upon the plan level in which the council member is enrolled (i.e., council member only, council member plus one dependent or council member plus family).

5.520. MAXIMUM CITY CONTRIBUTION. HEALTH INSURANCE.

(a) Category A. Including the amounts specified in Sections 5.505 (a) and 5.515 (a), the City's maximum contribution is \$515.00 per month (\$237.69 per pay period) towards the employee assistance program insurance, employee and dependent medical insurance, employee

and dependent vision insurance, optional life insurance or any combination thereof.

(b) Category B. Including the amounts specified in Sections 5.505(b) and 5.515(b) the City's maximum monthly contribution is \$1154.29 (\$532.75 per pay period). For employees with employee only medical coverage, the City's maximum monthly contribution is \$761.81 (\$351.60 per pay period). The City's health insurance contribution is payable towards the cost of employee and dependent medical insurance, employee and dependent dental insurance, family coverage vision insurance, optional life / AD&D insurance or any combination thereof. In addition, the City pays the full premium for the employee assistance program.

(c) Category C. Including the amounts specified in Sections 5.505 (c) and 5.5150 (c), the City's maximum contribution is \$515.00 per month (\$237.69 per pay period) towards the employee assistance program insurance, employee and dependent medical insurance, employee and dependent vision insurance, optional life insurance or any combination thereof.

(d) Category L. Including the amounts specified in Sections 5.505 (d) and 5.515 (d), the City's maximum contribution is up to \$923.42 per month (\$426.19 per pay period) towards employee and dependent medical insurance, employee and dependent dental insurance, family coverage vision insurance, or any combination thereof. The actual City maximum is pro-rated based on the number of hours in paid status as provided in the SEIU MOU. In addition, the City pays the full premium for the employee assistance program.

(e) Categories D/E, F, and K. In addition to the amounts contributed by the City as specified in Sections 5.505 (e), 5.508 (e), 5.510 (e), and 5.515 (e), the City pays the full premium for the employee assistance program.

(f) Members of the City Council. For calendar year 2010, the maximum monthly City contribution, as described in Sections 5.505 (f), 5.506 (f), 5.507 (f) and 5.515(f), ranges from \$630.55 to \$1554.28. The actual amount is based upon the plan level in which the council member is enrolled in medical coverage (e.g.; council member only, council member plus one dependent or council member plus family).

5.525. EMPLOYEE CONTRIBUTION. HEALTH INSURANCE. To the extent that any full or part-time employee or member of the City Council elects health insurance coverage that exceeds the amount stated in Section 5.520, the employee/member of the City Council shall pay the difference.

5.530. PREMIUM CONVERSION. If applicable, pursuant to IRS Code §125, regular full-time and regular part-time employees shall pay their contribution toward health insurance on a pre-tax basis, unless the employee chooses to pay on a post-tax basis and notifies the

Department of Human Resources of this request in writing.

5.540. POST RETIREMENT MEDICAL BENEFITS.

(a) Categories D/E, F, and K. Employees who retire from City service under the provisions of the City's contract with CalPERS (minimum of age 50 and 5 years of service) are eligible for post retirement medical benefits as stated below:

(a.1) Group A - Retirement date prior to January 1, 2008.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for his/her selected medical plan.

(a.2) Group B – Retirement date on or after January 1, 2008 with an appointment date prior to July 1, 2007.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for his/her selected medical plan, subject to a cap based on the cost of the premium of the highest price plan between the CalPERS Bay Area regional HMO plans or the PERS Choice PPO plan effective January 1 of each year.

(a.3) Group C – Retirement date on or after January 1, 2008 with an appointment date on or after July 1, 2007.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program (RHR) will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for his/her selected medical plan, subject to the cap indicated in (a.3) above and according to the following vesting schedule:

Vesting Schedule

City of Sunnyvale Management Years of Service	% of RHR paid to Retiree
5	50%
6	55%
7	60%
8	65%
9	70%
10	75%
11	80%
12	85%
13	90%
14	95%
15+	100%
<u>Combined Years of Service</u> 5 years management service with City of Sunnyvale and 15 years or more of non- management City service	100%

5.550. LIFE INSURANCE. The City shall provide life insurance equal to one times annual base salary for employees in Categories D/E, F, and K. In addition, the employee has the option of buying additional insurance of one times his/her annual base salary up to the maximum allowable coverage. Coverage is subject to the terms and conditions of the insurance policy and to current tax law provisions.

5.560. DEPENDENT CARE REIMBURSEMENT ACCOUNT. Employees in Categories A, B, C, D/E, F, K, and L are provided with an option to pay for dependent care expenses on a pre-tax basis, as provided in the Internal Revenue Code.

5.561. HEALTH CARE REIMBURSEMENT ACCOUNT. Employees in Categories A, B, C, D/E, F, K, and L are provided with an option to pay for health care expenses on a pre-tax basis, as provided in the Internal Revenue Code.

5.600. WORKERS' COMPENSATION BENEFITS. The City self-insures for Workers' Compensation benefits. Workers' Compensation benefits will be provided as required by law. Employees who are injured on the job are to comply with the legal requirements governing the use of Workers' Compensation benefits. Employees in Categories A and E who are eligible for temporary disability payments under Workers' Compensation law, shall receive salary continuation from the City's disability program for the first 90 calendar days of temporary disability. Employees in Categories B, D, F, and K who are eligible for temporary disability payments under Workers' Compensation law, shall receive salary continuation from the City's disability program for the first 60 calendar days of temporary disability. Pursuant to current tax laws, a portion of salary continuation, in lieu of temporary disability payments, is exempt from federal and state withholding taxes. The amount of tax-free salary continuation is up to 2/3 of an employee's average wage, subject to minimums and maximums set by state law. Employees who remain temporarily totally disabled after 90 calendar days shall receive temporary disability payments directly from the City's Workers' Compensation third party administrator.

5.700. RETIREMENT SYSTEMS. The City shall provide a retirement system to eligible employees and to members of the City Council who elect to join the California Public Employees' Retirement System, in accordance with the provisions of the City Charter, and as specifically described herein.

5.710. CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS). The City shall contract with the State of California Public Employees' Retirement System (CalPERS) for retirement plans for qualified Safety and Miscellaneous employees. Both plans shall include the 1959 Survivor Benefits. Miscellaneous and Safety employees, and members of the City Council who have elected CalPERS membership, receive the 1959

Survivor Benefit at the increased benefit level (Third Level). Miscellaneous and Safety employees are eligible for the optional Military Buy-Back benefit (Military Service Credit as Public Service).

5.711. CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM. QUALIFIED EMPLOYEES. Qualified employees are those in Categories A, B, C, D/E, F, G, K, L, and those employees in any other Category who are required by CalPERS to be covered. In addition, members of the City Council are qualified to participate in the California Public Employees Retirement System and may elect optional membership in CalPERS.

5.715. PUBLIC AGENCY RETIREMENT SYSTEM (PARS). In appropriate situations for employees hired on or after July 1, 1996, who retire in good standing, City agrees to provide a supplemental retirement benefit through the Public Agency Retirement System (PARS) so that the employee's retirement benefit equals what the employee would have received from CalPERS had the employee been hired by the City prior to July 1, 1996 as outlined in the CalPERS Circular Letter No. 200-002 (circular letter available in the Department of Human Resources).

5.720. TIER 1 - 3%-AT-50 SAFETY PLAN. The City shall provide qualified Safety employees with the basic "3%-at-50" plan with the one-half continuance option under the California Public Employees' Retirement System (CalPERS). Final compensation shall be calculated using the single highest year model.

5.721. TIER 2 - 3%-AT-55 SAFETY PLAN. The City shall provide qualified Safety employees with the basic "3%-at-55" plan with the one-half continuance option under the California Public Employees' Retirement System (CalPERS). This benefit will apply to Safety employees hired after February 19, 2012. Final compensation shall be calculated using the single highest year model.

5.722. TIER 3 - 2.7%-AT-57 SAFETY PLAN. The City shall provide qualified safety employees hired beginning January 1, 2013 who are not current CalPERS members or who are not members of a reciprocal retirement system as defined by CalPERS the safety 2.7% at age 57 retirement formula with the one-half continuance option under CalPERS. Final compensation shall be calculated using the average of the three highest years model.

5.730. TIER 1 - 2.7%-AT-55 MISCELLANEOUS PLAN. The City shall provide qualified Miscellaneous employees and members of the City Council with the "2.7%-at-55" plan under the California Public Employees' Retirement System (CalPERS). Final compensation shall be calculated using the single highest year model.

5.731. TIER 2 – 2%-AT-60 MISCELLANEOUS PLAN – The City shall provide qualified Miscellaneous employees and members of the City Council hired/appointed beginning in the last full pay period in December 2012 the Local Miscellaneous 2.0% at age 60 retirement formula. Final compensation shall be calculated using the single highest year model. Employees hired on or after January 1, 2013 who are current CalPERS members or who are members of a reciprocal retirement system, as defined by CalPERS shall also receive the 2% at 60 retirement plan.

5.732. TIER 3 – 2%-AT-62 MISCELLANEOUS PLAN - The City shall provide qualified Miscellaneous employees and members of the City Council hired/appointed beginning January 1, 2013 who are not current CalPERS members or who are not members of a reciprocal retirement system as defined by CalPERS the Local Miscellaneous 2.0% at age 62 retirement formula. Final compensation shall be calculated using the average of the three highest years model.

5.740. CalPERS CONTRIBUTION.

(a) Effective August 31, 2014, employees in categories D, F (except for the Director of Public Safety), and K who are also in Tier 1, shall be responsible for contributing 4% of the member contribution, and the City shall contribute 4%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 4% as additional compensation.

Effective first full pay period of July 2015, employees shall be responsible for contributing 5% of the member contribution, and the City shall contribute 3%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 3% as additional compensation.

Effective first full pay period of July 2016, employees shall be responsible for contributing 6% of the member contribution, and the City shall contribute 2%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 2% as additional compensation.

(b) Effective August 31, 2014, employees in categories D, F, and K in Tier 2 shall be responsible for contributing 3% of the member contribution, and the City shall contribute 4%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 4% as additional compensation.

Effective first full pay period of July 2015, employees shall be responsible for contributing 4% of the member contribution, and the City shall contribute 3%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 3% as additional compensation.

Effective first full pay period of July 2016, employees shall be responsible for contributing 5% of the member contribution, and the City shall contribute 2%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 2% as additional compensation.

(c) Employees in categories D, F, and K in Tier 3 shall be responsible for paying 50% of the normal cost toward their retirement.

(d) Effective August 31, 2014, the Director of Public Safety shall be responsible for paying 3% of the member contribution, and the City shall contribute 6%; such payment shall be made pursuant to IRC Section 414(h)(2). In addition, the City shall continue to pay to CalPERS a total of 2.25% of the employee's salary to fund the cost of the single highest year retirement benefit. The City will report the value of the Employer Paid Member Contribution (EPMC) of 6% as additional compensation.

Effective first full pay period of July 2015, the Director of Public Safety shall be responsible for paying 4% of the member contribution, and the City shall contribute 5%; such payment shall be made pursuant to IRC Section 414(h)(2). In addition, the City shall continue to pay to CalPERS a total of 2.25% of the employee's salary to fund the cost of the single highest year retirement benefit. The City will report the value of the Employer Paid Member Contribution (EPMC) of 5% as additional compensation.

Effective first full pay period of July 2016, the Director of Public Safety shall be responsible for paying 5% of the member contribution, and the City shall contribute 4%; such payment shall be made pursuant to IRC Section 414(h)(2). In addition, the City shall continue to pay to CalPERS a total of 2.25% of the employee's salary to fund the cost of the single highest year retirement benefit. The City will report the value of the Employer Paid Member Contribution (EPMC) of 4% as additional compensation.

(e) For employees in other Categories who are required by the CalPERS to be covered, such as City Council members who elect to enroll in CalPERS and eligible casual employees, the employee shall be responsible for the full normal member contribution to CalPERS.

5.750. SOCIAL SECURITY. FICA PORTION. All employees not covered by CalPERS shall be covered by Social Security/FICA. The employee and the City will each contribute the mandated percentage of the employee's wages toward the cost of Social Security/FICA. No Social Security/FICA will be withheld for retired CalPERS members who return to work as a temporary employee.

5.800. PUBLIC SAFETY NONMANAGEMENT. DIFFERENTIAL. When salaries are set for Public Safety Officer II, the following classifications of Public Safety Non Management will be adjusted, since they are tied to differentials established by the Public Safety Officer II, to maintain the appropriate relationships:

Public Safety Officer-in-Training	Step 1 is set at 10% below Step 1 of Public Safety Officer II; Step 2 is 5% above Step 1
Public Safety Officer I	Step 1 is set at 5% above Step 1 of Public Safety Officer-in-Training; Steps 2 through 4 are set at 5% above each previous step

6.000. SPECIAL PROVISIONS. Those provisions which are in a non-pay category, but which confer a benefit on an employee, are provided in accordance with the provisions in the Administrative Policy Manual.

6.100. WORK SCHEDULES. Employees in the Civil Service are to work in accordance with the schedules, shifts, tours of duty and work periods or cycles established by their respective departments in accordance with the provisions of the applicable MOU or the Administrative Policy Manual as the same now exists or is hereafter amended.

6.150. FLEX SCHEDULES. DESIGNATED CATEGORY B EMPLOYEES. Category B employees, designated under the terms of the applicable MOU as exempt under the Fair Labor Standards Act, may have their work schedules adjusted, at the discretion of their managers, in order to minimize the cost of overtime pay. Such adjustments shall be made in accordance with the provisions of the applicable MOU.

6.200. ALTERNATE SCHEDULES. MANAGEMENT EMPLOYEES. Alternate schedules for individual employees in Categories D/E, F, and K may be authorized by the City Manager and the City Attorney in accordance with the Administrative Policy Manual.

6.300. DEFERRED COMPENSATION. Employees in Categories A, B, C, D/E, F, K, and L and members of the City Council shall be entitled to participate in a 457 deferred compensation plan approved by the City. For employees in Categories D/E, F, and K, a 401 (a)

plan is available and procedures for contribution to such plan will be established by the City. With respect to any employee in Categories D/E, F, and K who enrolls in any of the two deferred compensation plans (457 or 401 (a)), the City shall contribute to such plan on behalf of the employee an amount equal to 2% of the employee's gross pay per pay period. Such employees shall not be entitled to receive any or all of such payment except as payment into a deferred compensation account.

6.400. YOUTH PARTICIPATION INCENTIVES. Incentive Payments may be made in accordance with 29 USC § 2854, to provide incentives for recognition and achievements of the participants in the youth activities through the Department of Employment Development.

6.500. AUTOMOBILE ALLOWANCE. Any Management employee authorized and assigned exclusive use of a City vehicle on a 24-hour basis may, at the option of the employee, receive a car allowance, payable monthly, in lieu of the assignment and authorization to use such City vehicle. Such car allowance is only available while the employee is actively at work (i.e., not absent from work for more than one month, irrespective of reason). When not actively at work, the automobile allowance will cease the first of the month following the last date the employee is actively at work. A Management employee in Category D/E who is not assigned exclusive use of a City vehicle and who ordinarily does not have access to pool vehicles at his or her work site and who averages 300 or more miles per month of City business travel in his or her own personal vehicle, excluding normal travel to and from work, shall be eligible for a car allowance. This option shall not be available in the event the City Manager or the employee's Department Director determines that the vehicle assigned is a special purpose vehicle or a vehicle especially equipped so that it cannot be adequately replaced by the employee's private vehicle. Effective July 1, 2007, the monthly vehicle allowance for Department Directors will be \$450.00 and for designated management employees \$310.00. The City Manager may authorize a change in this allowance in accordance with the change in the IRS standard mileage rate.

6.600. RELOCATION ASSISTANCE. Employees in Categories D/E and K may be offered up to \$5,000 of relocation assistance, including expenses incurred in connection with the final trip for employee and immediate family to the area, provided that their primary residence at the time they receive their offer of employment with the City is located outside a 50 mile radius of the City and they move to a location within Santa Clara County within 1 year of appointment. In addition, these employees are also eligible for interim living expenses, at the maximum rate of \$100 per day for a period not to exceed 30 days, incurred while searching for a new residence. Category F employees may be offered up to the full cost of relocation assistance, including interim living expenses, if they move into the City limits within 1 year of

appointment. Such assistance may be taxable to the employee. This assistance must be documented in the offer letter to the employee.

6.700. EXECUTIVE MORTGAGE ASSISTANCE PROGRAM. Category F employees are eligible for benefits provided pursuant to the Executive Mortgage Assistance Program. Provisions of the program have been approved through separate resolution and may be amended as necessary.

7.000. ADMINISTRATION. CLASSIFIED SERVICE AND UNCLASSIFIED MANAGEMENT. The Pay Plan for all City employees shall be administered by the City Manager in accordance with policies stated herein and in the Administrative Policy Manual and any applicable MOU. The City Manager shall issue such rules and procedures as are necessary to put the policies into effect.

7.100. HOURLY RATES. Employees in Categories A, B, C, G, and L at the time of appointment are ordinarily assigned the hourly rate in the first step of the pay range. In cases where it is necessary to attract qualified personnel the employee may be assigned the hourly rate in the second or third step of the pay range. Under extraordinary circumstances, employees may be assigned to a higher step than the first step of the pay range, upon recommendation of the Department Director and approval of the City Manager.

7.105. SALARY RATES. The minimum rate at which employees in Categories D/E, F, and K may be hired is 85.0% of the Control Point for that classification; the maximum is 100% of Control Point. Appointments made above 95.0% of Control Point require recommendation of the Department Director, and approval of the City Manager for all, but Category K. Determinations on Category K employees are made by the City Attorney.

7.110. CONTROL POINTS AND SALARY RANGES. MANAGEMENT. Control Points for Management classifications are as established in Sections 2.300, 2.400 and 2.800. The range for each classification extends from 85.0% of the Control Point up to the Control Point (100%).

7.115. DIFFERENTIAL PAY. MANAGEMENT. In the event that a pay differential of less than 15% is identified between the Control Point for a Management classification and the top step base salary for a direct-report non-management classification, a department director may recommend a pay differential of up to 15%. The differential will not be applied automatically, and an identifiable need for such differential must exist prior to providing the differential pay. All differentials require review by the Director of Human Resources and approval of the City Manager.

7.120. MERIT INCREASE. NONMANAGEMENT. Upon completion of 13 pay

periods, employees in Categories A, B, C, and G may be assigned the next step in the pay range to which the classification is assigned. Such merit increases shall not be approved unless the employee's work performance is acceptable. Consideration for each subsequent one step merit adjustment is given at 26 pay period intervals until the employee's hourly pay rate reaches the top step of the pay range. Increases may be granted effective with the pay period immediately following the anniversary date.

Upon completion of 6 months of continuous City service, employees in Category L may be assigned the next step in the pay range to which the classification is assigned. Such merit increase shall not be approved unless the employee's work performance is acceptable. Consideration for each subsequent one step merit adjustment is given upon completion of intervals of 12 months of continuous service until the employee's hourly pay rate reaches the top step of the pay range. Increases may be granted effective with the pay period immediately following completion of the requisite hours.

7.130. MERIT INCREASE. MANAGEMENT. Upon completion of 13 pay periods of service, employees in Categories D, F, and K who receive an overall rating of achieves or exceeds expectations on their most recent performance evaluation may receive an increase in salary above the rate to which they were initially assigned, up to but not exceeding the Control Point.

The pay rate for employees in Categories D, F, and K hired or appointed to management positions prior to June 1, 2013 will be considered for adjustment beyond that granted after the first 13 pay periods of service at the beginning of each new fiscal year after employment. The pay rate adjustment is subject to an overall rating of achieves or exceeds expectations on the employee's most recent performance evaluation. Increases of more than 5% require approval of the City Manager.

The pay rate for employees in Categories D, F, and K hired or appointed to management positions on or after to June 1, 2013 will be considered for adjustment beyond that granted after the first 13 pay periods of service following the completion of 26 pay periods from the prior increase in salary, up to but not exceeding the Control Point. Increases in salary shall be granted effective with the pay period immediately following the completion of 26 pay periods. Increases of more than 5% require approval of the City Manager.

7.140. PROMOTION. NONMANAGEMENT. Upon promotion to a full-time non-management classification having an assigned pay range greater than the classification from which the employee is being promoted, employees in Categories A, B, C, and G shall be entitled

either to that hourly pay step in the pay range of the higher class which is at least 5% above the employee's current hourly step rate, or that step the employee would have received within 2 pay periods had the promotion not been made, provided the increase does not exceed the rate contained in the top salary step. Thereafter, the employee will be considered for merit increases in the same manner as other probationary employees.

Upon promotion to a regular part-time classification having an assigned pay range greater than the classification from which the employee is being promoted, the employee shall be entitled to that hourly pay step in the pay range of the higher classification which is at least 5% above the employee's current hourly step rate, provided the increase does not exceed the rate contained in the 5th salary step. Thereafter, the employee will be considered for merit increases in the same manner as other probationary employees.

7.150. PROMOTION. MANAGEMENT. Employees in Category D/E who are promoted to a classification which has been assigned a Control Point greater than the classification from which the employee is being promoted shall be entitled to assignment to a pay rate in the new salary range which provides at least 5% above the employee's current hourly rate, or the rate which the employee would have received with a meeting or exceeding expectation of performance within 2 pay periods had the promotion not been made, provided the increase does not exceed 95.0% of the Control Point for the new classification, except that upon recommendation of the Department Director and approval of the City Manager, the promoted employee's pay rate may be set at up to 100% of such Control Point. Employees in Category K who are promoted in similar circumstances shall likewise receive an increase, subject to the determination of the City Attorney. Thereafter, the employee is considered for merit increases in the same manner as other Management employees.

7.160. PROVISIONAL APPOINTMENT. The pay periods of service of a probationary or regular employee shall not be affected by a provisional appointment. Merit pay increases are to be considered as though the employee had not accepted the provisional appointment.

7.170. GRANT FUNDED EMPLOYMENT.

(a) The City may hire employees in grant-funded (limited duration) positions where the position is funded by grant funds or similar types of non-City funding sources.

(b) Job classification titles for grant-funded positions shall be distinct from job classification titles for regular positions.

(c) Prospective employees shall be informed of the duration of the appointment in the

job announcement and at the time of employment, and shall be advised of and acknowledge in writing the impact of the grant-funded (limited duration) status, including that the City has the authority to terminate employment at the completion of the grant or for reduction or loss of grant funding.

(d) Unless otherwise stated by the funding source or agency, if the appointment is for a period of twelve months or more, employees in grant-funded positions shall receive the same benefits as regular employees. Employees who will be working a full-time schedule in a management classification will be included in the Sunnyvale Managers Association bargaining unit; employees who will be working a full-time schedule in a non-management classification will be included in the Sunnyvale Employees Association bargaining unit; and employees who will be working a schedule of 1,092 -1,716 hours per fiscal year will be included in the Services Employees International Union bargaining unit.

(e) If the appointment is for less than twelve months, employees shall be employed in the unclassified service as temporary employees. Temporary employees are unrepresented, are eligible for only those benefits applicable to this category of employment, and are limited to 900 hours of work in the fiscal year.

(f) Should an employee who was originally hired to fill a grant-funded position of twelve months or more be later appointed to a regular position, his/her hire date will be the date that service commenced in the grant-funded position.

~~8.000. UNCLASSIFIED SERVICE. RECREATION, CASUAL, SEASONAL, AND SPECIAL PROJECT. ADMINISTRATION.~~ CASUAL/TEMPORARY PAY RATE ASSIGNMENTS AND STEP INCREASES. Pay rate assignments and pay step increases for Casual/Temporary employees ~~in Unclassified Categories H and I~~ shall be administered by the City Manager in accordance with the policies stated herein. The City Manager shall promulgate such rules and procedures as are necessary to put said policies into effect.

~~8.010. UNCLASSIFIED SERVICE. RECREATION EMPLOYMENT.~~ Casual/Temporary ~~E~~employees ~~in Category H,~~ at the time of appointment, are ordinarily assigned the hourly rate in the first step of the pay range; however, the department may assign employees to a higher step based on qualifications and experience, and/or specific job functions, or in cases where it is necessary to attract qualified personnel. Casual/Temporary employees may be considered for an initial merit step increase after completion of 1040 hours of service and additional merit step increases upon completion of intervals of 2080 hours of service up to top step. However, a merit increase shall not be approved unless the employee's work performance is rated satisfactory or better. In situations where the above hour criteria for merit increases is not

reasonable given the nature of a Casual/Temporary assignment, individual departments may assign a Casual/Temporary employee to the next step in the series . Upon completion of a minimum of 12 months of service in the current job classification and step, and a minimum number of hours worked as established by the department, ~~employees in Category H may be assigned the next step in the pay range to which the classification is assigned. A merit increase shall not be approved unless the employee's work performance is rated satisfactory or better.~~

~~8.020. UNCLASSIFIED SERVICE. CASUAL, SEASONAL, AND SPECIAL PROJECT (OTHER THAN RECREATION) EMPLOYMENT. Employees in Category I at the time of appointment are ordinarily assigned the hourly rate in the first step of the pay range. In cases where it is necessary to attract qualified personnel, the employee may be assigned the hourly rate in the second or third step of the pay range. Non Management employees in Category I may be considered for an initial merit step increase after completion of 1040 hours of service and additional merit step increases upon completion of intervals of 2080 hours of service up to Step 5. Employees in the Category I classification of Casual or Seasonal Crossing Guard who have satisfactory performance evaluations may be considered for an initial merit step increase after completion of 200 hours of service and additional merit step increases upon completion of intervals of 420 hours of service up to Step 5. Service is that which is separated by no more than 26 pay periods of service. In those classifications where there is only a range and there are no specified step intervals, initial appointment may be made at any appropriate rate within that range and merit increases for non Management employees are in 5% increments in accordance with the work hour requirements above. Casual/Seasonal Management/Executive employees may receive merit increases up to 10% at the beginning of each fiscal year regardless of the number of hours worked during that fiscal year.~~

~~8.030. UNCLASSIFIED SERVICE. RECREATION, CASUAL, SEASONAL, AND SPECIAL PROJECT. ANNUAL REVIEW. At the beginning of each fiscal year, employees, in classifications in which there is only a range and no specified step intervals, may be eligible to receive a market based salary adjustment, provided the employee's performance is satisfactory or higher. The market based increase shall not exceed that of the increase for a similar full-time classification, and cannot exceed the maximum of the range.~~

~~8.100. UNCLASSIFIED SERVICE. RECREATION, CASUAL, SEASONAL, AND SPECIAL PROJECT APPOINTMENT. LIMITATIONS.~~

~~(a) — A person may be employed in a position within the Unclassified Service Recreation, provided that the total hours of such employment do not exceed 999 hours per fiscal year, except as noted below, and such employment shall conform to the CalPERS definition for~~

~~this category of employment in that part-time employment is limited to less than an average of 20 hours per week. Further, a person may be employed in a position within the Unclassified Service Recreation, in the job classification of "Intermittent Recreation" and may exceed 999 hours of work in a fiscal year. Such employment shall conform to the CalPERS definition for this category of employment in that the appointment is an on-call, intermittent, emergency, substitute, or irregular basis, which excludes a person from CalPERS membership until the person has worked 1000 hours in the fiscal year.~~

~~(b) — A person may be employed in a position within the Unclassified Service Casual, provided that the total hours of such employment do not exceed 900 hours per fiscal year, and such employment shall conform to the CalPERS definition for this category of employment in that part-time employment is limited to less than an average of 20 hours per week. Employees in this category who regularly work the same number of hours per week will typically work 15 or less hours per week.~~

~~(c) — A person may be employed in a position within the Unclassified Service Seasonal, provided that the total hours of such employment do not exceed 999 hours per fiscal year or six months of continuous service, whichever is sooner, and such employment shall conform to the CalPERS definition for this category of employment in that a full-time seasonal or full-time limited-term appointment is limited to 6 months or less.~~

~~(d) — A person who is a CalPERS retiree may be employed in a position within Unclassified Service Recreation, Casual or Seasonal, provided that the total hours of such employment do not exceed 900 hours in a casual position and 960 hours per fiscal year in a seasonal position.~~

~~(e) — The unclassified temporary employee assigned to support the Onizuka Airforce Station (AFS) Base Realignment and Closure (BRAC) project is allowed to exceed 999 hours of work per fiscal year for the period needed to support the project, as determined by the Office of the City Manager.~~

~~(f) — The type of appointment shall be designated upon hire so that appropriate monitoring of hours/time worked may occur.~~

8.2100. REDUCED TIME JOB STATUS PROGRAM. CATEGORY G. Designated classifications within Category G may work a reduced time work job share schedule pursuant to the provisions of the Reduced Time Job Status Program.

9.000. PAY BASIS. An eligible employee may be paid under multiple pay ranges or scheduled amounts in any given pay period, in addition to working out of class, on special assignment or under special circumstances.

10.000. EFFECTIVE DATE. Unless otherwise specifically indicated, all provisions herein contained shall be effective as of the date of posting. This version of the Salary Resolution supersedes any prior versions and amendments thereto.

Posted:



City of Sunnyvale

Agenda Item

15-0159

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Approve the 2014 Annual Progress Report on Implementation of the General Plan's Housing Element

BACKGROUND

California Government Code Section 65400 requires every general law city and county to submit an Annual Progress Report (APR) to the State describing the progress made by the local government toward implementing the Housing Element of their General Plan. Government Code Section 65700 exempts charter cities such as Sunnyvale from this requirement; however, certain state grant programs, such as the Housing-Related Parks (HRP) grant program, require all applicant jurisdictions to comply with this requirement, including charter cities.

The City received an HRP Grant for \$973,525 in 2014 for affordable units permitted or completed in calendar years 2010 through 2013. This year the City was eligible to apply for an HRP grant of nearly \$1 million, based on the affordable units permitted or completed in calendar year 2014. The City's eligibility for this grant program is due to the City's compliance with the APR reporting requirements, and permitting and successful development of various affordable housing units in recent years. Staff submitted the 2014 HRP application in February, and HCD is supposed to announce the grant awards in late June of this year.

The APR provided in Attachment 1 quantifies and describes the progress made by the City in calendar year 2014 toward its Regional Housing Need Allocation (RHNA) objectives and Housing Element goals. In addition, the information gathered from these APRs streamlined the data-gathering process required to update the 2015-2023 Housing Element, which was adopted on January 20, 2015.

California Government Code Section 65400 also requires that the APR be considered at an annual public hearing before Council, where members of the public are be allowed to provide oral testimony and written comments on the City's progress in implementing its housing element.

A recently enacted Senate Bill 341 of 2013, related to the statewide redevelopment agency dissolution process, requires the City to attach a new report to the APR when submitting it to HCD. The new report provides data on the City's Housing Successor Agency activities and finances. This report covers the fiscal year 2013-2014. Because the City had not yet received any RDA housing set-aside funds during that year, the report shows no activities and zeros in most of the fiscal questions. This report is attached to the APR as Appendix A.

EXISTING POLICY

Sunnyvale General Plan:

Community Vision Element - Policy CV-1.2: Provide accurate and thorough information in a timely manner to ensure that community members have an opportunity to respond effectively.

Land Use and Transportation Element - Goal LT-3, Appropriate Mix of Housing: Ensure ownership and rental housing options in terms of style, size and density that are appropriate and contribute positively to the surrounding area.

Land Use and Transportation Element - Policy LT-3.1: Provide land use categories for, and maintenance of, a variety of residential densities to offer existing and future residents of all income levels, age, groups and special needs sufficient opportunities and choices for locating in the community.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

The 2014 APR (Attachment 1) provides the number of housing units for which the City issued building permits during 2014, both in the aggregate and by affordability levels, according to State-defined income levels (extremely-low- through above-moderate- income). The APR also describes the City's progress toward achieving the housing objectives listed in the Implementation Plan of the Housing Element. The APR must be submitted to California Department of Housing and Community Development (HCD) by April 1, 2015.

The APR is an important tool for tracking and monitoring the City's progress in addressing its housing needs and goals. HCD encourages all cities to submit the report as a way to meet the State requirement to periodically review and update housing elements. In addition, if the City wishes to apply for certain State grants made available by HCD, the APR must have been submitted to the State in the prior year. As noted above, Housing staff recently applied for and received a \$973,525 grant award in 2014, and recently applied for another HRP grant for nearly \$1 million. Staff expects to find out the results of that application by the end of June.

FISCAL IMPACT

The annual submittal of the APR has enabled the City to receive nearly \$1 million in HRP grant funds for eligible park improvements to date. The recommended action will allow the City to qualify for and likely receive another HRP grant in a somewhat similar amount.

PUBLIC CONTACT

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

ALTERNATIVES

1. Approve the Annual Progress Report on implementation of the Housing Element.
2. Approve the Annual Progress Report on implementation of the Housing Element with modifications.

STAFF RECOMMENDATION

Alternative 1: Approve the Annual Progress Report on implementation of the Housing Element.

Prepared by: Ernie DeFrenchi, Affordable Housing Manager
Reviewed by: Suzanne Isé, Housing Officer
Reviewed by: Hanson Hom, Director, Community Development
Reviewed by: Robert A. Walker, Interim City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. 2014 Annual Progress Report

**Department of Housing and
Community Development**

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: City of Sunnyvale

Mailing Address: 456 W. Olive Ave.
Sunnyvale, CA 94086

Contact Person: Ernie Defrenchi Title: Affordable Hsg. Mgr.

Phone: 408-730-2784 FAX: 408-737-4906 E-mail: edefrenchi@sunnyvale.ca.gov

Reporting Period by Calendar Year: from 1/1/14 to 12/31/14

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development

Division of Housing Policy Development

P.O. Box 952053

Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research

P.O. Box 3044

Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Sunnyvale

Reporting Period 1/1/2014 - 12/31/2014

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
Classics @ Evelyn	5+	O	0	0	3	28	31	31		Inc	0
Parkside Studios	5+	R	58	1	0	0	59	59	TCAC		0
Onizuka Crossings	5+	R	57	1	0	0	58	58	TCAC		0
Classics @ Toyama	5+	O	0	0	2	15	17	17		Inc	0
Solarie	5+	O	0	0	5	42	47	47		Inc	0
Ironworks South	5+	R	5	0	0	62	67	67		DB	0
Ironworks North	5+	R	9	0	0	108	117	117		DB	0
481 on Mathilda	5+	R	5	0	0	100	105	105		DB	0
Las Palmas	5+	O	0	0	9	63	72	72		Inc	0
Willow	5+	O	0	0	2	14	16	16		Inc	
Arques Place	5+	O	0	0	0	4	4	4			
37 Degrees North	5+	O	0	0	0	5	5	5			
1095 El Camino Real	5+	O	0	0	0	156	156	156			
Stewart Village Apts	5+	O	0	0	0	16	16	16			
(9) Total of Moderate and Above Moderate from Table A3 ▶				0	17		17	17			
(10) Total by income Table A/A3 ▶ ▶			134	2	21	630	787	787			
(11) Total Extremely Low-Income Units*			117 (Parkside Studios and Onizuka Crossings)								

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Sunnyvale
Reporting Period 1/1/2014 - 12/31/2014

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	14	119	133	Low includes two Habitat Homes (restricted for 30-year term) and 131 units for Homestead Park (14 VLI units and 117 LI units), restricted with a new 55-year term. Note: 78 additional units at Homestead Park were reported in the prior year.
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	14	119	133	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	17	0	0	0	0	17	17

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Sunnyvale
Reporting Period 1/1/2014 - 12/31/2014

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2007/2008	2009	2010	2011	2012	2013	2014			Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed	1,073	0	0	124	95	37	78	134			468	605
	Restricted Non-deed restricted		0	0	0	0	0	0	0				
Low	Deed	708	132	12	101	2	11	0	34			292	416
	Restricted Non-deed restricted		0	0	0	0	0	0	0				
Moderate	Deed	776	0	4	0	22	17	20	21			84	0
	Restricted Non-deed restricted		0	76	531	0	0	416	0			1,023	
Above Moderate		1,869	693	22	93	464	196	158	631			2,257	0
Total RHNA by COG. Enter allocation number:		4,426											
Total Units ▶ ▶ ▶			825	114	849	583	261	672	820			4,124	1,021
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
1. Below Market Rate (BMR) Program	Review and refine BMR guidelines and codes to add program flexibility, accommodate current market conditions, and improve overall effectiveness.	2009-2014. Complete program modifications in 2009.	Objective completed in July 2012: Council repealed Sunnyvale Municipal Code (SMC) 19.66 and adopted SMC 19.67, Below Market Rate Ownership Housing and SMC 19.69, Existing Below Market Rate Rental Housing. BMR Program continued.
2. Homeownership Programs -First Time Homebuyer (FTHB) -Housing for Public Sector, Teachers, Child Care Workers (HPCC) -Mortgage Credit Certificate (MCC)	Revise program guidelines to improve effectiveness and adjust to market conditions. Assist 20 homebuyers per year with FTHB/HPCC and 8 with MCC.	2009-2014. Revise FTHB and HPCC program guidelines in 2009.	Objective completed: Council approved revised FTHB Program in July 2009. During the current cycle, 36 FTHB loans were provided. Level of need was not as high as projected, as most eligible buyers had adequate down-payment funds or accessed other down-payment assistance programs. FTHB Program continued with revised projections.
3. Affordable Housing Development Assistance	Provide financial and regulatory assistance for new affordable housing development, using available funds. Identify new sources of funding.	2009-2014. Evaluate expansion of Housing Mitigation Fee in 2011.	Objective partially completed: City provided over \$16M for 3 major new housing projects during cycle. Evaluation of the HMF expansion was initially delayed due to the recession. In December 2014, City Council approved an expansion of the fee to include all commercial projects, including retail and lodging and to set the fees at \$7.50-\$15 /SF. A revised Ordinance is scheduled for City Council review in June 2015.
4. Density Bonus Provisions	Update density bonus provisions; coordinate and publicize with BMR program.	Adopt ordinance updates in 2010.	Objective completed: density bonus provisions updated in July 2012. Revised provisions in SMC Chapter 19.18. Several projects have received density bonus recently, and developer interest is strong. Program continued with minor revisions.

5. Homeowner Rehab Programs 5a. Rehab Loans 5b. Energy Loans 5c. Paint Loans/ Grants 5d. Accessibility Grants 5e. Emergency Loans	Implement program modifications to enhance effectiveness. Assist 40 households/year under all 5 rehab programs.	2009-2014. Complete program modifications in 2009.	Objective completed. Program is ongoing. During 2007-2014 cycle, 153 loans/grants were funded. Program continued with minor revisions.
6. Multi-Family Rental Rehabilitation	Reconsider feasibility and demand for program, and recommend alternatives for program modifications.	Recommend revisions to Multi-Family Rental Rehab Program to City Council in 2010.	Objective (program modifications) determined unnecessary. Since 2009, a number of large multi-family rehabilitation projects have been funded: Aster Park, Homestead Park, Garland Plaza, Morse Court, several group homes, etc. and affordable rental property owner interest is strong. Program continued without 2009 objective.
7. Multi-Family Rental Property Acquisition/ Preservation/ Rehabilitation	Assist at least one large multi-family rental project (60-100 units)	2009-2014	Objective completed. The City assisted Aster Park (95 units); Garland Plaza (20 units); Homestead Park (211 units); and two new projects were awarded funds in 2014: Morse Court (35 units) and Stoney Pine (22 units) and are in progress. Program is ongoing.
8. Neighborhood Enhancement Program	Target one new neighborhood per year for comprehensive neighborhood improvements, enhancing approximately 200 homes annually.	Complete one enhancement area annually.	Objective completed. Program is currently on hold and is being re-evaluated.
9. Preservation of Assisted Rental Housing	Monitor affordability controls in 245 at-risk units. If Section 8 expires - conduct tenant education and support in search of alternative housing.	Annually contact non-profit owners to confirm status of Section 8 contract.	Objective completed. One at-risk project identified: Aster Park (95 units); City preserved by providing rehabilitation loan attached to new 40-year restriction. Garland Plaza term of affordability also extended for 55 years. Program continued in slightly revised form.
10. Section 8 Rental Assistance	Seek to maintain current levels of Section 8; encourage landlords to register	2009-2014	Ongoing. Program continued.

	units.		
11. Mobile Home Park Preservation	Implement current mobile home park protections. Evaluate ordinance modifications to enhance tenant protections.	2009-2014. Recommend revisions to Mobile Home Park Ordinance to City Council in 2011.	Objective completed in November 2012 with Council revisions to SMC 19.72, Conversion of Mobile Home Parks to Other Uses. Program continued.
12. Foreclosure Prevention	Promote foreclosure counseling services through the City's website and newsletter. Coordinate with the Santa Clara County Board of Realtors.	Initiate foreclosure outreach in 2009.	Objective completed; program continued.
13. Condominium Conversion Regulations	Implement tenant protections under current ordinance.	2009-2014	Ongoing. Program continued.
14. Zoning Text Amendments	Amend Zoning Code to make explicit provisions for a variety of special needs housing. Develop objective standards to regulate emergency shelters.	Complete ordinance revisions in 2010.	Objective and program completed. Zoning code updated in 2011 with provisions for emergency shelters, transitional housing and supportive housing consistent with SB 2. Program not continued (code amendments no longer necessary).
15. Multi-family and Mixed-Use Processing Procedures	Amend Zoning Code to replace multi-family use permit with an administrative hearing process in multi-family and mixed use zones for projects up to 50 units. For residential projects still subject to use permit, annually evaluate processing times and conditions.	Amend the Zoning Code in 2010. Annually evaluate processing times and conditions on residential projects subject to a CUP.	Objective completed. Zoning amendments adopted in December 2011, therefore program is no longer necessary. City has standard operating practice to evaluate all permit processing times annually and adjust operations/processes as needed.

16. Modified Parking Standards	Amend the Zoning Code to specify reduced parking standards for senior housing, housing for persons with disabilities, and housing in close proximity to transit.	Amend the Zoning Code in 2010.	Objective completed. Zoning amendments were adopted in December 2011. Program no longer necessary as a Housing Element program, although parking requirements may be evaluated as part of numerous upcoming land use planning efforts, including various specific plan updates and station area plans.
17. Residential Sites Inventory	Maintain current inventory of potential residential and mixed use sites; provide to developers in conjunction with information on incentives.	2009-2014	Objective completed; program ongoing.
18. Minimum Densities	Inform developers of policy to develop to at least 75% of General Plan density.	2009-2014	Objective completed; program ongoing.
19. Downtown Specific Plan	Facilitate site assembly through marketing and purchase of strategic parcels. Encourage provision of affordable housing by requiring BMR units to be provided on-site or within the boundaries of the Specific Plan, and by promoting density bonus and development incentives available in conjunction with the BMR program.	2009-2014	Objective Completed. Program continued without site assembly component as this objective has been completed to the extent necessary/feasible. Several downtown projects have recently received a state density bonus and will be under construction shortly. Additional developers are building residential properties downtown, and other have expressed interest in the density bonus program. See Table B-5 in Appendix B for details of recent development projects in the Downtown.

20. Accessory Living Units (ALUs)	Implement City's ordinance to accommodate ALUs, and place information on the City's website.	2009-2014. Add ALU information to CDD page on City's website in 2009.	Objective completed; Program ongoing
21. Fair Housing Program	Contract with qualified agencies for comprehensive fair housing services and tenant/landlord mediation.	Annually review Fair Housing reports to assess any trends and develop appropriate actions.	Objective completed; Program ongoing
22. Shared Housing Program	Contact cities and service providers about re-establishing a senior shared housing program.	Contact service agencies in 2010.	Objective completed; program discontinued. Catholic Charities discontinued this service due to lack of interest from prospective clients. Online roommate-finding / home sharing sites such as Craig's List and others have made this service unnecessary; many seniors reportedly are hesitant to rent out rooms or live in shared housing situations.
23. Accessible Housing	Develop and adopt Reasonable Accommodations procedures and disseminate info on City's website and at City Hall. Provide grants for accessibility improvements.	Adopt Reasonable Accommodation procedures in 2010.	Objective completed. Reasonable accommodations procedures were adopted through zoning amendments in December 2011. The City provided 90 accessibility grants during the 2007-2014 period. Program ongoing.
24. Emergency Shelter and Emergency Services	Financially support area homeless shelter and service providers. Facilitate provision of approx. 100 units of homeless housing in association with Onizuka base conversion.	2009-2014. Provide 100 units of homeless housing by 2012.	Objective in progress: Two affordable housing projects with a total of 117 affordable units are under development as a result of the Onizuka Air Force Base conversion, including 47 units for homeless applicants, with project-based rental assistance, and the rest of the units will be affordable to very low or extremely low income households (which may include homeless households). Program continued with revisions/updates. Construction of both projects should be completed in 2015 and 2016, respectively.
25. Sustainability and Green Building	Continue sustainability program. Adopt a local green building program.	Adopt Green Building Program in 2009.	Objective completed in 2010 with adoption of Green Building ordinance, which was amended again in 2013. Program ongoing

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	Sunnyvale
Reporting Period	1/1/2014 - 12/31/2014

General Comments:

**City of Sunnyvale Housing Successor Agency
Annual Report on the
Low-Moderate Income Housing Asset Fund (LMIHAF)
FY 2013-14**

This Housing Successor Annual Report (Report) regarding the Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f) and is dated as of June 30, 2014. This Report sets forth certain details of the City of Sunnyvale Housing Successor Agency's activities during Fiscal Year 2013-14 (Fiscal Year).

The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law).

The following Report is based upon information prepared by Housing Successor staff and information contained within the independent financial audit of the Low and Moderate Income Housing Asset Fund, which is a part of the City of Sunnyvale Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2013-14, prepared by Grace Leung, Finance Director, which includes the Independent Auditor's Report (Audit) prepared by MGO Certified Public Accountants, which Audit is separate from this annual summary Report. This Report conforms with and is organized into sections I through XI, inclusive, pursuant to Section 34176.1(f) of the Dissolution Law:

- I. **Amount Deposited into LMIHAF:** This section provides the total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.
- II. **Ending Balance of LMIHAF:** This section provides a statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.
- III. **Description of Expenditures from LMIHAF:** This section provides a description of the expenditures made from the LMIHAF during the Fiscal Year. The expenditures are to be categorized.
- IV. **Statutory Value of Assets Owned by Housing Successor:** This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.
- V. **Description of Transfers:** This section describes transfers, if any, to another housing successor agency made in previous Fiscal Year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.
- VI. **Project Descriptions:** This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

City of Sunnyvale Housing Successor Agency

Annual Report on the Low-Moderate Income Housing Asset Fund (LMIHAF)

FY 2013-14

- VII. **Status of Compliance with Section 33334.16:** This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the former redevelopment agency prior to February 1, 2012. For interests in real property acquired on or after February 1, 2012, provide a status update on the project.
- VIII. **Description of Outstanding Obligations under Section 33413:** This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former redevelopment agency as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the former redevelopment agency and how the Housing Successor's plans to meet unmet obligations, if any.
- IX. **Income Test:** This section provides the information required by Section 34176.1 (a)(3)(B), or a description of expenditures by income restriction for five year period, with the time period beginning January 1, 2014 and whether the statutory thresholds have been met. However, reporting of the Income Test is not required until 2019.
- X. **Senior Housing Test:** This section provides the percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former redevelopment Agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, its former Redevelopment Agency and its host jurisdiction within the same time period. For this Report, the ten-year period reviewed is January 1, 2004 to January 1, 2014.
- XI. **Excess Surplus Test:** This section provides the amount of excess surplus in the LMIHAF, if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

This Report is to be provided annually to the Housing Successor's governing body within six months of the end of each fiscal year, and to the State Department of Housing and Community Development no later than April 1 of the year following the close of the fiscal year. In addition, this Report and the former redevelopment agency's pre-dissolution Implementation Plans are made available to the public on the City's website: Sunnyvale.ca.gov.

I. AMOUNT DEPOSITED INTO LMIHAF

No funds (\$0.00) were deposited into the LMIHAF during the Fiscal Year and no funds were held for items listed on the ROPS.

II. ENDING BALANCE OF LMIHAF

At the close of the Fiscal Year, the ending balance in the LMIHAF was \$0.00, of which \$0.00 is held for items listed on the ROPS.

III. DESCRIPTION OF EXPENDITURES FROM LMIHAF

N/A No money was spent, due to the lack of funds.

IV. STATUTORY VALUE OF ASSETS OWNED BY HOUSING SUCCESSOR IN LMIHAF

Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the former redevelopment agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property(ies) purchased by the Housing Successor. Further, the value of loans and grants receivable is included in these reported assets held in the LMIHAF.

The Housing Successor Agency has no assets according to the above definition. For details, please see the due diligence [report](#) available on the Successor Agency website.

V. DESCRIPTION OF TRANSFERS

The Housing Successor did not make any LMIHAF transfers to other Housing Successor(s) under Section 34176.1(c)(2) during the Fiscal Year. The Housing Successor Agency has no assets according to the above definition. For details, please see the due diligence [report](#) available on the Successor Agency website.

VI. PROJECT DESCRIPTIONS

The Housing Successor has no projects.

VII. STATUS OF COMPLIANCE WITH SECTION 33334.16

Section 34176.1 provides that Section 33334.16 does not apply to interests in real property acquired by the Housing Successor on or after February 1, 2012; however, this Report presents a status update on the project related to such real property.

With respect to interests in real property acquired by the former redevelopment agency prior to February 1, 2012, the time periods described in Section 33334.16 shall be deemed to have commenced on the date that the Department of Finance approved the property as a housing asset in the LMIHAF; thus, as to real property acquired by the former redevelopment agency now held by the Housing Successor in the LMIHAF, if any the Housing Successor must initiate activities consistent with the development of the real property for the purpose for which it was acquired within five years of the date the DOF approved such property as a housing asset.

The Housing Successor does not own any real property.

VIII. DESCRIPTION OF OUTSTANDING OBLIGATIONS PURSUANT TO SECTION 33413

Replacement Housing: The former RDA did not incur any Section 33413(a) replacement housing obligations nor transfer any such obligations to the Housing Successor. Various plans and reports of the former Redevelopment Agency are posted on the Redevelopment Successor Agency Oversight Board's website at Sunnyvale.ca.gov.

Inclusionary/Production Housing. The former RDA did not incur any Section 33413(a) inclusionary/production housing obligations nor transfer any such obligations to the Housing

City of Sunnyvale Housing Successor Agency

Annual Report on the Low-Moderate Income Housing Asset Fund (LMIHAF)

FY 2013-14

Successor. Various plans and reports of the former Redevelopment Agency are posted on the Redevelopment Successor Agency Oversight Board's website at Sunnyvale.ca.gov.

The Housing Successor has no outstanding or unmet obligations pursuant to Section 33413.

IX. EXTREMELY-LOW INCOME TEST

Section 34176.1(a)(3)(B) requires that the Housing Successor must require at least 30% of the LMIHAF to be expended for development of rental housing affordable to and occupied by households earning 30% or less of the AMI. If the Housing Successor fails to comply with the Extremely-Low Income requirement in any five-year report, then the Housing Successor must ensure that at least 50% of the funds remaining in the LMIHAF be expended in each fiscal year following the latest fiscal year following the report on households earning 30% or less of the AMI until the Housing Successor demonstrates compliance with the Extremely-Low Income requirement. This information is not required to be reported until 2019 for the 2014 – 2019 period.

The Housing Successor has not yet spent any LMIHAF, however it prioritizes and encourages development and preservation of extremely low income units in any projects assisted by the Housing Successor in the future.

X. SENIOR HOUSING TEST

The Housing Successor is to calculate the percentage of units of deed-restricted rental housing restricted to seniors and assisted by the Housing Successor, the former redevelopment agency and/or the City within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted by the Housing Successor, the former redevelopment agency and/or City within the same time period. If this percentage exceeds 50%, then the Housing Successor cannot expend future funds in the LMIHAF to assist additional senior housing units until the Housing Successor or City assists and construction has commenced on a number of restricted rental units that is equal to 50% of the total amount of deed-restricted rental units.

The following provides the Housing Successor's Senior Housing Test for the 10 year period of 2005-2014:

City-Assisted Rental Units, 2005-2014 (Calendar Years)	
Total Assisted Senior Units	273
Total Assisted Units	637
Senior Housing Percentage	42.9%

Note: "Total assisted units" counts deed-restricted, standard rental dwelling units only; does not count single-family homes assisted with rehabilitation loans or grants, inclusionary housing units that did not receive City subsidies, or City-assisted shelters or transitional housing units, pursuant to guidance of Successor Agency legal counsel.

XI. EXCESS SURPLUS TEST

Excess Surplus is defined in Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four Fiscal Years, whichever is greater.

City of Sunnyvale Housing Successor Agency

Annual Report on the Low-Moderate Income Housing Asset Fund (LMIHAF)

FY 2013-14

The Housing Successor has not received any LMIHAF to date (pre- nor post-dissolution) and therefore does not have an Excess Surplus.



City of Sunnyvale

Agenda Item

14-1072

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Consider Change in Service Level for Care Management Program at the Senior Center

BACKGROUND

Care management programs advocate for and support seniors in their efforts to maintain their independence, age successfully, and age with dignity. The primary role of a care manager is to support seniors' welfare by connecting them and their families to services and resources available from nonprofits and privately funded organizations. A care management program prepares individualized care plans and manages the coordination, procurement and monitoring of services.

From 1999-2003, Sunnyvale Community Services, an independent, nonprofit emergency assistance agency provided care management services to Sunnyvale residents. When the program started in 1999, program costs were \$70,000 for one FTE increasing to \$89,000 in FY 2003/04. After Sunnyvale Community Services eliminated this program in 2003, there was community discussion about how to continue this level of service to Sunnyvale residents.

Council subsequently approved a budget supplement to fund a City-provided program at a service level of 20 hours per week in FY 2006/07. The budget was partially offset by a one-time start-up grant of \$20,000 from Sourcewise (formerly known as the Council on Aging), a 501 (c)(3) non-profit organization which serves as the area agency on aging, and involves networks of state and local organizations to provide integrated care management services to Santa Clara County residents. After the program was established, the City was eligible to apply for available grant funding from Sourcewise on an annual basis.

In FY 2007/08, Council incorporated a permanent allocation into the operating budget which, through use of contracting non-benefitted staff and grant funding from Sourcewise, continued the program at 20 hours per week. The FY 2014/15 Adopted Budget includes \$46,714 for this activity.

In FY 2012/13, Council approved a special project in the amount of \$40,000 funded for one year from the Council Service Level Set Aside in the General Fund to supplement the existing operating dollars and to increase the care management program service level to 40 hours a week. The increase resulted in Sunnyvale's program being eligible for increased grant funds from Sourcewise, with Sourcewise awarding \$18,000. This special project funding was continued for FY 2013/14 and FY 2014/15, maintaining a service level of 40 hours/week care management services, or one care manager for every 21,771 Sunnyvale residents aged 60+. In approving the funding for FY 2014/15, Council asked staff to return with a report identifying both the need for care management services along with a proposal for permanent staffing of the program.

EXISTING POLICY

General Plan, Community Conditions

Policy CC-10.5 - Develop and implement programs in order to meet the developmental needs and social needs of specific targeted populations (e.g. youth, teens, seniors, disabled).

Policy CC-10.6 - Leverage available resources by pursuing co-funded and/or cooperative agreements for provision and maintenance of programs, facilities and services, in order to maximize benefits to the community.

Council Policy, Socio-Economic

Policy 5.1H.3 - Encourage the provision of services for older adults in Sunnyvale.

Policy 5.1.H.10 - Encourage the adequate provision of health care to Sunnyvale residents.

Policy 5.1.H.11 - Encourage the adequate provision of social services to Sunnyvale residents.

Council Policy, Planning and Management

Policy A.1.13 - All competing requests for City resources should be weighed within the formal annual budget process.

ENVIRONMENTAL REVIEW

This activity does not require environmental review because it is not a project that has the potential to cause a significant effect on the environment. (CEQA Guideline 15061(b)(3).)

DISCUSSION**Overview of Sunnyvale's Care Management Program**

Sunnyvale's care management service level is currently 40 hours a week, equivalent to 1.0 FTE or 1 care manager for every 21,771 Sunnyvale residents age 60+. Two part-time casual employees, each work 900 hours a year responding to the following needs:

1. Providing emergency referrals to families, hospitals, and the Department of Public Safety for the welfare and safety of frail, ill and vulnerable seniors living in Sunnyvale;
2. Providing direct assistance to seniors with issues related to living conditions and housing, including eviction, homelessness and safety (falls prevention/home safety). Services provided include helping seniors search for affordable housing; negotiating lease extensions with landlords while attempting to find new home placements; and finding resources for rent and moving expenses;
3. Advocating for seniors with limited or no family support to help them secure resources/services from local service agencies;
4. Providing assistance in reporting abuse and coordinating response with Santa Clara County Adult Protective Services.
5. Information and referral services to an average of 45 non-clients per month (where no case files are established) in addition to their client load.

For situations requiring more than information and referral services, care managers open a formal case file for the individual, allowing the care managers to provide comprehensive support including assessments, care planning and client monitoring.

The following tables detail statistics for Sunnyvale's Care Management program during the last full year of service.

Statistics for FY 2013/14 Case Load

Service Level	Case Load/ Clients	Hours Specific to Case Load	Home Visits	Contacts with Community (clients, non-clients, and agency partners)
40 hours/week	92	1,021	189	2,427

Age Group	Clients Served	Percentage of Case Load
60-69	11	12%
70-79	20	22%
80-89	39	42%
90 or above	22	24%
Total	92	100%

Clients living alone: 43 (47%)

Benchmarking

Sourcewise provides care management services to Santa Clara County residents at a ratio of one care manager for every 23,340 adults aged 60+ (Attachment 1 - Comparison of Neighboring Cities Care Management Services) with limited services to those receiving Medi-Cal insurance. While Santa Clara County offers related services to seniors such as crisis intervention (i.e., Adult Protective Services) or funding of in-home support services, the County relies on Sourcewise to provide comprehensive care management services. With the increasing numbers of seniors needing safety net services within the county due to a demographic transition, Sourcewise collaborates with other agencies, including cities to expand their network and reach. Sourcewise has awarded the City of Sunnyvale a grant in support of Care Management services since FY 2006/07.

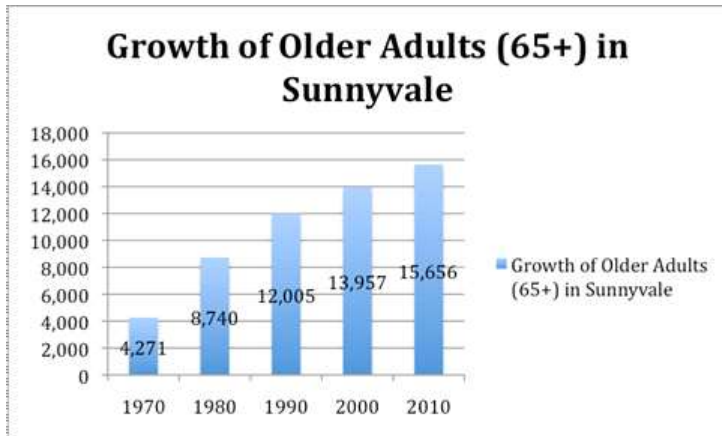
Local agencies including the cities of Cupertino, Milpitas and Santa Clara directly provide care management services while Campbell, Los Altos, Mountain View, and Palo Alto fund outside agencies such as Avenidas, Community Services Agency-Mountain View, and Outreach to provide the service. Both service delivery models successfully provide needed services to their respective communities.

A survey of local cities that directly provide care management programs shows the average service level provided to their residents, in addition to the services available through Sourcewise, is 1:12,774 (care manager: residents age 60+). Sunnyvale's service level is at 1:21,771 and provides only about half the direct service level of these other cities. (Attachment 1 - Comparison of Neighboring Cities Care Management Services)

Need for Care Management Services

Similar to a number of communities nationwide, Sunnyvale's population is aging. The median age in the City in 1990 was 32.3, and by 2010 it was 35.6. In 2010, 15.6% of Sunnyvale's total population was comprised of seniors age 60 and older (up from 14.3% in 2000, an increase of 2,967 people). Santa Clara County projects an even higher percentage of residents will be over age 60 in the next 10 years as compared to either California or the United States averages (Santa Clara County Seniors' Agenda: A Quality of Life Assessment - 2012). Older adults are living longer than previous

generations and the demand for services for this aging demographic will continue to grow.



Source: US Census

Determining who may need Care Management services is dependent upon a variety of factors. In FY 2013/14, City of Sunnyvale Care Management program total case load was 92. According to standards established by Sourcewise, the recommended case load for a 40 hour a week Care Management program is 60 per year. Based on that standard, the City of Sunnyvale Care Management program served 32 or 53% above the recommended level. Not all cases receive the full scope of possible services because Sunnyvale's Care Managers devote attention to the most pressing needs. This results in less than ideal time available to implement, manage and monitor cases.

The following lists the primary reasons care manager services were sought in Sunnyvale. Attachment 2 provides supporting data and statistics about the prevalence of these factors.

- Health issues related to aging (including isolation that could lead to depression; mental health issues including dementia and hoarding; and rehabilitation / recovery from falls)
- Affordable Housing (support in finding housing)
- Elder Fraud/Abuse (victims of financial fraud / scams or physical / emotional abuse and neglect)
- Individual Finances (poverty or lack of financial resources to take care of basic needs including paying for rent, utilities and food).

In these instances, seniors had no or limited support system of family and friends. They needed Care Managers to advocate for services, connect them with resources and develop strategies to help maintain their independence and be part of the community.

In summary, there is a continued need for Care Management services in Sunnyvale based on:

- An aging population: 15.5% (21,771) of Sunnyvale Residents are 60 years and older and are at risk to experience the factors listed above;
- Consistent demand for services: Since the increase in service level from 20 to 40 hours per week the last two years, the City of Sunnyvale Care Management program has consistently served 53% more than the recommended case load expected of a 40 hour/week program, with only limited outreach;
- Neighboring cities provided care management services at an average service level of one care manager to 12,774 adults aged 60+. (Attachment 1 - Comparison of Neighboring Cities Care Management Services)

Options for Permanent Staffing of Programs

Option 1: Increase service level to be commensurate with average of neighboring cities.

- To achieve this level, the City would need a 70% increase to current service levels from 1.0 FTE (1800 hours annually / 40 hours per week) to 1.7 FTE (or 3,060 hours annually / 68 hours per week).

Option 2: Make the current service level of 40 hours per week permanent with an average service level of 1:21,771 residents aged 60+.

- Fund the care management program entirely within the Arts and Recreation Program operating budget at current net service level of 40 hours a week (see FY 2014/15 funding level below).

FY 2014/15 Funding

Arts and Recreation Program Direct Expenditures (Care Management Allocation)	\$46,714
Special Project Funding From Council	\$40,000
Sourcwise Grant supplementing Project 829640* (not guaranteed source of funding)	\$18,000
Total Funding:	\$104,714

*Per Council direction, funding will provide additional 13 hours/week to augment services.

FISCAL IMPACT

Service Delivery Options*	Total Annual Cost	FY 2015/16 Budget	Additional Funding Required
Option 1: Increase Service Level (to 68 hours/week)	\$120,087	\$47,061	\$73,026
Option 2: Maintain Current Service Level (of 40 hours/week)	\$87,061	\$47,061	\$40,000

*Note: These options are based on the continued use of casual staffing. While benefitted staff could also be used, costs

would be substantially higher.

The twenty-year additional cost of Option 1 to the General Fund Long Term Financial Plan is approximately \$2 million. The twenty-year additional cost of Option 2 is approximately \$935,000.

Anticipated Sourcewise Grant Funds

Sunnyvale's Care Management Program has received grant funds from Sourcewise for several years. Continuation of this funding is not guaranteed. However, when available, it is directly tied to the level of service provided by the receiving agency, with larger grants available for larger programs. Providing a service level of at least 40 hours/week of care management service makes the program eligible for the largest available grant. With Sourcewise funding in FY 2014/15, Council has directed staff to use those funds to augment the budgeted service level (RTC 14-1085). This funding is providing an additional 13 hours/week to the budgeted service level. In previous years, grant funds were used to offset the City's costs.

PUBLIC CONTACT

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

ALTERNATIVES

1. Consistent with Council Policy, Planning and Management Policy A.1.13- "All competing requests for City resources should be weighed within the formal budget process", defer any permanent funding decisions on the Care Management Program until the formal budget process occurs for the next two year budget cycle - FY 2016/18.
2. Allocate \$40,000 from the Council Service Level Set Aside in the General Fund for FY 2015/16 to continue current Care Management Program service level of 40 hours per week.
3. Allocate \$40,000 from the Council Service Level Set Aside in the General Fund for FY 2015/16 and the following 20 years to permanently continue current Care Management Program at a service level of 40 hours per week.
4. Allocate \$73,026 from the Council Service Level Set Aside in the General Fund for FY 2015/16 and the following 20 years to permanently continue Care Management Program at a service level of 68 hours per week.
5. Other action as determined by Council.

STAFF RECOMMENDATION

Alternatives 1 and 2: Consistent with Council Policy, Planning and Management Policy A.1.13 - "All competing requests for City resources should be weighed within the formal budget process", defer any permanent funding decisions on the Care Management Program until the formal budget process occurs for the next two year budget cycle - FY 2016/18, and 2) Allocate \$40,000 from the Council Service Level Set Aside in the General Fund for FY 2015/16 to continue current Care Management Program service level of 40 hours per week.

Given the steadily increasing numbers of older adults in Sunnyvale, the demand for care

management services will continue to grow. Staff recommends maintaining services at the current level of 40-hours week for one more year until such time that Council can weigh the request for permanent funding in the context of the next two-year budget cycle. While Sunnyvale's service level would be below that of its neighboring cities, it would maintain services at the same level that Council has funded through a special project for the past three years.

Prepared by: Gerard Manuel, Community Services Manager

Reviewed by: Daniel Wax, Superintendent of Community Services

Reviewed by: Lisa G. Rosenblum, Director, Library and Community Services

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Comparison of Neighboring Cities Care Management Services
2. Risk Factors for Those Requiring Care Management Services

Agencies with Care Managers employed directly by the agency.

AGENCY/ORGANIZATION	Population (2010 Census) City Age 60+		# of Full Time Care Managers	Ratio (Manager : Seniors)
City of Sunnyvale	140,081	21,771	1	1:21,771
City of Cupertino	58,302	9,749	1.5	1: 6,499
City of Santa Clara	116,468	16,396	1	1:16,396
City of Milpitas	66,790	9,568	1	1: 9,568
Average				1:12,774

Agencies Served by Non-Profits

AGENCY/ORGANIZATION	Population (2010 Census) City Age 60+		# of Full Time Care Managers	Ratio (Manager : Seniors)
Avenidas Senior Center Serving Palo Alto	64,403	14,536	2	1: 7,268
Community Services Agency (serving Mt. View, Los Altos, Los Altos Hills)	Mt. View 74K Los Altos 29K Los Altos Hills 8K	11,148 7,612 2,526	5	1: 4,257
Outreach (Serving Campbell)	39,349	6,203	0.15	1:41,353

Area Agency on Aging (Santa Clara County)

AGENCY/ORGANIZATION	Population (2010 Census) City Age 60+		# of Full Time Care Managers	Ratio (Manager : Seniors)
Sourcewise Multipurpose Senior Services Program (MSSP)	1,781,642	280,077	12	1:23,340

(Data compiled June, 2014)

Risk Factors for Those Requiring Care Management Services

Risk Factor	Prevalence
Alzheimer's <i>(Source: Alzheimer's Association)</i>	1 in 9 will be diagnosed with Alzheimer's (age 65 and over)
People with Disabilities <i>(Source: American Community Survey 2008-2012)</i>	4,908 (65 years and older) have a disability in Sunnyvale
Poverty <i>(Source: Sourcewise Silicon Valley, 2011)</i>	1 in 4 seniors in Santa Clara County live in poverty. 49,000 seniors have trouble meeting their basic daily needs given the high cost of living in the county.
Elder Abuse <i>(Source: National Center for Elder Abuse- Administration on Aging)</i>	30,365 estimated cases of reported and unreported elder abuse in Santa Clara County in 2007-2008
Mental Health <i>(Source: American Association Geriatric Psychiatry - 2008)</i>	It is estimated that 20% of people age 55 years or older experience some type of mental health concern. The most common conditions include anxiety, severe cognitive impairment, and mood disorders (such as depression or bipolar disorder). Mental health issues are often implicated as a factor in cases of suicide.
Fall Injuries <i>(Source: Santa Clara County Dept. of Aging and Adult Services)</i>	In 2012 65% of all injury deaths among adults 65 and older were due to falls; and 7,919 seniors in Santa Clara County visited an emergency room because of falls.



City of Sunnyvale

Agenda Item

15-0259

Agenda Date: 3/24/2015

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, April 7, 2015 - City Council

Closed Session

- 15-0149** 4:30 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: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)
Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

Study Session

- 15-0194** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Sidewalk Repair Program Modifications

Special Order of the Day

- 15-0142** SPECIAL ORDER OF THE DAY - National Library Week
- 15-0349** SPECIAL ORDER OF THE DAY - "April is Fair Housing Month"
Proclamation Presentation

Public Hearings/General Business

- 14-1072** Consider Change in Service Level for Care Management Program at the Senior Center
- 14-0270** Leaf Blower Study and Findings (Study Issue ESD 14-01)
- 15-0280** Ratification of Intergovernmental Assignment Appointment for Councilmember Gustav Larsson
- 15-0282** Introduction of an Ordinance to Amend Sunnyvale Municipal Code Chapters 19.28 (DSP) and 19.46 (Parking) to include Modifications based on the Tandem and Stacker Parking Study Issue (2014-7435); Finding of CEQA Exemption Pursuant to CEQA Guideline 15061 (b)(3) (Item continued from the February 24, 2015 City Council meeting.)
- 15-0317** Approve Changes to Council Policies 7.4.1, 7.4.2, and 7.4.3 in Council

Tuesday, April 28, 2015 - City Council

Closed Session

- 15-0150** 4:30 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: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)
Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

Study Session

- 15-0293** 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Transportation Policy and Process

Special Order of the Day

- 15-0230** SPECIAL ORDER OF THE DAY - Department of Public Safety Special Awards
- 15-0318** SPECIAL ORDER OF THE DAY - 2015 Earth Day Poster Contest Winners and Green Business Certification Recipients

Public Hearings/General Business

- 14-0027** Toolkit for Commercial/Residential Mixed Use Development (Study Issue)
- 14-0030** Peery Park Specific Plan - Draft Project Description, Draft Vision, Guiding Principles, Goals and Policies and Conceptual Policy Framework Diagrams and Maps
- 14-0034** Biological Constraints and Opportunities Analysis for the Sunnyvale Landfill and Baylands Park and Protecting Burrowing Owl Habitat on City Facilities (Study Issue)
- 15-0025** Review and Selection of the Murphy Park Public Art Project
- 15-0103** Conduct Protest Hearing and Adopt the Resolution of the City of Sunnyvale to Levy an Annual Assessment for the Downtown Sunnyvale Business Improvement District

Tuesday, May 5, 2015 - City Council

Closed Session

- 15-0151** 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: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)
Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

Public Hearings/General Business

- 15-0156** Review and Approve Draft 2015-20 Consolidated Plan
- 15-0158** Consider Housing and Urban Development (HUD) Action Plan for FY 2015-16
- 15-0213** Park Dedication Standards

Tuesday, May 12, 2015 - City Council**Study Session**

- 15-0041** 6 P.M. SPECIAL COUNCIL MEETING ONLY (Study Session) - NO REGULAR COUNCIL MEETING
Board and Commission Interviews

Wednesday, May 13, 2015 - City Council**Study Session**

- 15-0062** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews

Tuesday, May 19, 2015 - City Council**Closed Session**

- 15-0152** 4:30 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: Teri Silva, Director of Human Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)

Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

Study Session

15-0164 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
JOINT STUDY SESSION WITH PLANNING COMMISSION
Land Use and Transportation Element (LUTE)

Special Order of the Day

15-0115 SPECIAL ORDER OF THE DAY - "Schools Goin' Green" Grant Program
Presentation

Public Hearings/General Business

15-0063 Appoint Applicants to Boards and Commissions

14-0272 Community Choice Aggregation (Study Issue)

15-0055 Introduction of Local Hiring Ordinance

15-0114 Adoption of Success Criteria for the Civic Center Modernization Project

15-0343 Approve Changes to Council Policy 7.4.4 in Council Policy Manual Chapter
7, Section 4 Regarding Council Travel and Conferences

Thursday, May 21, 2015 - City Council

Public Hearings/General Business

15-0064 8:30 A.M. SPECIAL COUNCIL MEETING
Budget Workshop

Tuesday, June 9, 2015 - City Council

Closed Session

15-0153 5 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: Teri Silva, Director of Human
Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)
Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

15-0096 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)

Closed Session held pursuant to California Government Code Section
54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

Closed Session held pursuant to California Government Code Section
54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation
Subcommittee
Unrepresented Employee: City Manager

Special Order of the Day

15-0065 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members

Public Hearings/General Business

15-0301 Public Hearing - Annual Review of Fees and Charges for Fiscal Year
2015/16

15-0302 Proposed FY 2015/16 Rates for Water, Wastewater, and Solid Waste
Utilities for Services Provided to Customers Within and Outside City
Boundaries

15-0303 Annual Public Hearing on FY 2015/16 Budget and Resource Allocation
Plan and Establishment of Appropriations Limit

Tuesday, June 23, 2015 - City Council

Closed Session

15-0154 4 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: Teri Silva, Director of Human
Resources; Deanna J. Santana, City Manager
Employee organization: Communication Officers Association (COA)
Employee organization: Public Safety Managers Association (PSMA)
Employee organization: Public Safety Officers Association (PSOA)
Employee organization: Sunnyvale Employees Association (SEA)
Employee organization: Sunnyvale Managers Association (SMA)

15-0097 5 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section
54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney

Closed Session held pursuant to California Government Code Section
54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation

Subcommittee
Unrepresented Employee: City Attorney

Study Session

15-0116 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Results of Civic Center Space Planning and Market Analysis Studies

Public Hearings/General Business

15-0184 2015 2nd Quarterly Consideration of General Plan Amendment Initiation
Requests

15-0207 Introduce an Ordinance to Approve Two New Affordable Housing Fees -
Commercial Linkage Fee and Rental Impact Fee

15-0304 Adopt FY 2015/16 Budget, Fee Schedule, and Appropriations Limit

Tuesday, July 14, 2015 - City Council

Public Hearings/General Business

15-0068 Agenda items pending - To be scheduled

Tuesday, July 28, 2015 - City Council

Public Hearings/General Business

15-0069 Agenda items pending - To be scheduled

Tuesday, August 11, 2015 - City Council

Public Hearings/General Business

15-0070 Agenda items pending - To be scheduled

Tuesday, August 18, 2015 - City Council

Public Hearings/General Business

15-0067 TBD - meeting to be held only if necessary

Tuesday, August 25, 2015 - City Council

Study Session

15-0071 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as necessary)

Tuesday, September 15, 2015 - City Council

Public Hearings/General Business

15-0072 Appoint Applicants to Boards and Commissions (as necessary)

15-0294 League of California Cities Peninsula Division 2016 Election of Officers

Tuesday, September 22, 2015 - City Council

Public Hearings/General Business

15-0073 TBD - meeting to be held only if necessary

Tuesday, September 29, 2015 - City Council

Public Hearings/General Business

15-0074 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members

Tuesday, October 6, 2015 - City Council

Public Hearings/General Business

15-0075 TBD - meeting to be held only if necessary

Tuesday, October 13, 2015 - City Council

Public Hearings/General Business

15-0185 2015 3rd Quarterly Consideration of General Plan Amendment Initiation Requests

Tuesday, October 27, 2015 - City Council

Public Hearings/General Business

15-0077 Agenda items pending - To be scheduled

Tuesday, November 10, 2015 - City Council

Study Session

15-0078 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as necessary)

Tuesday, November 17, 2015 - City Council

Study Session

15-0166 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of Council 2016 Intergovernmental Relations Assignments

Public Hearings/General Business

15-0079 Appoint Applicants to Boards and Commissions (as necessary)

Tuesday, December 1, 2015 - City Council

Closed Session

15-0098 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section
54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

Closed Session held pursuant to California Government Code Section
54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation
Subcommittee
Unrepresented Employee: City Manager

Tuesday, December 15, 2015 - City Council

Closed Session

15-0099 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section
54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Attorney

Closed Session held pursuant to California Government Code Section
54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Council Compensation
Subcommittee
Unrepresented Employee: City Attorney

Tuesday, January 5, 2016 - City Council

Public Hearings/General Business

15-0082 Agenda items pending - To be scheduled

Tuesday, January 12, 2016 - City Council

Public Hearings/General Business

15-0083 Agenda items pending - To be scheduled

Friday, January 29, 2016 - City Council

Public Hearings/General Business

15-0084 8:30 A.M. SPECIAL COUNCIL MEETING
Study/Budget Issues Workshop

Tuesday, February 9, 2016 - City Council

Public Hearings/General Business

15-0085 Agenda items pending - To be scheduled

Tuesday, February 23, 2016 - City Council

Public Hearings/General Business

15-0086 Agenda items pending - To be scheduled

Date to be Determined - City Council

Public Hearings/General Business

14-0031 Ecodistrict Feasibility and Incentives (Study Issues)

14-0032 Community and Operational Greenhouse Gas Inventory (Study Issue)

14-0035 Pilot Bicycle Boulevard Project on East-West and North-South Routes
(Study Issue)

14-0273 Optimization of Wolfe Road for Neighborhood and Commuters via
Reconfiguration and Signalization (Study Issue)

14-0429 Resolution Forming Homestead Road Underground Utility District - Public
Hearing

14-0988 Expand Smoking Regulations to Prohibit Smoking Near Doorways and
Outdoor Areas of Retail and Commercial Businesses (Study Issue -
Fall/Winter 2015 Proposed)

15-0186 2015 4th Quarterly Consideration of General Plan Amendment Initiation
Requests



City of Sunnyvale

Agenda Item

15-0135

Agenda Date: 3/24/2015

Information/Action Items

2015 INFORMATION/ACTION ITEMS
COUNCIL DIRECTIONS TO STAFF

No.	Date Assigned	Directive/Action Required	Dept	Due Date	Date Completed
1.	2/25/14	Schedule Rule 20A Resolution for future Council agenda	DPW	TBD	
2.	1/6/15	When presenting Investment Policy to Council this coming fall, include option to preclude direct investment in fossil fuels	FIN	October 2015	

NEW STUDY/BUDGET ISSUES SPONSORED BY COUNCIL IN 2015

No.	Date Requested	Study Issue Title	Requested By	Dept	Issue Paper Approved by City Manager
1.	3/17/15	Draft a 2016 study issue paper to discuss the concept of using bond money to build affordable housing	Davis/ Whittum	CDD	



City of Sunnyvale

Agenda Item

15-0339

Agenda Date: 3/24/2015

REPORT TO COUNCIL

SUBJECT

Board/Commission Resignations (Information Only)

DISCUSSION

This report informs Council that Shawnte Santos, who was appointed to the Arts Commission September 14, 2011 and serving a term to expire June 30, 2015, resigned from the commission effective March 16, 2015. A letter of resignation has been filed with the Office of the City Clerk. With this resignation, the Arts Commission will have four members.

In addition, Anne Davis-East, who was appointed to the Board of Library Trustees July 1, 2013 and serving a term to expire June 30, 2017, resigned from the board effective March 17, 2015. A letter of resignation has been filed with the Office of the City Clerk. With this resignation, the Board of Library Trustees will have four members.

Both vacancies will be included in the recruitment process for summer appointments.

EXISTING POLICY

Administrative Policy, Chapter 1, General Management, Article 15, Section 2, Subdivision 8 states that when a resignation letter is received, staff shall prepare an Information Only Report to Council that indicates the resignation(s) and specifies the process staff recommends to fill the new vacancy.

PUBLIC CONTACT

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

Prepared by: Lisa Natusch, Deputy City Clerk

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager



City of Sunnyvale

Agenda Item

15-0334

Agenda Date: 3/24/2015

Study Session Summary of March 3, 2015 - Discussion of General Plan Amendment, Proposed Watt Companies Project and Sense of Place Plan in East Sunnyvale ITR Area

Call to Order:

Mayor Jim Griffith called the Study Session to order at 6 p.m.

City Councilmembers Present:

Mayor Jim Griffith
Vice Mayor Tara Martin-Milius
Councilmember David Whittum
Councilmember Pat Meyering
Councilmember Jim Davis
Councilmember Glenn Hendricks
Councilmember Gustav Larsson

City Councilmembers Absent:

None.

Study Session Summary:

Director of Community Development Hanson Hom provided a slide presentation on the subject, including a brief background, General Plan policies, fiscal analysis, project details, EIR status, hazardous materials mitigation, traffic analysis, park dedication, Sense of Place plan, outreach efforts, and project schedule.

Questions and comments were provided by Council.

- Staff should clarify why a four-acre park could not be studied or accepted for the site.
- How are school impacts to be studied?
- Would the private park be publically accessible and what facilities could be accessed? Staff affirmed that the park area would be accessible to the public but it was yet to be determined what facilities within this area would be available for general public use.
- How would the proposed park interface with Swegles Park? Staff noted wider sidewalks at this location, and the design would be complementary.
- Attention could be given to the height of the new development with respect to nearby single family development.
- Provide information regarding mitigation and monitoring of vapor issues at a particular location, including individual residences..
- Historical use of gas station at the corner parcel was discussed.
- The proposed green bike lanes and cost of long-term maintenance were raised.
- Why would the Sense of Place fees be higher than previous fees and would the fees be a fair share?

- Concerns were noted regarding prolonging the condition of the existing vacant buildings.
- The amount of parkland is inadequate and that this could be an opportunity to get a larger park.
- Connection to Fair Oaks Park and East Channel Trail is desired.
- Will there be a stoplight at E. Duane Avenue and San Miguel Avenue? Staff noted that this is being analyzed.
- Would existing development pay SOP fees? Staff noted that they had already paid a fee, and it was not possible to collect any additional fees.
- Would this be the first project to use tandem parking under the new ordinance?
- Policies for park standards need to be studied first before determining appropriateness of park dedication.
- Ideally, the park would be situated toward the southeast corner (opposite of Swegles Park. Conversely, it was also stated that the location could be selected to better serve the San Miguel neighborhood.
- Clarification of the minimum allowable density was requested. Staff confirmed that the project at 18.4 d.u./acre is slightly over the policy that recommends 75% of the allowable density.
- Is there parking proposed for the public park? Staff responded that this will be considered but it is unlikely given the size of the park.
- Clarified the design is for "attached" townhouses.
- Questions why most developers decide to pay the fee, rather than provide parkland, given that the rate is intended to be set as a 50-50 proposition.
- This area is considered a high priority area for a park.

Members of the public (including three Planning Commissioners) offered the following comments:

- Attention should be given to lighting design in the Sense of Place Plan
- If parking is needed for the park, it should not be along E. Duane Ave.
- Roundabouts should be considered as a way to improve safety.
- An emphasis on the preservation of mature trees should be included in the Sense of Place Plan.
- The heights of buildings along E. Duane Ave. are critical and should maintain the character of the surrounding neighborhood.
- Slides describing unsafe conditions along E. Duane Avenue were presented with commentary on the desire to eliminate parking along E. Duane, especially along the north side.
- Max Frank, project applicant (Watt), noted that earlier designs included a larger park; however direction was given early on that such a design would not be supported, due to existing park standards. A question to the applicant included the amount of building area of the current site and breakdown of office and manufacturing area. A response was that the existing facility was split approximately 50-50 amongst these uses. Clarification was also provided regarding the adequacy of fire access in the new proposal. The applicant explained the responsibility of AMD for the cleanup and the purpose/process of the PPA (Prospective Purchaser Agreement). The applicant further clarified that the BMR units would likely have a price point of approximately 350K.

Adjournment:

Mayor Griffith adjourned the meeting at 7:35 p.m.



City of Sunnyvale

Agenda Item

15-0348

Agenda Date: 3/24/2015

Study Session Summary of March 3, 2015 - Update on Cold Weather Shelter Programs and the Community Plan to End Homelessness, presented by the County Office of Supportive Housing and Destination: Home

Call to Order:

Mayor Griffith called the meeting to order at 7:45 p.m.

City Councilmembers Present:

Mayor Jim Griffith
Vice Mayor Jim Davis
Councilmember David Whittum
Councilmember Pat Meyering
Councilmember Tara Martin-Milius
Councilmember Glenn Hendricks
Councilmember Gustav Larsson

City Councilmembers Absent:

None.

Public Comment:

Several members of the public asked questions and commented:

- Shelter closing triggered an experiment in which 38 people are currently being sheltered in motels.
- With the regional focus on chronic homelessness, the community has lost its focus on homelessness prevention, and more non-chronic households have recently become homeless.
- Rent control should be considered.
- Working in Sunnyvale has been very refreshing compared to working in Palo Alto or San Jose.
- Most people who were camping in Fair Oaks Park have been sheltered through new cold weather shelter programs.
- MidPen will start leasing of the new permanent supportive housing units at the old Armory site in about six months, with occupancy to begin in 2016.
- Housing developers are eager to build, if money is available for dedicated homeless units (permanent supportive housing units). If the money is there, they will build it.

Study Session Summary:

Ky Le presented a brief slide show with information from the 2013 Homeless Census and Survey and on County efforts to address homelessness using five distinct program types: permanent supportive housing, rapid re-housing, prevention, emergency shelter, and transitional housing. He also provided an overview of the new Inclement Weather Program implemented during the current (FY 14-15) cold weather season, and the new North County Shelter programs developed using \$1 million allocated

by the County in October to address closure of the Sunnyvale emergency shelter site. He indicated that the prior Sunnyvale site had a capacity to provide a maximum of 15,000 person-shelter-days (PSDs), so the new County funding was designed to replace that capacity in various other existing shelter facilities with excess space (unfunded capacity), and through new motel voucher programs.

He also provided data on utilization rates during the first two months of operation of the new North County programs, and on the next steps the County was pursuing to develop programs for the coming year, including establishing warming centers, transitional or emergency housing facilities within each city in the North County area.

Councilmembers asked questions and discussed with County and City staff the following items:

- What happens at the end of the cold weather season?
- Is the County advocating at the federal level for more CDBG or other funding for shelters/homeless programs?
- What conversation does the County want to restart?
- Does the County have a plan for providing 7,600 permanent housing units?
- What does the County have in mind regarding jointly funded programs? Is the County asking the City to provide funding for something specific?
- The County has set a goal of having one or more new shelter facilities in place by December 1, 2015. What are the key milestones required for the County to meet that goal?
- What kind of amenities would a new shelter provide (showers, bathrooms, etc.)?
- The County wanted to transition from shelters to permanent housing, based on a study prepared some years ago, correct?
- What different types of clients were served at the old Armory site, compared to the clients served with the new programs this year (i.e., families vs. individuals, etc.)?
- What types of services were provided at the old Armory site, compared to what services will be provided at the new permanent supportive housing projects being developed now at that site?
- What was the County's total annual cost of operating the old Armory site? How much funding did the City provide for that?
- How much is the City projected to receive in Housing Mitigation fee revenues this year? Can that money be used to fund a shelter?
- Is the Hedding Street Armory in San Jose, near the County offices, still available? Can it be used as an interim shelter?
- Will the new supportive housing units at the Armory site be credited toward the goal of replacing the 125 shelter beds (15,000 PSD's) formerly provided in the shelter?
- Is the homeless population growing or staying the same?
- Are we doing anything like what they are doing in Utah ("housing first" model)?
- When is the next follow-up discussion on this topic scheduled? Should be before December 1.
- What is the most cost-effective use of shelter dollars? Appears to be motel vouchers, due to multiple occupants per room.
- The Council controls local zoning in the City, so if that is a problem with a site that would otherwise be a good opportunity, the County should contact the City to see if it could possibly be addressed.
- What else can the City do to help with solutions?

Amanda Montez of Destination:Home provided a brief slide presentation on the new [Community Plan to End Homelessness](http://destinationhomesc.org/downloads/Community_Plan_to_End_Homelessness_IN_SANTA%20CRUZ.pdf)
<[http://destinationhomesc.org/downloads/Community_Plan_to_End_Homelessness_IN_SANTA%](http://destinationhomesc.org/downloads/Community_Plan_to_End_Homelessness_IN_SANTA%20CRUZ.pdf)

[20CLARA%20COUNTY.pdf>](#). She explained that Destination:Home (D:H) is an organization that developed as a result of the County's Blue Ribbon Commission to End Homelessness, convened in 2005. Its board of directors is unique, with members with diverse perspectives, such as formerly homeless people, venture capital representatives, housing developers, water district officials, and various others. D:H believes that the Housing First model can make the biggest difference in addressing homelessness. There are currently about 2,500 chronically homeless individuals in the county, plus about 3,000 people in families, and 700 veterans. She noted that the agency fell a bit short of meeting the goal of housing one thousand homeless individuals or families last year due to the lack of available affordable housing within the county. The new Community Plan to End Homelessness includes three key strategies, and focuses on the belief that housing is the best medicine for ending homelessness. The plan includes a goal of creating 6,000 new "housing opportunities".

Councilmembers asked questions and commented on the presentation by Ms. Montez:

- How many of the 6,000 units/opportunities will be in Sunnyvale?
- What additional policies could the City adopt to help with these goals?
- Can they share a copy of the plan?
- D:H should provide a broad-based communications/outreach campaign to educate the general public on these issues.

Adjournment:

Mayor Griffith adjourned the meeting at 9:44 p.m.



City of Sunnyvale

Agenda Item

15-0183

Agenda Date: 3/24/2015

Board/Commission Meeting Minutes



City of Sunnyvale

Meeting Minutes - Final

Board of Library Trustees

Monday, February 2, 2015

7:00 PM

Library Program Room, Sunnyvale Public
Library, 665 W. Olive Ave., Sunnyvale, CA
94086

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

ROLL CALL

Present: 5 - Chair Jill Shanmugasundaram
Vice Chair Anne Davis-East
Board Member Wing-Yin "Carey" Au
Board Member Daniel Bremond
Board Member Su "Ray" Zhan

Council Liaison David Whittum (absent).
Board Member Su arrived at 7:05 p.m.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1 [15-0010](#) Approval of Draft Minutes of November 3, 2014

Vice Chair Davis-East moved, Board Member Au seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 4 - Chair Shanmugasundaram
Vice Chair Davis-East
Board Member Au
Board Member Bremond

No: 0

Absent: 1 - Board Member Zhan

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS**2 [15-0013](#) Eresources Update**

Director Rosenblum introduced Administrative Librarian Steve Sloan. Administrative Librarian Sloan provided the Board with an overview of the Library's eresource circulation. The Library has been offering eBooks since 2002 and had a circulation of approximately 7,000 during that first year. Circulation for FY 13/14 was approximately 57,000 for all eresources. The eresource collection is 2% of the total circulation of library items. The two fastest growing Library collections are children's and digital resources. He also provided the Board with an overview of the various eresources available and their circulation.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

3 [15-0058](#) Review Library Fee Schedule

Administrative Librarian Sloan provided the Board with an overview of the proposed Library Fine and Fee Schedule. Staff is proposing lowering the e-Book Reader fees to 30 cents per day, per item and not to exceed per item to \$10. The current e-Book Reader fees are set to \$5 and \$25 maximum.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

4 [15-0066](#) Finalize Workplan Calendar for 2015

Director Rosenblum and Chair Shanmugasundaram provided the Board with an overview of the workplan calendar for 2015.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

Vice Chair Davis-East moved, and Board Member Bremmond seconded, approval of the 2015 workplan calendar as presented. Motion carried by the following vote:

Yes: 5 - Chair Shanmugasundaram
 Vice Chair Davis-East
 Board Member Au
 Board Member Bremond
 Board Member Zhan

No: 0

5 [15-0080](#) Day in the District

Director Rosenblum provided the Board with an overview of the Day in the District event. The annual day brings library issues to the attention of State Representatives. On that day, librarians, along with Commissioners, Trustees, Friends and other library supporters, will deliver the library message to their Representatives. Board Members interested in attending should notify Library Administration.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

6 [15-0160](#) Branch Library and Civic Center Update

Director Rosenblum provided the Board with an overview on the status of the Civic Center Modernization Project. Community input will be solicited via various methods. For example, the City will utilize Peak Democracy which is a cloud-based online civic engagement platform that allows residents to provide feedback. There is no information to report on the Branch Library.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

NON-AGENDA ITEMS & COMMENTS**-Board Member Comments**

Board Member Bremond noted that it is difficult to read information projected on the screen located in the Library Program Room. He suggested the screen not be fully extended and inquired if the screen could be mounted higher. Administrative Librarian Sloan noted it would require a new screen to be installed which would be built-in to the ceiling and flush with the ceiling tiles. This possibility was researched previously and determined to be cost prohibitive.

-Staff Comments

Director Rosenblum noted the following:

More than 3,000 residents attended the Library's centennial celebration on December 14. She thanked the board for their participation and the Friends of the Library for funding the event.

Two publications recently featured innovative programming that is happening at the Sunnyvale Library. State Tech Magazine published an article regarding 3D printers. Online magazine Silicon Glades published an article regarding a highly successful program Alligator Zone that was held for local children interested in entrepreneurship.

Due to overwhelming demand and limited space, the Library is piloting back to back "identical" story times. These story times are held on Mondays and Wednesdays at 11 and 11:30 a.m.

The Library will host three Silicon Valley Reads events in March. This year's theme is Homeland and Home: The Immigrant Experience.

Free tax assistant will be provided to qualified residents at the Library on Wednesday, February 11 from 2 to 8 p.m. in the tech center through a partnership with the Intuit Tax Freedom Project.

INFORMATION ONLY ITEMS

[15-0161](#) Request from Public for Color Printer

Administrative Librarian Sloan provided the Board with an overview of a customer request, submitted to the Library Trustees answerpoint, to have a color printer at the Library. Color printing is now available, on a trial basis, from the 30 minute computer next to the staff desk at the tech center. The cost for color printing is 50 cents per page. During the first two weeks 30 color print jobs were requested. During the same period, approximately 9,000 black and white print jobs were requested. Thus far, staff has observed low usage as well as increasing numbers of paper jams, requests for refunds, and service calls to the vendor, all requiring more staff time. Staff will reassess within 21 days if the Library will continue to provide this service.

ADJOURNMENT

The meeting adjourned at 7:47 p.m.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, March 2, 2015

7:00 PM

Library Program Room, Sunnyvale Public
Library, 665 W. Olive Ave., Sunnyvale, CA
94086

CALL TO ORDER

The meeting was called to order at 7:03 p.m.

ROLL CALL

Present: 4 - Chair Jill Shanmugasundaram
Board Member Wing-Yin "Carey" Au
Board Member Daniel Bremond
Board Member Su "Ray" Zhan
Absent: 1 - Vice Chair Anne Davis-East

Board Member Davis-East's absence is excused.
Council Liaison David Whittum (absent).

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1 [15-0258](#) Approval of Draft Minutes of February 2, 2015

Board Member Su moved, Board Member Bremond seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 4 - Chair Shanmugasundaram
Board Member Au
Board Member Bremond
Board Member Zhan

No: 0

Absent: 1 - Vice Chair Davis-East

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS**2 [15-0260](#) Study Issues**

Chair Shanmugasundaram provided the Board with an overview of the Study Issues process and inquired if the Board would like to recommend a Study Issue for calendar year 2016. No Study Issues were presented.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

3 [15-0261](#) National Library Week

Administrative Librarian Sweeney noted that Sunday, April 12 through Saturday, April 18 is National Library Week. Throughout the week the Library will host events that celebrate the Library as well as conduct outreach around the community to increase the visibility of library services offered to our citizens.

Chair Shanmugasundaram opened the public hearing, and there being no public testimonies, closed the public hearing.

4 [15-0262](#) Foundation Steering Committee

Administrative Librarian Sweeney informed the Board that the Friends of the Sunnyvale Public Library are forming a steering committee to create a Library Foundation. The foundation will be a sub-committee of the Friends that is tasked specifically with fundraising. This group will explore new revenue streams through grants, fundraisers and identifying larger donors. Sunnyvale Public Library Foundation will be holding an Information Night on Tuesday, March 17 at 7 p.m.

NON-AGENDA ITEMS & COMMENTS**-Board Member Comments**

Board Members Su, Au and Bremond shared that the Statewide Legislative Day was a success. They met with Assemblyman Rich Gordon on Friday, February 27 to speak on behalf of the needs of libraries in the State of California.

-Staff Comments

Administrative Librarian Sweeney noted the following:

More than 2,000 people attended the Library's Holi celebration on Saturday, February 28. The celebration included a themed story time, Bollywood dancing and Holi art.

During the month of March, the Make-HER grant programs will encourage young women to gain interest in maker technology. Mother/daughter teams will design, create, and problem-solve through basic circuitry, science and engineering.

He also noted that the Alligator Zone program connects youth who are interested in entrepreneurship to Silicon Valley Startups.

INFORMATION ONLY ITEMS**ADJOURNMENT**

The meeting was adjourned at 7:21 p.m.



City of Sunnyvale



Meeting Minutes Heritage Preservation Commission

Wednesday, March 4, 2015

7:00 PM

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

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

Present: 6 - Chair Jeanine Stanek
Vice Chair David Squellati
Commissioner Hannalore Dietrich
Commissioner Dixie Larsen
Commissioner Mike Michitaka
Commissioner Dale Mouritsen

Absent: 1 - Commissioner Mark Johnson

PUBLIC ANNOUNCEMENTS

none

CONSENT CALENDAR

1 [15-0296](#) Draft Minutes of the Heritage Preservation Commission Meeting of
February 4, 2015

Comm. Dietrich moved to approve the Draft Minutes of February 4, 2015. Comm.
Michitaka seconded

Yes: 6 - Chair Stanek
Vice Chair Squellati
Commissioner Dietrich
Commissioner Larsen
Commissioner Michitaka
Commissioner Mouritsen

No: 0

Absent: 1 - Commissioner Johnson

PUBLIC COMMENTS

none

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [15-0241](#) **File #:** 2015-7032
Location: 225 Waverly Street (APN: 165-12-028)
Zoning: R-2 (Low-Medium Density Residential)
Proposed Project: Related applications on a 6,000 square-foot site:
 RESOURCE ALTERATION PERMIT: For a 265 square-foot addition to a Heritage Resource.
 VARIANCE: To allow one covered parking space where two covered parking spaces are required for an addition resulting in gross floor area greater than 1,800 square feet; and to allow for a combined side-yard setback of approximately 6 feet, 3 inches, where a minimum of 10 feet is required.
Applicant / Owner: Michael Lam (applicant/owner)
Environmental Review: Class 1 Categorical Exemption
Project Planner: Timothy Maier, (408) 730-7257, tmaier@sunnyvale.ca.gov

Tim Maier, Associate Planner, presented the project application. He noted that the Resource Alteration Permit is for a 265 square foot addition to a Heritage Resource and a Variance to allow one covered parking space where two covered parking spaces are required for an addition resulting in a gross floor area greater than 1,800 square feet. He noted that the proposal includes a combined side yard setback of approximately 6 feet, 3 inches, where a minimum of 10 feet is required. He described the proposed design and changes and stated that according to the historic evaluation, the garage has some historical significance; therefore, the property owner is requesting a Variance to maintain his one covered garage instead of meeting the requirement for two covered parking spaces.

Comm. Michitaka asked staff if there are other similar homes nearby in the Heritage Resource inventory.

Mr. Maier responded yes, that there are other homes that are similar.

Vice Chair Squellati noted that there is another home in the inventory on the same street.

Chair Stanek clarified with staff if this Commission is able to grant Variances.

Amber El Hajj responded that this Commission may grant this Variance.

Comm. Larsen asked if the gabled roof is part of the original architecture. She noted that she would retract her question until the public hearing opens as it is for

the applicant to answer.

Mr. Maier noted that there are no visible changes from the public right of way.

Vice Chair Squellati clarified the proposed heights with staff.

Chair Stanek opened the public hearing.

Rob Mayer, architect noted that the home evolved overtime and should continue to evolve in a minimal sense. He noted that this proposal is the most sensitive historical approach to the desired changes by the owner. He then said that in his opinion the home was originally a single gable, and the second gable was most likely not part of the original design. He further noted that owner intends to keep the historical design.

Michael Lam, owner, said that he looked forward to moving into the house but needed the expansion to accommodate his family.

Vice Chair Squellati noted that he rode his bike to the site and asked the owner if they were going to keep the mural on the back wall.

Mr. Lam responded that the mural was already there at the time of purchase, and that it is technically on the adjacent neighbor's garage, which faces his property.

Comm. Larsen noted that the home is charming, although she does not like the lemon yellow color of the home. She noted that the current color does not seem consistent with the neighborhood.

Michael Lam, owner responded that they have future plans in to repaint, and that they did some research at the library and viewed bungalow types of homes. He noted that underneath the yellow paint is a dark blue green color which may have been worse than the yellow. He also noted that this is his first home and that they are learning about the rules for Heritage Resources.

Chair Stanek noted some history of the home and thanked Mr. Lam for choosing a historical architect to work with the proposed changes.

Vice Chair Squellati asked staff about setbacks.

Ms. El Hajj clarified that the combined setback is the reason for the Variance request, she noted that they meet the minimum side-yard setbacks for this zoning

district.

Chair Stanek closed the public hearing.

Vice Chair Squellati asked staff if the conditions of approval are standard.

Mr. Maier replied yes, that they are standard for most Landmark Alteration Permits.

Chair re-opened the public hearing.

Mr. Lam noted that the chimney needs minor repairs, and if he has to come before the Commission for the changes.

Chair Stanek noted that the previous Mayor Hamilton lives in a home that is on the Heritage Resource List, and she recalls that she had to change her chimney at one point. She noted that she did not have to get approval from this Commission, but only from staff.

Mr. Maier noted that minor exterior repairs may be reviewed by staff, and typically will not need another Landmark Alteration Permit.

Vice Chair Squellati motioned to approve the Landmark Alteration Permit, with staff's recommendation in Alternative 1 in the staff report; Approve the Resource Alteration Permit and request for Variance with attached conditions.

Comm. Mouritsen seconded.

Motion carried by the following vote:

Yes: 6 - Chair Stanek
Vice Chair Squellati
Commissioner Dietrich
Commissioner Larsen
Commissioner Michitaka
Commissioner Mouritsen

No: 0

Absent: 1 - Commissioner Johnson

3 Results of the Study Issue Workshop

Ms. El Hajj noted that the Commissioner's proposed study issues were not ranked this year.

Chair Stanek asked staff if the results of all the study issues are listed on the City web site.

Ms. El Hajj said yes, and said they could find the document under the City Council tab from the City's home page.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Comm. Larsen noted that the Commission asked the owner (during the public hearing) if he would consider removing his property from the Heritage Resource List. She asked the Commission if this is a typical question that should be asked.

Chair Stanek noted that they would have known that they could apply to remove their home from the City's Heritage Resource List, and that she is glad that they did not choose to apply for removal.

Ms. El Hajj noted that they could apply for the removal of from the list, and that this Commission would have to grant the removal of the resource.

Vice Chair Squellati noted that it is nice that the owner decided to get a Resource Allocation Permit and keep the home on the list because the neighborhood is beginning to look diverse and keeping the home on the Heritage Resource List seems like a good idea.

Ms. El Hajj summarized an update about the Butchers Corner. She noted that the site is in the beginning stages and will require environmental review.

Vice Chair Squellati noted that the property is not part of the City and it will have to be annexed before anything gets developed.

Ms. El Hajj followed up on the Commission's request from the last meeting and provided an update of the colors of the wine bar (Vino Vino) on 199 South Murphy Avenue. She passed around the colored rendering.

Chair Stanek asked about the building next to the Gumbas restaurant, and if the owners approached the City with any applications for any changes.

Ms. El Hajj responded no, that she is not aware of any new applications on that address.

Commissioners discussed the next meeting and asked staff if any new applications have been submitted.

Ms. El Hajj noted that a minor application was submitted and that she will notify the Commission once a hearing date is scheduled.

INFORMATION ONLY REPORTS/ITEMS

none

ADJOURNMENT

The meeting adjourned at 7:53 p.m.