



City of Sunnyvale

Notice and Agenda

City Council

Tuesday, May 12, 2015

4:30 PM

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

**Special Meeting: Joint Study Session with Planning Commission-4:30 PM | Study
Session-5:30 PM | Regular Meeting-7 PM**

4:30 P.M. SPECIAL COUNCIL MEETING (Joint Study Session with the Planning Commission)

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

2 Roll Call

3 Public Comment

4 Joint Study Session

[15-0370](#)

Regulating Short-term Residential Rental Units (Study Issue) -
Joint Study Session with Planning Commission

5 Adjourn Special Meeting

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

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

2 Roll Call

3 Public Comment

4 Study Session

[15-0371](#)

Caltrain Update on the Caltrain Electrification Project and
High Speed Rail Presentation on the Current Status of the
Project and Next Steps

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****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** [15-0484](#) Approve City Council Meeting Minutes of May 5, 2015

Recommendation: Approve the City Council Meeting Minutes of May 5, 2015 as submitted.

- 1.B** [15-0487](#) 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** [15-0456](#) Approve Revised 2015 Sewer System Management Plan (SSMP)

Recommendation: Approve the revised 2015 Sewer System Management Plan in its entirety to meet State Board requirements.

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 [15-0379](#) File #: 2014-7624
Location: 1026 Lois Avenue (APN: 198-34-011)
Zoning: R-0
Proposed Project:
Appeal by a neighbor of a Planning Commission Decision approving a DESIGN REVIEW to allow construction of a new two-story home with a total floor area of 2,993 square feet (2,566 square feet living area and a 427-square foot garage) resulting in 49.8 percent floor area ratio (FAR).
Applicant / Owner: BO Design (applicant) / Haiyan Gong (owner)
Environmental Review: A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.

Recommendation: Alternative 1: Deny the appeal and uphold the Decision of the Planning Commission to Approve the Design Review, subject to recommended Conditions of Approval (Attachment 4 to the report).

- 3 [15-0458](#) Adopt a Resolution to be in Effect through June 30, 2016 Declaring a Continued Water Emergency, Increasing Stage 1 Water Reduction Target from 15 Percent to 30 Percent, Re-Implementing Stage 1 Water Restrictions, Adding Additional Water Use Restrictions Including Enforcement Actions as Recommended by the State Water Board, and Approving Budget Modification No. 45 adding \$230,000 for Water Conservation and Enforcement Efforts, and Amending the Master Fee Schedule to Add Administrative Fines; Find the Action Exempt from CEQA pursuant to Guideline 15378(b) (2)

Recommendation: Alternatives 1 and 2 : 1) Adopt a Resolution presented as Attachment 1, to be in effect through June 30, 2016, continuing the implementing of Stage 1 Water Use Prohibitions as outlined in the City of Sunnyvale Water Shortage Contingency Plan and declaring a water shortage of 30% city wide and limiting use of potable water for landscape and turf irrigation to two scheduled days per week, prohibiting landscape watering within two days of rain, and requiring hotels to offer patrons the option of not laundering linens on a daily basis, and imposing a \$250 citation for a third violation and \$500 citation thereafter for violating these prohibitions, and amend the Master Fee Schedule to add administrative fines, and 2) Approve Budget Modification 45 providing \$230,000 for water conservation enhancements and water waste enforcement.

- 4 [15-0343](#) Approve Changes to the Council Policy on Council Travel and Conferences

Recommendation: Alternative 1: Approve changes to the Council Policy on Travel and Conferences as presented in Attachment 1 to the report.

- 5 [15-0363](#) Ratification of Councilmember Larsson as Alternate to Councilmember Hendricks on the Airport and Land Use Commission

Recommendation: Staff makes no recommendation.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

[15-0485](#) Tentative Council Meeting Agenda Calendar

[15-0377](#) Information/Action Items

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

15-0370

Agenda Date: 5/12/2015

Regulating Short-term Residential Rental Units (Study Issue) - Joint Study Session with Planning Commission



City of Sunnyvale

Agenda Item

15-0371

Agenda Date: 5/12/2015

Caltrain Update on the Caltrain Electrification Project and High Speed Rail Presentation on the Current Status of the Project and Next Steps



City of Sunnyvale

Agenda Item

15-0484

Agenda Date: 5/12/2015

SUBJECT

Approve City Council Meeting Minutes of May 5, 2015

RECOMMENDATION

Approve the City Council Meeting Minutes of May 5, 2015 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, May 5, 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 5:30 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 pursuant to California Government Code Section 54956.8: Conference with Real Property Negotiators; nothing to report.

Vice Mayor Martin-Milius reported Council met in Closed Session pursuant to California Government Code Section 54957.6: Conference with Labor Negotiators; nothing to report.

SPECIAL ORDER OF THE DAY

[15-0432](#)**SPECIAL ORDER OF THE DAY - Teen Self-Esteem Month
Proclamation**

Mayor Griffith and Superintendent of Community Services Dan Wax presented a proclamation to Teen Advisory Committee President Isabela Quilici and Vice President Tingyee Chang in recognition of Teen Self Esteem Month.

PUBLIC ANNOUNCEMENTS

Councilmember Meyering announced the upcoming Hands on the Arts event.

Councilmember Whittum announced an upcoming National River Clean Up Day event.

Kevin Jackson, Bicycle and Pedestrian Advisory Commission member speaking for himself, announced the upcoming Bike to Work Day event.

Michael Goldman announced a signature event of the Sunnyvale Public Lands for Public Use initiative and presented a PowerPoint presentation.

David Wessel, Democratic Club of Sunnyvale, spoke regarding wage theft, announced an upcoming meeting of the club, and presented a PowerPoint presentation.

CONSENT CALENDAR

Councilmember Meyering requested to pull Items 1.A, 1.B, 1.C, 1.D, 1.E and 1.F from the Consent Calendar.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to approve Consent Calendar Item 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 [15-0469](#) Approve City Council Meeting Minutes of April 21, 2015

Public Hearing opened at 10:57 p.m.

No speakers.

Public Hearing closed at 10:57 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Whittum seconded the motion to approve the City Council Meeting Minutes of April 21, 2015 as submitted. 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

1.B [15-0479](#) Approve City Council Meeting Minutes of April 28, 2015

Public Hearing opened at 10:57 p.m.

No speakers.

Public Hearing closed at 10:57 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Whittum seconded the motion to approve the City Council Meeting Minutes of April 28, 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 [15-0474](#) Approve the List(s) of Claims and Bills Approved for Payment
by the City Manager

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 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 [15-0427](#) Award of Contract for the Design of Mary Avenue Bicycle
Lanes (F15-52)

Public Hearing opened at 11:02 p.m.

No speakers.

Public Hearing closed at 11:02 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to 1) Award a contract, in substantially the same format as Attachment 1 to the report and in the amount of \$189,900 to Whitlock & Weinberger, Inc. (W Trans) for the subject project, and authorize the City Manager to execute the contract when all the necessary conditions have been met; and 2) Approve a 10% design contingency in the amount of \$18,990. 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.E** [15-0436](#) Award of Bid No. PW15-19 for Traffic Signal Modification - Sunnyvale-Saratoga Road at Fremont Avenue and Award of Bid No. PW15-20 for Traffic Signal Modification - Mathilda Avenue at Maude Avenue, and Finding of CEQA Categorical Exemption

Public Hearing opened at 11:03 p.m.

No speakers.

Public Hearing closed at 11:03 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to 1) Make finding of CEQA categorical exemption for existing facilities pursuant to Class 1, Section 15301(a) for both projects; 2) Award a contract, in substantially the same format as Attachment 3 to the report and in the amount of \$221,098 to Pacific Electric Contracting, Inc. for the subject project, and authorize the City Manager to execute the contract when all the necessary conditions have been met; 3) Award a contract, in substantially the same format as Attachment 4 to the report and in the amount of \$212,604 to Pacific Electric Contracting, Inc. for the subject project, and authorize the City Manager to execute the contract when all the necessary conditions have been met; and 4) Approve 10% construction contingencies for both projects as follows: \$22,109 for Sunnyvale Saratoga at Fremont and \$21,260 for Mathilda at Maude. 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.F [15-0163](#) Continuation of Supplemental Law Enforcement Services (SLES) Funds and Approval of Budget Modification No. 43

Public Hearing opened at 11:06 p.m.

No speakers.

Public Hearing closed at 11:06 p.m.

MOTION: Vice Mayor Martin-Milius moved and Councilmember Larsson seconded the motion to approve Budget Modification No. 43 to appropriate \$60,673 in Supplemental Law Enforcement Services (SLES) funding and approve the full amount of available SLES funds to partially fund one Public Safety Lieutenant position. 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.G [15-0420](#) Receive and File the City of Sunnyvale Investment Report - 1st Quarter 2015

Receive and file the City of Sunnyvale FY 2014/15 Period 10 investment report.

PUBLIC COMMENTS

Erin Jew expressed concerns regarding the rezoning and potential development of Charles Street.

Maria Pan spoke regarding a perceived misunderstanding regarding her identity.

Michael Goldman spoke regarding modernization of the Civic Center and presented a PowerPoint presentation.

Steve Caroompas spoke regarding the Block 15 high density residential proposal citing concerns regarding traffic, parking, loss of privacy, loss of home equity and the impact on schools and recommended low density housing.

Clare Meyerson spoke regarding the need for affordable housing for people with developmental disabilities.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [15-0156](#) Approve 2015-2020 Housing and Urban Development (HUD)
Consolidated Plan

Housing Officer Suzanne Ise presented the staff report.

Public Hearing opened at 7:34 p.m.

Michelle Schroeder, Senior Adults Legal Assistance (SALA), provided information regarding the services provided by SALA and spoke in support of the plan.

Marie Bernard, Executive Director, Sunnyvale Community Services, provided information regarding the services provided by the agency, provided written materials and spoke in support of the plan.

Public Hearing closed at 7:39 p.m.

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to approve Alternative 1: Approve the 2015 2020 Consolidated Plan as provided in Attachment 1 to the report.

AMENDMENT: Councilmember Meyering moved to amend the motion to include an additional primary goal to bring the reopening of the homeless shelter in Sunnyvale with space for 150 individuals by November 15, 2015.
The motion to amend 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 [15-0158](#) Consider Approval of Draft Housing and Urban Development (HUD) Action Plan and Proposed Human Services Grants for FY 2015-16

Housing Officer Suzanne Ise presented the staff report.

Public Hearing opened at 8:16 p.m.

Pilar Furlong, Director of Community Resources, Bill Wilson Center, spoke regarding the agency's counseling program.

Annette Kirkham, Law Foundation Silicon Valley, spoke regarding the services provided by the agency and in support of approving the recommended level of funding.

Linda Dominguez, Catholic Charities, spoke regarding the agency's long term ombudsmen program and in support of the commission's recommendation.

Michele Schroeder, Senior Adults Legal Assistance (SALA), spoke regarding the services provided by SALA and in support of the funding recommendation.

Pat Lawson-North, Vision Literacy, spoke regarding the agency's adult and family literacy program.

Maritza Henry, Director of School-Based Services, Family and Children's Services spoke regarding the services provided by the agency and in support of consideration of funding at \$14,000.

Greg Pensinger, WorkFirst Sunnyvale, provided information regarding the services provided by the agency.

Marie Bernard, Sunnyvale Community Services, spoke regarding case management services to the homeless.

Kathleen King, CEO, Healthier Kids, spoke regarding the services provided by the agency and submitted written materials.

Chrichelle McCloud, member of the Housing and Human Services Commission, provided information regarding the commission's deliberations and funding recommendations.

Colleen Hudgen, Executive Director, Live Oak Senior Day Care, provided

information about the services provided by the agency and submitted written materials.

Public Hearing closed at 8:56 p.m.

MOTION: Councilmember Whittum moved and Councilmember Davis seconded the motion to approve Alternatives 1 and 4: 1) Approve the 2015 16 Action Plan as presented in Attachment 1 to the report; and 4) Approve the HHSC-recommended General Fund human services grants as shown in Attachment 3 to the report, subject to Council budget appropriations in June.

AMENDMENT: Councilmember Hendricks moved to amend the motion and Councilmember Whittum seconded to add \$10,000 to Healthier Kids Foundation of Santa Clara County, partially funded with Councilmember Hendricks' unused travel budget.

Following discussion, Councilmember Hendricks withdrew the amendment.

AMENDMENT: Councilmember Larsson moved to amend the motion and Councilmember Whittum seconded to approve Alternative 3: Approve the staff recommended list of General Fund human services grants as presented in Attachment 3 to the report, subject to Council budget appropriations in June, plus an additional \$20,000: \$10,000 to Healthier Kids Foundation of Santa Clara County for Vision First and \$5,000 to Live Oak Adult Day Services and \$5,000 to Maitri.

The motion to amend carried by the following vote:

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

No: 1 - Mayor Griffith

The main motion carried by the following vote:

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

No: 1 - Mayor Griffith

Council recessed at 9:24 p.m.

Council reconvened at 9:36 p.m. with all Councilmembers present.

- 4** [15-0213](#) Acknowledge the Department of Public Works' Amendments to the Operational Standards for Acceptance of Land for Park Purposes

Director of Public Works Manuel Pineda presented the staff report. Russell Juncal, Ground Zero Analysis, provided additional information.

Public Hearing opened at 10:08 p.m.

No speakers.

Public Hearing closed at 10:08 p.m.

MOTION: Councilmember Whittum moved and Councilmember Larsson seconded the motion to approve Alternative 3: Acknowledge the Department of Public Works Operational Standards for Acceptance of Land for Park Purposes, as presented in Attachment 3 to the report.

FRIENDLY AMENDMENT: Vice Mayor Martin-Milius offered a friendly amendment to exempt the Watt project from being changed.
The friendly amendment was not considered.

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

- 5** [15-0245](#) Adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Primary Treatment Facility Project at the Water Pollution Control Plant; Provide an Update on Equipment Purchasing; and Approval to Proceed with the Project

Assistant Director of Public Works Craig Mobeck presented the staff report.

Public Hearing opened at 10:21 p.m.

No speakers.

Public Hearing closed at 10:21 p.m.

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to approve Alternative 1: Adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Primary Treatment Facility Project, and approve proceeding with the Project.

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** [15-0431](#) Award of a Contract in the Amount of \$8,051,120 for Water Pollution Control Plant Construction Management Services and Approval of Budget Modification No. 46 (F15-40)

Assistant Director of Public Works Craig Mobeck presented the staff report.

Public Hearing opened at 10:36 p.m.

No speakers.

Public Hearing closed at 10:36 p.m.

MOTION: Councilmember Hendricks moved and Vice Mayor Martin-Milius seconded the motion to 1) Award a contract, in substantially the same format as Attachment 1 to the report and in the amount of \$8,051,120, to The Covello Group, Inc. for the subject project, and authorize the City Manager to execute the contract when all the necessary conditions have been met, 2) Approve a 10% contract contingency in the amount of \$805,112 for the project, and 3) Approve Budget Modification No. 46.

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 [15-0439](#) Approve Budget Modification No. 44 in the Amount of \$140,000 to Cover Projected Deficits in the Golf and Tennis Operations Fund for FY 2014/15

Director of Public Works Manuel Pineda presented the staff report. Superintendent of Parks and Golf Scott Morton and City Manager Deanna Santana provided additional information.

Public Hearing opened at 10:56 p.m.

No speakers.

Public Hearing closed at 10:56 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Whittum seconded the motion to approve Alternative 1: Approve Budget Modification No. 44 in the amount of \$140,000 to cover projected deficits in the Golf and Tennis Operations Fund for FY 2014/15. 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

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

Councilmember Whittum provided information regarding the next VTA meeting, his attendance at an El Camino BRT Policy Advisory Board meeting and a VTA Workshop. Whittum reported the Board was notified that Caltrans has taken an action on Silicon Valley express lanes for State Route 85.

MOTION: Councilmember Whittum moved to add an agenda item at the next Council meeting to discuss the Silicon Valley Express Lanes SR 85 Environmental Analysis.

The motion died due to lack of a second.

NON-AGENDA ITEMS & COMMENTS

-Council

Councilmember Whittum inquired about a possible wage theft ordinance and requested information from staff regarding recycled water.

City Manager Santana stated she would include information in the next City Manager's Bi-Weekly Report.

Mayor Griffith reported a meeting with the Santa Clara Valley Water District. Councilmember Griffith reported an upcoming Santa Clara Valley Water District Water Summit. Councilmembers Hendricks and Martin-Milius confirmed they are planning to attend.

-City Manager

None.

INFORMATION ONLY REPORTS/ITEMS

[15-0477](#) Tentative Council Meeting Agenda Calendar

[15-0376](#) Information/Action Items

[15-0294](#) Board/Commission Meeting Minutes

ADJOURNMENT



City of Sunnyvale

Agenda Item

15-0487

Agenda Date: 5/12/2015

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
762	04/26/15 through 05/02/15	\$1,106,913.90

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 4/26/2015 through 5/2/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
2106129	4/29/15	AIMEE FOSBENNER	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	206.99	0.00	206.99	\$206.99
2106130	4/29/15	ALEX MICHAELIS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106131	4/29/15	ANNABEL YURUTUCU	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	421.96	0.00	421.96	\$421.96
2106132	4/29/15	BYRON K PIPKIN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	920.12	0.00	920.12	\$920.12
2106133	4/29/15	CATHY E MERRILL	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	206.99	0.00	206.99	\$206.99
2106134	4/29/15	CATHY HAYNES	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,100.30	0.00	1,100.30	\$1,100.30
2106135	4/29/15	CHARLES J SCHWABE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106136	4/29/15	CHERYL BUNNELL	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	707.02	0.00	707.02	\$707.02
2106137	4/29/15	CHRIS CARRION	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	707.02	0.00	707.02	\$707.02
2106138	4/29/15	CORYN CAMPBELL	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	369.62	0.00	369.62	\$369.62
2106139	4/29/15	DAN HAMMONS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,135.86	0.00	1,135.86	\$1,135.86
2106140	4/29/15	DAVID A LEWIS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	828.28	0.00	828.28	\$828.28
2106141	4/29/15	DAVID KAHN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	977.43	0.00	977.43	\$977.43
2106142	4/29/15	DAVID L NIETO	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	421.96	0.00	421.96	\$421.96
2106143	4/29/15	DAVID L VERBRUGGE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,693.18	0.00	1,693.18	\$1,693.18
2106144	4/29/15	DAVID LEWIS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	585.28	0.00	585.28	\$585.28
2106145	4/29/15	DAVID M GOTT	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	369.62	0.00	369.62	\$369.62

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2106146	4/29/15	DEE SCHABOT	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,135.86	0.00	1,135.86	\$1,135.86
2106147	4/29/15	DON JOHNSON	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	585.28	0.00	585.28	\$585.28
2106148	4/29/15	DONALD R OLSEN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106149	4/29/15	DONNA A SCOTT	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106150	4/29/15	DOUGLAS MELLO	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	559.62	0.00	559.62	\$559.62
2106151	4/29/15	ENCARNACION HERNANDEZ	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	271.17	0.00	271.17	\$271.17
2106152	4/29/15	ERWIN YOUNG	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,293.33	0.00	1,293.33	\$1,293.33
2106153	4/29/15	ESTRELLA AGRAVIADOR KAWCZYNSKI	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	592.45	0.00	592.45	\$592.45
2106154	4/29/15	EUGENE J WADDELL	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	559.62	0.00	559.62	\$559.62
2106155	4/29/15	FRANK CURTIS BLACK	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	475.44	0.00	475.44	\$475.44
2106156	4/29/15	FRANK P BELLUCCI	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106157	4/29/15	GARY K CARLS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	318.43	0.00	318.43	\$318.43
2106158	4/29/15	GARY LUEBBERS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	369.62	0.00	369.62	\$369.62
2106159	4/29/15	GLENN FORTIN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12
2106160	4/29/15	GREGORY E KEVIN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12
2106161	4/29/15	HIRA L RAINA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	318.43	0.00	318.43	\$318.43
2106162	4/29/15	IRWIN I BAKIN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106163	4/29/15	JAMES A BRICE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64

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2106164	4/29/15	JAMES BOUZIANE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	723.60	0.00	723.60	\$723.60
2106165	4/29/15	JAMES R RAND	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106166	4/29/15	JAMES WEBB JR	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	716.75	0.00	716.75	\$716.75
2106167	4/29/15	JEROME P AMMERMAN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	707.02	0.00	707.02	\$707.02
2106168	4/29/15	JERRY D BAKER	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106169	4/29/15	JERRY RONDEAU	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106170	4/29/15	JOHN ADDEO	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106171	4/29/15	JOHN DEBATTISTA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	707.02	0.00	707.02	\$707.02
2106172	4/29/15	JOHN HOWE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	828.28	0.00	828.28	\$828.28
2106173	4/29/15	JOHN S WITTHAUS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,693.18	0.00	1,693.18	\$1,693.18
2106174	4/29/15	KAREN D WILLES	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	398.09	0.00	398.09	\$398.09
2106175	4/29/15	KAREN L DAVIS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	53.20	0.00	53.20	\$53.20
2106176	4/29/15	KAREN WOBLESKY	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	828.28	0.00	828.28	\$828.28
2106177	4/29/15	KATHERINE B CHAPPELEAR	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106178	4/29/15	KATHRYN BERRY	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,135.86	0.00	1,135.86	\$1,135.86
2106179	4/29/15	KELLY FITZGERALD	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12
2106180	4/29/15	KELLY MENEHAN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	53.20	0.00	53.20	\$53.20
2106181	4/29/15	KENNETH C HOWELL	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64

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2106182	4/29/15	LELAND W VANDIVER	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106183	4/29/15	MARIO R NAPPI	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106184	4/29/15	MARK STIVERS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	920.12	0.00	920.12	\$920.12
2106185	4/29/15	MARVIN A ROSE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,693.18	0.00	1,693.18	\$1,693.18
2106186	4/29/15	MICHAEL A CHAN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,693.18	0.00	1,693.18	\$1,693.18
2106187	4/29/15	MICHAEL CURRAN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	559.62	0.00	559.62	\$559.62
2106188	4/29/15	MICHAEL N JONES	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106189	4/29/15	MYRIAM CASTANEDA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	887.01	0.00	887.01	\$887.01
2106190	4/29/15	NANCY BOLGARD STEWARD	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	828.28	0.00	828.28	\$828.28
2106191	4/29/15	NANCY F JACKSON	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106192	4/29/15	OSCAR J BARBA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106193	4/29/15	PATRICIA E CASTILLO	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106194	4/29/15	RAE BARBARA WALDMAN	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106195	4/29/15	RAYMOND C WILLIAMSON	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	369.62	0.00	369.62	\$369.62
2106196	4/29/15	RICHARD C GURNEY	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	828.28	0.00	828.28	\$828.28
2106197	4/29/15	ROBERT PATERNOSTER	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	293.99	0.00	293.99	\$293.99
2106198	4/29/15	ROMOLA GEORGIA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106199	4/29/15	RONALD DALBA	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12

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2106200	4/29/15	SIMON C LEMUS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	1,293.33	0.00	1,293.33	\$1,293.33
2106201	4/29/15	SONJA GUPTE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106202	4/29/15	STEVEN D PIGOTT	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106203	4/29/15	TAMMY PARKHURST	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	723.60	0.00	723.60	\$723.60
2106204	4/29/15	THEODORE R BRESLER	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106205	4/29/15	THERESE BALBO	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	834.64	0.00	834.64	\$834.64
2106206	4/29/15	THOMAS A BAISLEY	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106207	4/29/15	TIM CARLYLE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12
2106208	4/29/15	TIM JOHNSON	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	570.12	0.00	570.12	\$570.12
2106209	4/29/15	TONY J PEREZ	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	559.62	0.00	559.62	\$559.62
2106210	4/29/15	WILLIAM BIELINSKI	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	585.28	0.00	585.28	\$585.28
2106211	4/29/15	WILLIAM F POWERS	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	15.64	0.00	15.64	\$15.64
2106212	4/29/15	WILLIAM L DISQUE	MAY 2015	Insurances - Retiree Medical - Retiree Reimbursement	372.42	0.00	372.42	\$372.42
100268300	4/29/15	3M	UM27052	Library Periodicals/Databases	5,987.79	0.00	5,987.79	\$5,987.79
100268301	4/29/15	AAA SPEEDY SMOG TEST ONLY STATION	018048	Auto Maint & Repair - Labor	40.00	0.00	40.00	\$40.00
100268302	4/29/15	AT&T	04/17-05/16/15	Utilities - Mobile Phones - City Mobile Phones	239.67	0.00	239.67	\$239.67
100268303	4/29/15	ACE FIRE EQUIPMENT & SERVICE CO INC	127164	Inventory Purchase	380.28	0.00	380.28	\$380.28
100268304	4/29/15	ACUSHNET CO	900542421	Inventory Purchase	319.32	6.16	313.16	\$504.16
			900542443	Inventory Purchase	191.00	0.00	191.00	
100268305	4/29/15	AEGIS ITS INC	12553	Services Maintain Land Improv	4,548.70	0.00	4,548.70	\$28,136.69
			12554	Services Maintain Land Improv	3,063.36	0.00	3,063.36	

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			12605	Services Maintain Land Improv	6,528.44	0.00	6,528.44	
			12610	Services Maintain Land Improv	10,614.37	0.00	10,614.37	
			12614	Services Maintain Land Improv	3,381.82	0.00	3,381.82	
100268306	4/29/15	AIR LIQUIDE AMERICA SPECIALTY GASES LLC	59445505	Equipment Rental/Lease	619.78	0.00	619.78	\$619.78
100268307	4/29/15	ALAMEDA COUNTY SHERIFFS OFFICE	3834	Real Property Rental/Lease	250.00	0.00	250.00	\$250.00
100268308	4/29/15	ANDREW MULJANA	032415PURCHASE	DED Services/Training - Books	56.07	0.00	56.07	\$56.07
100268309	4/29/15	ARNE SIGN & DECAL CO INC	14-8234	Miscellaneous Equipment Parts & Supplies	406.73	0.00	406.73	\$406.73
100268310	4/29/15	ARROWHEAD MOUNTAIN SPRING WATER	15D5727863002	Miscellaneous Services	21.51	0.00	21.51	\$30.20
			15D5740156004	General Supplies	8.69	0.00	8.69	
100268311	4/29/15	BAY AREA TRENCHLESS	42215	Construction Services	4,500.00	0.00	4,500.00	\$4,500.00
100268312	4/29/15	BEE FRIENDLY	4790	Services Maintain Land Improv	225.00	0.00	225.00	\$225.00
100268313	4/29/15	BOUND TREE MEDICAL LLC	81758932	Supplies, First Aid	1,760.55	0.00	1,760.55	\$2,093.33
			81766392	Inventory Purchase	332.78	0.00	332.78	
100268314	4/29/15	CITIES ASSN OF SANTA CLARA COUNTY	MAY/14/2015	Meetings	65.00	0.00	65.00	\$130.00
			MAY/15/2015	Meetings	65.00	0.00	65.00	
100268315	4/29/15	CITIES ASSN OF SANTA CLARA COUNTY	2015DIRECTOR Y	Books & Publications	24.00	0.00	24.00	\$24.00
100268316	4/29/15	CLAY PLANET	215458	General Supplies	1,616.90	0.00	1,616.90	\$1,616.90
100268317	4/29/15	CLEANSOURCE INC	1623616-01	Inventory Purchase	49.07	0.00	49.07	\$873.48
			1626173-00	Inventory Purchase	338.08	0.00	338.08	
			1627516-00	Inventory Purchase	486.33	0.00	486.33	
100268318	4/29/15	CORIX WATER PRODUCTS (US) INC	17513009529	Materials - Land Improve	295.45	0.00	295.45	\$295.45
100268319	4/29/15	COUNTY OF SANTA CLARA OFC OF THE SHERIFF	1800046530	Contracts/Service Agreements	4,267.02	0.00	4,267.02	\$4,267.02
100268320	4/29/15	DETAIL PLUS	27193	Vehicles & Motorized Equip	125.00	0.00	125.00	\$125.00
100268321	4/29/15	DISCOUNT SCHOOL SUPPLY	W22321630101	General Supplies	183.57	0.00	183.57	\$273.26
			W22344130101	General Supplies	89.69	0.00	89.69	
100268323	4/29/15	ECONOMIC & PLANNING SYSTEMS INC	21123-17	Professional Services	250.00	0.00	250.00	\$250.00
100268324	4/29/15	ELECTRO-MOTION INC	1504303	Auto Maint & Repair - Labor	980.00	0.00	980.00	\$980.00
100268325	4/29/15	ELIZABETH J STRAIN	ES2015MAR	Rec Instructors/Officials	1,144.00	0.00	1,144.00	\$1,144.00

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100268326	4/29/15	EMPIRE SAFETY & SUPPLY	0071394-IN	Inventory Purchase	713.18	0.00	713.18	\$713.18
100268327	4/29/15	EQUIFAX INFORMATION SERVICES LLC	9066086	Investigation Expense	42.11	0.00	42.11	\$42.11
100268328	4/29/15	FEDERAL EXPRESS CORP	2-989-28324	Postage	121.94	0.00	121.94	\$121.94
100268329	4/29/15	FERGUSON ENTERPRISES INC	1075658-1	Inventory Purchase	107.66	0.99	106.67	\$593.48
			1078682	Inventory Purchase	491.33	4.52	486.81	
100268330	4/29/15	FRANCHISE TAX BOARD	4790	Services Maintain Land Improv	75.00	0.00	75.00	\$75.00
100268331	4/29/15	GRM INFORMATION MANAGEMENT SERVICES	0066399	Records Related Services	4,361.37	0.00	4,361.37	\$4,361.37
100268332	4/29/15	GEOSPATIAL CONSULTING SERVICES	211	Professional Services	875.00	0.00	875.00	\$875.00
100268333	4/29/15	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1087092	Inventory Purchase	7,812.82	0.00	7,812.82	\$7,732.82
			189-1087102	Parts, Vehicles & Motor Equip	-80.00	0.00	-80.00	
100268334	4/29/15	HDR ENGINEERING INC	00207314-B	Consultants	83,028.25	0.00	83,028.25	\$83,028.25
			14	Consultants	83,028.25	0.00	83,028.25	
			14-REV	Consultants	-83,028.25	0.00	-83,028.25	
100268335	4/29/15	HANSON BRIDGETT LLP	1141886	Legal Services	2,242.50	0.00	2,242.50	\$2,242.50
100268336	4/29/15	HARRIS DESIGN	13.02.10	Engineering Services	3,315.00	0.00	3,315.00	\$3,315.00
100268337	4/29/15	HEXAGON TRANSPORTATION CONSULTANTS INC	8878	Consultants	12,900.00	0.00	12,900.00	\$12,900.00
100268338	4/29/15	IMAGEX	201268	Printing & Related Services	755.81	0.00	755.81	\$755.81
100268339	4/29/15	INDEPENDENT ELECTRIC SUPPLY INC	S102291007.001	Electrical Parts & Supplies	50.17	0.00	50.17	\$50.17
100268340	4/29/15	JLM OFFICE INNOVATORS LLC	11086/CIS01	Miscellaneous Equipment	2,460.00	0.00	2,460.00	\$2,460.00
100268341	4/29/15	JOHN DEERE LANDSCAPES INC	71258639	General Supplies	1,282.97	0.00	1,282.97	\$5,524.22
			71446919	Materials - Land Improve	-140.94	0.00	-140.94	
			71446937	Materials - Land Improve	140.94	0.00	140.94	
			71477033	Materials - Land Improve	4,241.25	0.00	4,241.25	
100268342	4/29/15	JOHNSON ROBERTS & ASSOC INC	125184	Investigation Expense	130.00	0.00	130.00	\$197.00
			125213	Investigation Expense	54.00	0.00	54.00	
			125241	Investigation Expense	13.00	0.00	13.00	
100268343	4/29/15	KELLY MOORE PAINT CO INC	820-257387	Materials - Land Improve	433.93	0.00	433.93	\$433.93
100268344	4/29/15	KOHLWEISS AUTO PARTS INC	01OE5562	Parts, Vehicles & Motor Equip	29.49	0.00	29.49	\$39.68
			01OF5620	Inventory Purchase	10.40	0.21	10.19	
100268345	4/29/15	KUTAK ROCK LLP	2049205	Legal Services	467.50	0.00	467.50	\$467.50

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100268346	4/29/15	L N CURTIS & SONS INC	1346696-02	Clothing, Uniforms & Access	4,906.80	0.00	4,906.80	\$9,175.24
			1347765-01	Clothing, Uniforms & Access	3,680.10	0.00	3,680.10	
			1349897-00	General Supplies	426.30	0.00	426.30	
			1352777-00	Clothing, Uniforms & Access	162.04	0.00	162.04	
100268347	4/29/15	LANCE WEISSER	14-15-062	Liability Claims Paid	552.50	0.00	552.50	\$552.50
100268348	4/29/15	LIEBERT CASSIDY WHITMORE	1402524	Legal Services	220.50	0.00	220.50	\$220.50
100268349	4/29/15	LORI NEUMANN	LN2015MAR	Rec Instructors/Officials	972.00	0.00	972.00	\$972.00
100268350	4/29/15	MAXIM HEALTH SYSTEMS LLC	WELL34519-588	City Wellness Program	936.00	0.00	936.00	\$936.00
			5					
100268351	4/29/15	MCMASTER CARR SUPPLY CO	28076484	Miscellaneous Equipment Parts & Supplies	100.06	0.00	100.06	\$100.06
100268352	4/29/15	MIDWEST TAPE	92713729	Library Acquis, Audio/Visual	987.42	0.00	987.42	\$2,819.96
			92731075	Library Acquis, Audio/Visual	193.36	0.00	193.36	
			92752654	Library Acquis, Audio/Visual	294.22	0.00	294.22	
			92752657	Library Acquis, Audio/Visual	1,344.96	0.00	1,344.96	
100268353	4/29/15	NAPA AUTO PARTS	169557	Parts, Vehicles & Motor Equip	34.93	0.00	34.93	\$76.19
			171177	Parts, Vehicles & Motor Equip	23.78	0.00	23.78	
			171315	Parts, Vehicles & Motor Equip	17.48	0.00	17.48	
100268354	4/29/15	ONE WAY MEDIA SOLUTIONS INC	931	Professional Services	500.00	0.00	500.00	\$500.00
100268355	4/29/15	OUR CITY FOREST	RM-21915	Materials - Land Improve	500.00	0.00	500.00	\$500.00
100268356	4/29/15	OVERDRIVE INC	0910-000109220	Library Periodicals/Databases	33.98	0.00	33.98	\$33.98
100268357	4/29/15	PAYFLEX SYSTEMS USA INC	128934-658566	Insurances - Depend Care & Health Care	619.54	0.00	619.54	\$619.54
				Rmb Admin Fees				
100268358	4/29/15	PANKEYS RADIATOR SHOP INC	225009	Auto Maint & Repair - Labor	542.39	0.00	542.39	\$542.39
100268359	4/29/15	PATSONS MEDIA GROUP	173141	Printing & Related Services	1,561.65	0.00	1,561.65	\$1,561.65
100268360	4/29/15	PEARSON BUICK GMC	255007	Parts, Vehicles & Motor Equip	598.91	0.00	598.91	\$441.84
			255103	Parts, Vehicles & Motor Equip	11.45	0.00	11.45	
			CM255007	Parts, Vehicles & Motor Equip	-168.52	0.00	-168.52	
100268361	4/29/15	PETERSON TRUCKS	165885P	Parts, Vehicles & Motor Equip	28.20	0.00	28.20	\$28.20
100268362	4/29/15	PLANET FUTSAL	5-2015	Rec Instructors/Officials	1,734.60	0.00	1,734.60	\$1,734.60
100268363	4/29/15	RANDALL J BLACK	1603-B	Misc Equip Maint & Repair - Labor	165.00	0.00	165.00	\$165.00
100268364	4/29/15	RANKIN STOCK HEABERLIN	32629	Legal Services	2,265.55	0.00	2,265.55	\$7,036.94
			32630	Legal Services	1,913.20	0.00	1,913.20	

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			32631	Legal Services	2,858.19	0.00	2,858.19	
100268365	4/29/15	RAYVERN LIGHTING SUPPLY CO INC	33137-0	Inventory Purchase	6.79	0.00	6.79	\$6.79
100268366	4/29/15	REED & GRAHAM INC	831306	Materials - Land Improve	190.00	0.00	190.00	\$285.00
			831381	Materials - Land Improve	95.00	0.00	95.00	
100268367	4/29/15	ROBIN PICKEL	RP2015MAR	Rec Instructors/Officials	2,827.50	0.00	2,827.50	\$2,827.50
100268368	4/29/15	ROLDAN RHOLD A VICTOR	001117	Professional Services	708.34	0.00	708.34	\$708.34
100268369	4/29/15	SCP DISTRIBUTORS LLC	36677777	Chemicals	-0.44	0.00	-0.44	\$4,499.63
			36773764	General Supplies	4,500.07	0.00	4,500.07	
100268370	4/29/15	SFO REPROGRAPHICS	21246	Printing & Related Services	25.80	0.00	25.80	\$655.54
			21319	Printing & Related Services	39.52	0.00	39.52	
			21323	Printing & Related Services	17.40	0.00	17.40	
			21427	Printing & Related Services	115.28	0.00	115.28	
			21428	Printing & Related Services	55.16	0.00	55.16	
			21456	Printing & Related Services	402.38	0.00	402.38	
100268371	4/29/15	SAFEWAY INC	809680-041415	General Supplies	48.31	0.00	48.31	\$48.31
100268372	4/29/15	SAN DIEGO POLICE EQUIPMENT CO	617140	Ammunition	3,193.66	0.00	3,193.66	\$3,193.66
100268373	4/29/15	SECURITY CONTRACTOR SERVICES INC	0223223-IN	Services Maintain Land Improv	742.50	0.00	742.50	\$742.50
100268374	4/29/15	SERRAMONTE FORD	F6317	Vehicles & Motorized Equip	25,478.93	0.00	25,478.93	\$193,094.63
			F6333	Vehicles & Motorized Equip	25,478.93	0.00	25,478.93	
			F6334	Vehicles & Motorized Equip	25,478.93	0.00	25,478.93	
			F6345	Vehicles & Motorized Equip	29,164.46	0.00	29,164.46	
			F6346	Vehicles & Motorized Equip	29,164.46	0.00	29,164.46	
			F6347	Vehicles & Motorized Equip	29,164.46	0.00	29,164.46	
			F6349	Vehicles & Motorized Equip	29,164.46	0.00	29,164.46	
100268375	4/29/15	SIERRA PACIFIC TURF SUPPLY INC	0450524-IN	Materials - Land Improve	1,041.49	0.00	1,041.49	\$1,041.49
100268376	4/29/15	SILICON VALLEY POLYTECHNIC INSTITUTE	04152015-238	DED Services/Training - Training	300.00	0.00	300.00	\$900.00
			04152015-239	DED Services/Training - Training	300.00	0.00	300.00	
			04152015-240	DED Services/Training - Training	300.00	0.00	300.00	
100268377	4/29/15	SMART & FINAL INC	158025-041515	Special Events	348.61	0.00	348.61	\$398.56
			165996-042415	Food Products	18.26	0.00	18.26	
			165996-042415	General Supplies	31.69	0.00	31.69	

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100268378	4/29/15	STUDIO EM GRAPHIC DESIGN	15645	Graphics Services	81.56	0.00	81.56	\$1,114.69
			15646	Graphics Services	815.63	0.00	815.63	
			15647	Graphics Services	217.50	0.00	217.50	
100268379	4/29/15	SUMMIT UNIFORMS	20887	Clothing, Uniforms & Access	191.22	0.00	191.22	\$10,762.82
			20887	Ballistic Equipment - Body Armor/Vests	16.49	0.00	16.49	
			20922	Clothing, Uniforms & Access	799.94	0.00	799.94	
			20922	Ballistic Equipment - Body Armor/Vests	68.97	0.00	68.97	
			20947	Clothing, Uniforms & Access	10.02	0.00	10.02	
			20947	Ballistic Equipment - Body Armor/Vests	0.86	0.00	0.86	
			20959	Clothing, Uniforms & Access	87.10	0.00	87.10	
			20959	Ballistic Equipment - Body Armor/Vests	7.51	0.00	7.51	
			20963	Clothing, Uniforms & Access	279.33	0.00	279.33	
			20963	Ballistic Equipment - Body Armor/Vests	24.08	0.00	24.08	
			20964	Clothing, Uniforms & Access	279.33	0.00	279.33	
			20964	Ballistic Equipment - Body Armor/Vests	24.08	0.00	24.08	
			20966	Clothing, Uniforms & Access	270.32	0.00	270.32	
			20966	Ballistic Equipment - Body Armor/Vests	23.31	0.00	23.31	
			20968	Clothing, Uniforms & Access	50.06	0.00	50.06	
			20968	Ballistic Equipment - Body Armor/Vests	4.32	0.00	4.32	
			20970	Clothing, Uniforms & Access	217.26	0.00	217.26	
			20970	Ballistic Equipment - Body Armor/Vests	18.73	0.00	18.73	
			20971	Clothing, Uniforms & Access	20.02	0.00	20.02	
			20971	Ballistic Equipment - Body Armor/Vests	1.73	0.00	1.73	
			20972	Clothing, Uniforms & Access	10.02	0.00	10.02	
			20972	Ballistic Equipment - Body Armor/Vests	0.86	0.00	0.86	
			20975	Clothing, Uniforms & Access	323.38	0.00	323.38	
			20975	Ballistic Equipment - Body Armor/Vests	27.88	0.00	27.88	
			21045	Clothing, Uniforms & Access	198.24	0.00	198.24	
			21045	Ballistic Equipment - Body Armor/Vests	17.09	0.00	17.09	
			21052	Clothing, Uniforms & Access	89.11	0.00	89.11	
			21052	Ballistic Equipment - Body Armor/Vests	7.68	0.00	7.68	

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			21101	Clothing, Uniforms & Access	10.02	0.00	10.02	
			21101	Ballistic Equipment - Body Armor/Vests	0.86	0.00	0.86	
			21102	Clothing, Uniforms & Access	10.02	0.00	10.02	
			21102	Ballistic Equipment - Body Armor/Vests	0.86	0.00	0.86	
			21103	Clothing, Uniforms & Access	20.02	0.00	20.02	
			21103	Ballistic Equipment - Body Armor/Vests	1.73	0.00	1.73	
			21106	Clothing, Uniforms & Access	20.02	0.00	20.02	
			21106	Ballistic Equipment - Body Armor/Vests	1.73	0.00	1.73	
			21107	Clothing, Uniforms & Access	20.02	0.00	20.02	
			21107	Ballistic Equipment - Body Armor/Vests	1.73	0.00	1.73	
			21109	Clothing, Uniforms & Access	92.11	0.00	92.11	
			21109	Ballistic Equipment - Body Armor/Vests	7.94	0.00	7.94	
			21110	Clothing, Uniforms & Access	315.37	0.00	315.37	
			21110	Ballistic Equipment - Body Armor/Vests	27.19	0.00	27.19	
			21111	Clothing, Uniforms & Access	69.08	0.00	69.08	
			21111	Ballistic Equipment - Body Armor/Vests	5.96	0.00	5.96	
			21112	Clothing, Uniforms & Access	98.12	0.00	98.12	
			21112	Ballistic Equipment - Body Armor/Vests	8.46	0.00	8.46	
			21114	Clothing, Uniforms & Access	119.14	0.00	119.14	
			21114	Ballistic Equipment - Body Armor/Vests	10.27	0.00	10.27	
			21153	Clothing, Uniforms & Access	119.14	0.00	119.14	
			21153	Ballistic Equipment - Body Armor/Vests	10.27	0.00	10.27	
			21267	Clothing, Uniforms & Access	48.06	0.00	48.06	
			21267	Ballistic Equipment - Body Armor/Vests	4.14	0.00	4.14	
			21302	Clothing, Uniforms & Access	306.36	0.00	306.36	
			21302	Ballistic Equipment - Body Armor/Vests	26.42	0.00	26.42	
			21303	Clothing, Uniforms & Access	470.56	0.00	470.56	
			21303	Ballistic Equipment - Body Armor/Vests	40.57	0.00	40.57	
			21304	Clothing, Uniforms & Access	297.35	0.00	297.35	
			21304	Ballistic Equipment - Body Armor/Vests	25.64	0.00	25.64	
			21305	Clothing, Uniforms & Access	74.09	0.00	74.09	

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			21305	Ballistic Equipment - Body Armor/Vests	6.39	0.00	6.39	
			21306	Clothing, Uniforms & Access	74.09	0.00	74.09	
			21306	Ballistic Equipment - Body Armor/Vests	6.39	0.00	6.39	
			21309	Clothing, Uniforms & Access	52.86	0.00	52.86	
			21309	Ballistic Equipment - Body Armor/Vests	4.56	0.00	4.56	
			21310	Clothing, Uniforms & Access	232.27	0.00	232.27	
			21310	Ballistic Equipment - Body Armor/Vests	20.03	0.00	20.03	
			21311	Clothing, Uniforms & Access	91.10	0.00	91.10	
			21311	Ballistic Equipment - Body Armor/Vests	7.86	0.00	7.86	
			21314	Clothing, Uniforms & Access	107.12	0.00	107.12	
			21314	Ballistic Equipment - Body Armor/Vests	9.24	0.00	9.24	
			21315	Clothing, Uniforms & Access	92.11	0.00	92.11	
			21315	Ballistic Equipment - Body Armor/Vests	7.94	0.00	7.94	
			21316	Clothing, Uniforms & Access	191.22	0.00	191.22	
			21316	Ballistic Equipment - Body Armor/Vests	16.49	0.00	16.49	
			21317	Clothing, Uniforms & Access	290.35	0.00	290.35	
			21317	Ballistic Equipment - Body Armor/Vests	25.03	0.00	25.03	
			21318	Clothing, Uniforms & Access	588.69	0.00	588.69	
			21318	Ballistic Equipment - Body Armor/Vests	50.76	0.00	50.76	
			21319	Clothing, Uniforms & Access	69.08	0.00	69.08	
			21319	Ballistic Equipment - Body Armor/Vests	5.96	0.00	5.96	
			21320	Clothing, Uniforms & Access	184.22	0.00	184.22	
			21320	Ballistic Equipment - Body Armor/Vests	15.88	0.00	15.88	
			21323	Clothing, Uniforms & Access	48.06	0.00	48.06	
			21323	Ballistic Equipment - Body Armor/Vests	4.14	0.00	4.14	
			21324	Clothing, Uniforms & Access	48.06	0.00	48.06	
			21324	Ballistic Equipment - Body Armor/Vests	4.14	0.00	4.14	
			21325	Clothing, Uniforms & Access	24.03	0.00	24.03	
			21325	Ballistic Equipment - Body Armor/Vests	2.07	0.00	2.07	
			21326	Clothing, Uniforms & Access	24.03	0.00	24.03	
			21326	Ballistic Equipment - Body Armor/Vests	2.07	0.00	2.07	

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			21328	Clothing, Uniforms & Access	24.03	0.00	24.03	
			21328	Ballistic Equipment - Body Armor/Vests	2.07	0.00	2.07	
			21329	Clothing, Uniforms & Access	24.03	0.00	24.03	
			21329	Ballistic Equipment - Body Armor/Vests	2.07	0.00	2.07	
			21330	Clothing, Uniforms & Access	382.45	0.00	382.45	
			21330	Ballistic Equipment - Body Armor/Vests	32.98	0.00	32.98	
			21331	Clothing, Uniforms & Access	191.22	0.00	191.22	
			21331	Ballistic Equipment - Body Armor/Vests	16.49	0.00	16.49	
			21334	Clothing, Uniforms & Access	443.52	0.00	443.52	
			21334	Ballistic Equipment - Body Armor/Vests	38.24	0.00	38.24	
			21335	Clothing, Uniforms & Access	573.68	0.00	573.68	
			21335	Ballistic Equipment - Body Armor/Vests	49.46	0.00	49.46	
			21336	Clothing, Uniforms & Access	204.24	0.00	204.24	
			21336	Ballistic Equipment - Body Armor/Vests	17.61	0.00	17.61	
			21390	Clothing, Uniforms & Access	24.03	0.00	24.03	
			21390	Ballistic Equipment - Body Armor/Vests	2.07	0.00	2.07	
			21422	Clothing, Uniforms & Access	99.11	0.00	99.11	
			21422	Ballistic Equipment - Body Armor/Vests	8.55	0.00	8.55	
			21423	Clothing, Uniforms & Access	56.07	0.00	56.07	
			21423	Ballistic Equipment - Body Armor/Vests	4.83	0.00	4.83	
			21424	Clothing, Uniforms & Access	284.33	0.00	284.33	
			21424	Ballistic Equipment - Body Armor/Vests	24.52	0.00	24.52	
			21426	Clothing, Uniforms & Access	91.10	0.00	91.10	
			21426	Ballistic Equipment - Body Armor/Vests	7.86	0.00	7.86	
			21427	Clothing, Uniforms & Access	232.27	0.00	232.27	
			21427	Ballistic Equipment - Body Armor/Vests	20.03	0.00	20.03	
			21429	Clothing, Uniforms & Access	102.12	0.00	102.12	
			21429	Ballistic Equipment - Body Armor/Vests	8.81	0.00	8.81	
			21467	Clothing, Uniforms & Access	84.10	0.00	84.10	
			21467	Ballistic Equipment - Body Armor/Vests	7.25	0.00	7.25	
			21518	Clothing, Uniforms & Access	140.16	0.00	140.16	

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			21518	Ballistic Equipment - Body Armor/Vests	12.09	0.00	12.09	
			21526	Clothing, Uniforms & Access	-183.79	0.00	-183.79	
			21539	Clothing, Uniforms & Access	89.11	0.00	89.11	
			21539	Ballistic Equipment - Body Armor/Vests	7.68	0.00	7.68	
100268399	4/29/15	SUNNYVALE FORD	440026	Parts, Vehicles & Motor Equip	401.37	0.00	401.37	\$855.23
			440451	Parts, Vehicles & Motor Equip	157.77	0.00	157.77	
			440582	Parts, Vehicles & Motor Equip	192.60	0.00	192.60	
			440662	Parts, Vehicles & Motor Equip	10.44	0.00	10.44	
			440712	Parts, Vehicles & Motor Equip	68.25	0.00	68.25	
			440772	Parts, Vehicles & Motor Equip	24.80	0.00	24.80	
100268400	4/29/15	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0515	Insurances - Dental	29,234.40	0.00	29,234.40	\$29,234.40
100268401	4/29/15	SUREPATH FINANCIAL SOLUTIONS	063014-215	Professional Services	175.00	0.00	175.00	\$175.00
100268402	4/29/15	TMT ENTERPRISES INC	78253	Materials - Land Improve	2,511.98	0.00	2,511.98	\$2,511.98
100268403	4/29/15	TARGET SPECIALTY PRODUCTS INC	PI0259336	Materials - Land Improve	859.22	0.00	859.22	\$859.22
100268404	4/29/15	THE MERCURY NEWS	0005422519	Advertising Services	75.00	0.00	75.00	\$285.00
			0005430856	Advertising Services	210.00	0.00	210.00	
100268405	4/29/15	TURF & INDUSTRIAL EQUIPMENT CO	IV10586	Parts, Vehicles & Motor Equip	314.60	0.00	314.60	\$481.05
			IV10886	Parts, Vehicles & Motor Equip	156.18	0.00	156.18	
			IV10954	Parts, Vehicles & Motor Equip	10.27	0.00	10.27	
100268406	4/29/15	UNIVERSITY OF CALIFORNIA SANTA CRUZ	56689	DED Services/Training - Training	5,058.00	0.00	5,058.00	\$5,058.00
100268407	4/29/15	VERMEER PACIFIC	P53418	Parts, Vehicles & Motor Equip	97.81	0.00	97.81	\$97.81
100268408	4/29/15	W G FRITZ CONSTRUCTION INC	3453	Facilities Maint & Repair - Labor	886.71	0.00	886.71	\$886.71
100268409	4/29/15	WECO INDUSTRIES LLC	0033894-IN	Miscellaneous Equipment	87.96	0.00	87.96	\$87.96
100268410	4/29/15	EMERGENCY MEDICAL SERVICES AUTHORITY	27680-1409	Training and Conferences	407.00	0.00	407.00	\$407.00
100268411	4/29/15	MYRTIS BARAN	CLAIM#1415-066	Liability Claims Paid	493.00	0.00	493.00	\$493.00
100268412	4/29/15	ROBERT HURST	CLAIM#1415-082	Liability Claims Paid	5,369.42	0.00	5,369.42	\$5,369.42

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100268413	4/29/15	SANTA CLARA COUNTY CLERK-RECORDER	HYPO CONV	Permit Fees	50.00		0.00	50.00	\$50.00
100268414	4/29/15	STATE WATER RESOURCES CONTROL BOARD	APP#389126 GR1	Membership Fees	70.00		0.00	70.00	\$70.00
100268415	4/29/15	DARRELL CABRAL	155465-41090	Refund Utility Account Credit	69.64		0.00	69.64	\$69.64
100268416	4/29/15	HEIDI AMUNDSON	131477-55504	Refund Utility Account Credit	211.68		0.00	211.68	\$211.68
100268417	4/29/15	MARK & WENDY AHRENS	60379-37580	Refund Utility Account Credit	173.71		0.00	173.71	\$173.71
100268418	4/29/15	MEI WANG	166615-2708	Refund Utility Account Credit	770.02		0.00	770.02	\$770.02
100268420	4/29/15	SARAH CLATTERBUCK	116789-1686	Refund Utility Account Credit	1,256.36		0.00	1,256.36	\$1,256.36
100268421	4/29/15	TONY LOVERDE	082008DONATI ON	Restricted Cash Donations	797.83		0.00	797.83	\$797.83
100268422	4/29/15	YING WU	179339-58224	Refund Utility Account Credit	217.34		0.00	217.34	\$217.34
100268423	5/1/15	AAA SPEEDY SMOG TEST ONLY STATION	018126	Auto Maint & Repair - Labor	40.00		0.00	40.00	\$80.00
			018162	Auto Maint & Repair - Labor	40.00		0.00	40.00	
100268424	5/1/15	AT&T	0601876741	Utilities - Telephone	366.89		0.00	366.89	\$366.89
100268425	5/1/15	AT&T	000006481712	Utilities - Telephone	2,967.33		0.00	2,967.33	\$2,967.33
100268426	5/1/15	ACUSHNET CO	900028822	Inventory Purchase	307.54		0.00	307.54	\$307.54
100268427	5/1/15	AIRGAS USA LLC	9037984219	Chemicals	135.37		0.00	135.37	\$135.37
100268428	5/1/15	AL CLANCY & ASSOC	COS15101	Miscellaneous Services	1,475.00		0.00	1,475.00	\$1,475.00
100268429	5/1/15	ALAMEDA CTY INFORMATION TECHNOLOGY DEPT	112-1503061	Software As a Service	1,518.65		0.00	1,518.65	\$1,518.65
100268430	5/1/15	AMFASOFT CORP	CHENGKAI-01	DED Services/Training - Training	5,400.00		0.00	5,400.00	\$5,400.00
100268431	5/1/15	APPLEONE EMPLOYMENT SERVICES	01-3621413	Contracts/Service Agreements	2,472.42		0.00	2,472.42	\$2,472.42
100268432	5/1/15	AREA TRUCK DRIVING SCHOOL	7240	DED Services/Training - Training	559.50		0.00	559.50	\$5,940.00
			7242	DED Services/Training - Training	5,380.50		0.00	5,380.50	
100268433	5/1/15	ARNE SIGN & DECAL CO INC	14-8232	Parts, Vehicles & Motor Equip	1,705.47		0.00	1,705.47	\$1,705.47
100268434	5/1/15	ARROWHEAD MOUNTAIN SPRING WATER	15D5727863010	General Supplies	54.73		0.00	54.73	\$152.59
			15D5736476002	General Supplies	16.73		0.00	16.73	
			15D5740142004	General Supplies	50.98		0.00	50.98	
			15D5740153001	General Supplies	25.81		0.00	25.81	
			15D5740154009	General Supplies	4.34		0.00	4.34	
100268435	5/1/15	B & A FRICTION MATERIALS INC	539412	Parts, Vehicles & Motor Equip	5.00		0.00	5.00	\$5.00

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100268436	5/1/15	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0005433118	Advertising Services	735.00	0.00	735.00	\$735.00
100268437	5/1/15	BELLECCI & ASSOC INC	13086-D	Engineering Services	3,802.50	0.00	3,802.50	\$3,802.50
100268438	5/1/15	BOETHING TREELAND FARMS INC	SI-1011372	Materials - Land Improve	2,247.86	0.00	2,247.86	\$2,247.86
100268439	5/1/15	BURTONS FIRE INC	S27421	Parts, Vehicles & Motor Equip	126.12	0.00	126.12	\$566.76
			S27582	Parts, Vehicles & Motor Equip	96.72	0.00	96.72	
			S27599	Parts, Vehicles & Motor Equip	177.68	0.00	177.68	
			S27644	Parts, Vehicles & Motor Equip	166.24	0.00	166.24	
100268440	5/1/15	CDM SMITH	80519207/15	Engineering Services	3,759.84	0.00	3,759.84	\$3,759.84
100268441	5/1/15	CWEA - SFBS	MAY/14/2015	Training and Conferences	35.00	0.00	35.00	\$35.00
100268442	5/1/15	CALCON SYSTEMS INC	35412	Misc Equip Maint & Repair - Labor	809.00	0.00	809.00	\$3,761.00
			35413	Misc Equip Maint & Repair - Labor	1,618.00	0.00	1,618.00	
			35490	Contracts/Service Agreements	525.00	0.00	525.00	
			35520	Misc Equip Maint & Repair - Labor	809.00	0.00	809.00	
100268443	5/1/15	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL	006-SV	General Supplies	3,902.83	0.00	3,902.83	\$3,902.83
100268444	5/1/15	CALLAWAY GOLF CO	925877729	Inventory Purchase	717.30	0.00	717.30	\$809.44
			925891675	Inventory Purchase	92.14	0.00	92.14	
100268445	5/1/15	CALTEST ANALYTICAL LABORATORY	541082	Water Lab Services	125.70	0.00	125.70	\$125.70
100268446	5/1/15	CENTURY GRAPHICS	40880	Clothing, Uniforms & Access	182.70	0.00	182.70	\$341.77
			41349	Clothing, Uniforms & Access	159.07	0.00	159.07	
100268448	5/1/15	DEBRA CHROMCZAK	26	Consultants	1,597.50	0.00	1,597.50	\$1,597.50
100268449	5/1/15	DELTA DENTAL INSURANCE CO	BE001149252	Insurances - Dental	1,497.73	0.00	1,497.73	\$1,497.73
100268450	5/1/15	DEPARTMENT OF JUSTICE	092750	Pre-Employment Testing	992.00	0.00	992.00	\$992.00
100268451	5/1/15	DISCOUNT SCHOOL SUPPLY	W22379050101	General Supplies	254.93	0.00	254.93	\$254.93
100268452	5/1/15	EOA INC	SU43-0215	Consultants	11,604.49	0.00	11,604.49	\$11,604.49
100268454	5/1/15	ELAINE TAI	042215EXAM	DED Services/Training - Support Services	180.00	0.00	180.00	\$180.00
100268455	5/1/15	FEDERAL EXPRESS CORP	5-004-47676	Mailing & Delivery Services	10.43	0.00	10.43	\$10.43
100268456	5/1/15	FIRST PLACE INC	82565	Employee Recognition Expenses	735.15	0.00	735.15	\$735.15
100268457	5/1/15	FLYERS ENERGY LLC	454775	Fuel, Oil & Lubricants	7,697.59	0.00	7,697.59	\$7,451.17
			454775CREDIT	Fuel, Oil & Lubricants	-7,697.59	0.00	-7,697.59	
			454775REBILL	Fuel, Oil & Lubricants	7,451.17	0.00	7,451.17	

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100268458	5/1/15	FRANK A OLSEN CO INC	232833	Miscellaneous Equipment Parts & Supplies	2,224.85	0.00	2,224.85	\$2,224.85
100268459	5/1/15	GALE/CENGAGE LEARNING	54985345	Library Acquisitions, Books	29.57	0.00	29.57	\$29.57
100268460	5/1/15	GEOSYNTEC CONSULTANTS INC	16150375	Consultants	8,109.32	0.00	8,109.32	\$8,109.32
100268461	5/1/15	GOLDEN GATE PETROLEUM	964297	Inventory Purchase	14,537.24	0.00	14,537.24	\$14,537.24
100268462	5/1/15	GOLDEN GATE TRUCK CENTER	F005645974:01	Parts, Vehicles & Motor Equip	229.01	0.00	229.01	\$341.34
			F005646703:01	Parts, Vehicles & Motor Equip	112.33	0.00	112.33	
100268463	5/1/15	GOLDER ASSOC INC	413231	Consultants	80.25	0.00	80.25	\$80.25
100268464	5/1/15	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1086850	Parts, Vehicles & Motor Equip	786.50	0.00	786.50	\$3,815.77
			189-1087075	Parts, Vehicles & Motor Equip	1,155.78	0.00	1,155.78	
			189-1087131	Auto Maint & Repair - Labor	187.84	0.00	187.84	
			189-1087131	Auto Maint & Repair - Materials	1,521.48	0.00	1,521.48	
			189-1087145	Auto Maint & Repair - Labor	70.00	0.00	70.00	
			189-1087145	Auto Maint & Repair - Materials	21.75	0.00	21.75	
			189-1087146	Auto Maint & Repair - Labor	56.10	0.00	56.10	
			189-1087146	Auto Maint & Repair - Materials	16.32	0.00	16.32	
100268465	5/1/15	HANSON ASSOC	1506	Consultants	1,232.50	0.00	1,232.50	\$1,232.50
100268466	5/1/15	HATCH MOTT MACDONALD	304781-24	Engineering Services	987.00	0.00	987.00	\$987.00
100268467	5/1/15	HEXAGON TRANSPORTATION CONSULTANTS INC	8818	Consultants	5,445.00	0.00	5,445.00	\$5,445.00
100268468	5/1/15	HIGH LINE CORP	18543	Professional Services	600.00	0.00	600.00	\$3,350.00
			18579	Professional Services	2,750.00	0.00	2,750.00	
100268469	5/1/15	HORIZON DISTRIBUTORS INC	1Y169938	Materials - Land Improve	116.34	0.00	116.34	\$116.34
100268470	5/1/15	HOWARD ROME MARTIN & RIDLEY LLP	33182	Legal Services	1,435.85	0.00	1,435.85	\$2,263.15
			33189	Legal Services	827.30	0.00	827.30	
100268471	5/1/15	HYBRID COMMERCIAL PRINTING INC	25211	Printing & Related Services	650.33	0.00	650.33	\$786.27
			25217	Printing & Related Services	135.94	0.00	135.94	
100268472	5/1/15	ICHENG TIM TSAO	041415PURCHASE	DED Services/Training - Books	74.99	0.00	74.99	\$74.99
			SE					
100268473	5/1/15	IN & OUT PLUMBING & CONSTRUCTION	20324	Materials - Land Improve	7,900.00	0.00	7,900.00	\$7,900.00
100268474	5/1/15	INFOSEND INC	91397	Mailing & Delivery Services	1,582.56	0.00	1,582.56	\$4,718.67
			91398	Postage	3,136.11	0.00	3,136.11	
100268475	5/1/15	JANOM COLEMAN	274694-4870621	DED Services/Training - Books	49.44	0.00	49.44	\$49.44

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100268476	5/1/15	JAVELCO EQUIPMENT SERVICE INC	49050	Parts, Vehicles & Motor Equip	30.60	0.00	30.60	\$51.24
			49106	Parts, Vehicles & Motor Equip	20.64	0.00	20.64	
100268477	5/1/15	KELLY PAPER CO	7210578	General Supplies	283.62	0.00	283.62	\$283.62
100268478	5/1/15	KENNEDY JENKS CONSULTANTS	91214	Engineering Services	15,457.29	0.00	15,457.29	\$15,457.29
100268479	5/1/15	KOHLWEISS AUTO PARTS INC	01OE9458	Parts, Vehicles & Motor Equip	12.52	0.00	12.52	\$142.25
			01OF5184	Parts, Vehicles & Motor Equip	55.45	0.00	55.45	
			01OF7337	Inventory Purchase	74.58	1.49	73.09	
			01OF7338	Inventory Purchase	1.21	0.02	1.19	
100268480	5/1/15	LAWSON PRODUCTS INC	9303223307	Miscellaneous Equipment Parts & Supplies	883.34	0.00	883.34	\$883.34
100268481	5/1/15	LEARNINGTECH.ORG	2015_4634	Professional Services	2,400.00	0.00	2,400.00	\$2,400.00
100268482	5/1/15	MADELINE M BRIGHT	SMS-4-8	Rec Instructors/Officials	500.00	0.00	500.00	\$500.00
100268483	5/1/15	MCMASTER CARR SUPPLY CO	28044222	Miscellaneous Equipment Parts & Supplies	166.57	0.00	166.57	\$416.97
			28288128	Miscellaneous Equipment Parts & Supplies	53.46	0.00	53.46	
			28305460	Chemicals	126.93	0.00	126.93	
			28336137	General Supplies	35.65	0.00	35.65	
			28616435	Hand Tools	34.36	0.00	34.36	
100268484	5/1/15	MELROSE METAL PRODUCTS INC	13432	Miscellaneous Equipment Parts & Supplies	1,483.35	0.00	1,483.35	\$1,483.35
100268485	5/1/15	MIDWEST TAPE	92780535	Library Technology Services	801.70	0.00	801.70	\$801.70
100268486	5/1/15	NORTHWEST YMCA	NWYMCA	Professional Services	2,554.00	0.00	2,554.00	\$2,554.00
			214-217					
100268487	5/1/15	ON ASSIGNMENT LAB SUPPORT	LAB550057951	Salaries - Contract Personnel	1,380.00	0.00	1,380.00	\$7,947.84
			LAB550059544	Salaries - Contract Personnel	1,020.96	0.00	1,020.96	
			LAB550059545	Salaries - Contract Personnel	1,701.60	0.00	1,701.60	
			LAB550060110	Salaries - Contract Personnel	1,380.00	0.00	1,380.00	
			LAB550061825	Salaries - Contract Personnel	1,361.28	0.00	1,361.28	
			LAB550062391	Salaries - Contract Personnel	1,104.00	0.00	1,104.00	
100268488	5/1/15	OPTONY INC	151512	Professional Services	2,169.25	0.00	2,169.25	\$2,169.25
100268489	5/1/15	P&R PAPER SUPPLY CO INC	30034688-00	Inventory Purchase	692.60	0.00	692.60	\$692.60
100268491	5/1/15	PACIFIC WEST SECURITY INC	0989923	Alarm Services	79.00	0.00	79.00	\$212.00
			0990019	Alarm Services	133.00	0.00	133.00	
100268492	5/1/15	PAPE MACHINERY	9416826	Parts, Vehicles & Motor Equip	316.86	0.00	316.86	\$1,100.44

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			9421762	Parts, Vehicles & Motor Equip	147.55	0.00	147.55	
			9421848	Parts, Vehicles & Motor Equip	636.03	0.00	636.03	
100268493	5/1/15	PEDRO GONCALVES	376448	DED Services/Training - Books	84.00	0.00	84.00	\$293.95
			9000366600	DED Services/Training - Books	209.95	0.00	209.95	
100268494	5/1/15	PETERSON POWER SYSTEMS INC	SW240122273	Misc Equip Maint & Repair - Labor	2,720.00	0.00	2,720.00	\$4,697.11
			SW240122273	Misc Equip Maint & Repair - Materials	1,977.11	0.00	1,977.11	
100268495	5/1/15	PINE CONE LUMBER CO INC	586041	Water Meter Boxes, Vaults, and Lids	6.81	0.00	6.81	\$6.81
100268496	5/1/15	PITNEY BOWES INC	429716	Misc Equip Maint & Repair - Labor	2,243.55	0.00	2,243.55	\$2,243.55
100268497	5/1/15	PORTNOV COMPUTER SCHOOL	04-06-15	DED Services/Training - Training	5,396.00	0.00	5,396.00	\$5,994.00
			04-10-15	DED Services/Training - Training	598.00	0.00	598.00	
100268498	5/1/15	ROYAL BRASS INC	749501-001CM	Parts, Vehicles & Motor Equip	-75.32	0.00	-75.32	\$4.05
			758656-001	Parts, Vehicles & Motor Equip	79.37	0.00	79.37	
100268499	5/1/15	SC FUELS	0301860-IN	Inventory Purchase	436.04	0.00	436.04	\$436.04
100268500	5/1/15	SCS ENGINEERS	0252117	Consultants	4,000.00	0.00	4,000.00	\$4,000.00
100268501	5/1/15	SCS FIELD SERVICES INC	0252272	Services Maintain Land Improv	1,325.00	0.00	1,325.00	\$2,146.88
			0252283	Engineering Services	821.88	0.00	821.88	
100268502	5/1/15	SDSU	8144163	DED Services/Training - Training	576.00	0.00	576.00	\$576.00
100268503	5/1/15	SFO REPROGRAPHICS	21597	Printing & Related Services	180.53	0.00	180.53	\$180.53
100268504	5/1/15	SAFEWAY INC	436446-042715	Food Products	33.74	0.00	33.74	\$251.11
			725088-042815	Food Products	31.56	0.00	31.56	
			801527-041915	Food Products	43.77	0.00	43.77	
			804718-042415	General Supplies	9.43	0.00	9.43	
			804718-042415	Special Events	99.46	0.00	99.46	
			806314-042815	Food Products	25.00	0.00	25.00	
			806314-042815	General Supplies	8.15	0.00	8.15	
100268505	5/1/15	SANDERSON SAFETY SUPPLY CO	8084697-02	Inventory Purchase	34.26	0.32	33.94	\$33.94
100268506	5/1/15	SIERRA CHEMICAL CO	SLS10019863	Chemicals	3,270.08	0.00	3,270.08	\$3,270.08
100268507	5/1/15	STUDIO EM GRAPHIC DESIGN	15659	Advertising Services	81.56	0.00	81.56	\$81.56
100268508	5/1/15	SUNNYVALE FORD	440999	Parts, Vehicles & Motor Equip	37.39	0.00	37.39	\$37.39
100268510	5/1/15	SUNNYVALE WINDUSTRIAL CO INC	641674 00	Miscellaneous Equipment Parts & Supplies	119.90	0.00	119.90	\$531.11
			642015 00	Miscellaneous Equipment Parts & Supplies	411.21	0.00	411.21	

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100268511	5/1/15	THOMAS CHING	726855-4609823	DED Services/Training - Books	180.29	0.00	180.29	\$180.29
100268513	5/1/15	TRIDENT CONTRACTORS INC	CRBRMPS2015#02	Construction Services	90,365.23	0.00	90,365.23	\$90,365.23
100268514	5/1/15	UC REGENTS	923697-151	DED Services/Training - Training	575.00	0.00	575.00	\$575.00
100268515	5/1/15	US SECURITY ASSOC INC	26586	Services Maintain Land Improv	450.00	0.00	450.00	\$650.00
			26595	Services Maintain Land Improv	200.00	0.00	200.00	
100268516	5/1/15	USA BLUEBOOK	592551	Miscellaneous Equipment Parts & Supplies	85.91	0.00	85.91	\$164.16
			616127	General Supplies	78.25	0.00	78.25	
100268518	5/1/15	UNIVAR USA INC	SJ680193	Chemicals	2,817.36	0.00	2,817.36	\$2,817.36
100268519	5/1/15	UNIVERSITY OF CALIFORNIA SANTA CRUZ	56713	DED Services/Training - Training	3,393.00	0.00	3,393.00	\$24,363.00
			56717	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			56720	DED Services/Training - Training	4,770.00	0.00	4,770.00	
			56722	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			56726	DED Services/Training - Training	5,400.00	0.00	5,400.00	
100268520	5/1/15	VWR INTERNATIONAL LLC	8041035929	General Supplies	204.17	0.00	204.17	\$204.17
100268521	5/1/15	VIERA WHYE	022515PURCHASE	DED Services/Training - Books	42.80	0.00	42.80	\$42.80
100268522	5/1/15	WECK LABORATORIES INC	W5D0689-COSV	Water Lab Services	456.83	0.00	456.83	\$959.34
			W5D0690-COSV	Water Lab Services	502.51	0.00	502.51	
100268523	5/1/15	WESTERN STATES TOOL & SUPPLY CORP	058855	Inventory Purchase	488.40	0.00	488.40	\$488.40
100268524	5/1/15	WILSEY HAM	9878	Consultants	350.46	0.00	350.46	\$350.46
100268525	5/1/15	WAITER.COM INC	F0415311852	Food Products	71.14	0.00	71.14	\$71.14
100268526	5/1/15	G&K SERVICES	1083674264	Laundry & Cleaning Services	12.80	0.00	12.80	\$6,144.12
			1083674265	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083674266	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083674267	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083674268	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083674269	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083674270	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083674271	Laundry & Cleaning Services	39.56	0.00	39.56	
			1083674272	Laundry & Cleaning Services	65.06	0.00	65.06	

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			1083674273	Laundry & Cleaning Services	883.47	0.00	883.47	
			1083674274	Laundry & Cleaning Services	165.72	0.00	165.72	
			1083674275	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083674276	Laundry & Cleaning Services	127.22	0.00	127.22	
			1083674277	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083674278	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083674279	Laundry & Cleaning Services	135.82	0.00	135.82	
			1083674280	Laundry & Cleaning Services	200.60	0.00	200.60	
			1083674281	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083674282	Laundry & Cleaning Services	3.74	0.00	3.74	
			1083674283	Laundry & Cleaning Services	56.49	0.00	56.49	
			1083674284	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083674285	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083674286	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083674287	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083674288	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083674289	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083674290	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083674291	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083674292	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083674293	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083674294	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676102	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083676103	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083676104	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083676105	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083676106	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083676107	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083676108	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083676109	Laundry & Cleaning Services	40.42	0.00	40.42	
			1083676110	Laundry & Cleaning Services	65.06	0.00	65.06	

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			1083676111	Laundry & Cleaning Services	-77.46	0.00	-77.46	
			1083676112	Laundry & Cleaning Services	165.72	0.00	165.72	
			1083676113	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083676114	Laundry & Cleaning Services	127.22	0.00	127.22	
			1083676115	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083676116	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083676117	Laundry & Cleaning Services	135.82	0.00	135.82	
			1083676118	Laundry & Cleaning Services	200.60	0.00	200.60	
			1083676119	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083676120	Laundry & Cleaning Services	3.74	0.00	3.74	
			1083676121	Laundry & Cleaning Services	56.49	0.00	56.49	
			1083676122	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676123	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676124	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083676125	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083676126	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083676127	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083676128	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083676129	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676130	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676131	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083676132	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677959	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083677960	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083677961	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083677962	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083677963	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083677964	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083677965	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083677966	Laundry & Cleaning Services	40.42	0.00	40.42	
			1083677967	Laundry & Cleaning Services	65.06	0.00	65.06	

List of All Claims and Bills Approved for Payment

For Payments Dated 4/26/2015 through 5/2/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			1083677968	Laundry & Cleaning Services	274.47	0.00	274.47	
			1083677969	Laundry & Cleaning Services	160.09	0.00	160.09	
			1083677970	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083677971	Laundry & Cleaning Services	127.22	0.00	127.22	
			1083677972	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083677973	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083677974	Laundry & Cleaning Services	135.82	0.00	135.82	
			1083677975	Laundry & Cleaning Services	200.71	0.00	200.71	
			1083677976	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083677977	Laundry & Cleaning Services	3.74	0.00	3.74	
			1083677978	Laundry & Cleaning Services	56.37	0.00	56.37	
			1083677979	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677980	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677981	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083677982	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083677983	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083677984	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083677985	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083677986	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677987	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677988	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083677989	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679803	Laundry & Cleaning Services	12.80	0.00	12.80	
			1083679804	Laundry & Cleaning Services	17.88	0.00	17.88	
			1083679805	Laundry & Cleaning Services	32.58	0.00	32.58	
			1083679806	Laundry & Cleaning Services	19.62	0.00	19.62	
			1083679807	Laundry & Cleaning Services	33.46	0.00	33.46	
			1083679808	Laundry & Cleaning Services	41.60	0.00	41.60	
			1083679809	Laundry & Cleaning Services	6.02	0.00	6.02	
			1083679810	Laundry & Cleaning Services	40.42	0.00	40.42	
			1083679811	Laundry & Cleaning Services	65.06	0.00	65.06	

List of All Claims and Bills Approved for Payment

For Payments Dated 4/26/2015 through 5/2/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			1083679812	Laundry & Cleaning Services	335.99	0.00	335.99	
			1083679813	Laundry & Cleaning Services	119.13	0.00	119.13	
			1083679814	Laundry & Cleaning Services	65.76	0.00	65.76	
			1083679815	Laundry & Cleaning Services	127.22	0.00	127.22	
			1083679816	Laundry & Cleaning Services	17.60	0.00	17.60	
			1083679817	Laundry & Cleaning Services	9.83	0.00	9.83	
			1083679818	Laundry & Cleaning Services	135.82	0.00	135.82	
			1083679819	Laundry & Cleaning Services	200.60	0.00	200.60	
			1083679820	Laundry & Cleaning Services	11.73	0.00	11.73	
			1083679821	Laundry & Cleaning Services	3.74	0.00	3.74	
			1083679822	Laundry & Cleaning Services	56.37	0.00	56.37	
			1083679823	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679824	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679825	Laundry & Cleaning Services	5.12	0.00	5.12	
			1083679826	Laundry & Cleaning Services	8.74	0.00	8.74	
			1083679827	Laundry & Cleaning Services	30.84	0.00	30.84	
			1083679828	Laundry & Cleaning Services	13.42	0.00	13.42	
			1083679829	Laundry & Cleaning Services	12.54	0.00	12.54	
			1083679830	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679831	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679832	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083679833	Laundry & Cleaning Services	15.61	0.00	15.61	
			1083905901	Laundry & Cleaning Services	-132.22	0.00	-132.22	
100268537	5/1/15	HOUSTON JONES	MAY/2/2015	Special Events	1,285.13	0.00	1,285.13	\$1,285.13
100268538	5/1/15	SANTA CLARA COUNTY CLERK-RECORDER	FS ROOF REPL	Permit Fees	50.00	0.00	50.00	\$50.00
100268539	5/1/15	BAY AREA ASPHALT AND CEMENT WORKS INC	BL067485-2014	Business License Tax	27.88	0.00	27.88	\$27.88
100268540	5/1/15	BOOJANARA REAL ESTATE	BL050294CR BAL	Business License Tax	41.75	0.00	41.75	\$41.75
100268541	5/1/15	CORAL & CALYPSO LLC	BL066670-2015	Business License Tax	56.90	0.00	56.90	\$56.90
100268542	5/1/15	DEVIN COLLIER	BL061751-2015	Business License Tax	34.13	0.00	34.13	\$34.13

List of All Claims and Bills Approved for Payment

For Payments Dated 4/26/2015 through 5/2/2015

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
100268543	5/1/15	FABRICE DOMINIONI	178831-12680	Refund Utility Account Credit	139.34	0.00	139.34	\$139.34
100268544	5/1/15	FULL BLOWN MOVIES	BL065478CR	Business License Tax	51.08	0.00	51.08	\$51.08
			BAL					
100268545	5/1/15	GUCKENHEIMER@PAMF SUNNYVALE	BL064770CR	Business License Tax	19.62	0.00	19.62	\$19.62
			BAL					
100268546	5/1/15	HOMAYOUN B AGHEVLY	BL063626-2015	Business License Tax	34.14	0.00	34.14	\$34.14
100268547	5/1/15	HORACE WILSON	217537	Lib - Lost & Damaged Circulation	27.93	0.00	27.93	\$27.93
100268548	5/1/15	JEREMY CHEW	BL066787	Business License Tax	99.46	0.00	99.46	\$99.46
100268549	5/1/15	MASTANEH VISAGE BEAUTY SALON	164123-44218	Refund Utility Account Credit	972.66	0.00	972.66	\$972.66
100268550	5/1/15	NUMBISH PRAJAPATI	338CHARLES	Deposits Payable - Miscellaneous	1,625.00	0.00	1,625.00	\$1,625.00
100268551	5/1/15	PCOA DEVICES USA LLC	BL065651CR	Business License Tax	18.32	0.00	18.32	\$18.32
			BAL					
100268552	5/1/15	RBUILDER	BL68226-2014	Business License Tax	10.27	0.00	10.27	\$10.27
100268553	5/1/15	RICHA SAINI	261418	Lib - Lost & Damaged Circulation	9.99	0.00	9.99	\$9.99
100268554	5/1/15	SPB VENTURES LLC	BL067471CR	Business License Tax	186.50	0.00	186.50	\$186.50
			BAL					
100268555	5/1/15	TOTAL PHASE INC	141211-58228	Refund Utility Account Credit	19.19	0.00	19.19	\$19.19
400000487	4/27/15	UNION BANK OF CALIFORNIA		Workers' Compensation - Claims	117,992.80	0.00	117,992.80	\$117,992.80
950100508	4/30/15	STATE BOARD OF EQUAL DIRECT DEPOSIT	20587399056	Use Tax Payable	9,899.81	0.00	9,899.81	\$9,899.81
950900895	4/30/15	PUBLIC EMPLOYEES RETIREMENT SYSTEM		Retirement Benefits - PERS - Replacement Benefit Fund	129,741.12	0.00	129,741.12	\$129,741.12
950900896	4/30/15	PUBLIC EMPLOYEES RETIREMENT SYSTEM		Retirement Benefits - PERS - Mandatory Arrears	12,979.28	0.00	12,979.28	\$12,979.28
Grand Total Payment Amount								<u>\$1,106,913.90</u>



City of Sunnyvale

Agenda Item

15-0456

Agenda Date: 5/12/2015

REPORT TO COUNCIL

SUBJECT

Approve Revised 2015 Sewer System Management Plan (SSMP)

BACKGROUND

On May 2, 2006, the State Water Resources Control Board (Board) adopted Order No. 2006-0003 - Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems. The Order requires public agencies that own or operate sanitary sewer systems to develop and implement a SSMP aimed at reducing sanitary sewer overflows (SSOs). It also requires these agencies to report all SSOs to the Board. The SSMP must include 11 elements demonstrating how the agency constructs, manages, operates and maintains its sanitary sewer system. These elements are described in the attached revised SSMP and are summarized below:

1. Goals of the SSMP
2. Organization and chain of communications for SSMP
3. Legal Authority to operate and maintain its sewage collection system
4. Sewer Collection System Operation & Maintenance Program
5. Sewer Collection System Design and Performance Provisions
6. Sewer Overflow Emergency Response Plan
7. Fats, Oil and Grease Control Program
8. Collection, System Evaluation and Capacity Assurance Plan
9. Monitoring, Management and Plan Modifications
10. SSMP Program Audits
11. Communication Program with Public and Stakeholders

The Order required that the governing body for each agency approve its agency's SSMP at a public hearing. Council approved the SSMP on September 11, 2012.

On July 26, 2013, the State Water Board's Executive Director issued a revised Monitoring and Reporting Program (MRP) that became effective on September 9, 2013. The revised MRP required staff to make changes to the 2012 SSMP for monitoring and reporting SSOs. In addition, the GWDR requires that the SSMP be updated and recertified at least every five years.

This report recommends the adoption of the revised SSMP in its entirety to meet State Board's MRP requirements.

EXISTING POLICY

General Plan Goal EM-6: Effective Wastewater Collection System

Continue to operate and maintain the wastewater collection system so that all sewage and industrial wastes generated within the City are collected and conveyed under safe and sanitary conditions to

the Water Pollution Control Plant.

ENVIRONMENTAL REVIEW

Implementation of the SSMP will apply to sanitary sewer collection systems that constitute “existing facilities” of the City, or may require the installation of minor sewer system facilities which will involve either minor alterations to existing facilities, or repair or replacement of existing facilities involving negligible or no expansion of sewer capacity. Such activities are exempt from review under the California Environmental Quality Act. (CEQA Guidelines 15301, 15302.) The adoption of the SSMP is also exempt from environmental review because it requires the implementation of management operations programs and plans to enhance and protect the environment by limiting the occurrence of SSOs in the City. (CEQA Guideline 15308.) .

DISCUSSION

Sanitary sewers often contain high levels of pathogenic organisms and toxic pollutants. When overflows of the system occur, untreated sewage can flow into streets, onto properties, and through the storm drain system into local waterways. Consequently, SSOs have the potential to pollute surface water and groundwater, threaten public health, adversely affect aquatic life and impair the recreational use and aesthetic enjoyment of surface waters. There are many causes of SSOs. Some of the more common causes of SSOs include grease and root blockages in sewer lines, sewer line damage, manhole structure failures, pump station outages or failures, excessive storm or ground water inflow and infiltration, sewer system aging, various operation and maintenance issues and/or insufficient capacity. Many SSOs are preventable with effective management, operations and maintenance of the sewer system. The purpose of the City’s SSMP is to implement source control measures and improve the management, operation and maintenance of the sewer system in order to reduce the number of SSOs and mitigate the impacts of the SSOs that do occur.

The Environmental Services Department (ESD) has prepared the City’s revised SSMP (Attachment 1) in compliance with the new MRP requirements. Attachment 2 contains the list of revisions made to the 2012 Plan. The revised plan will be posted on the City’s website after Council approval.

The following are the highlights of the changes in the revised 2015 SSMP:

1. Change in Notification Requirement for spills that reach surface water:

- Three notification calls were required (California Office of Emergency Services, Regional Water Quality Control Boards, and local Health Departments). Required notification has been changed to call California Office of Emergency Services (Cal OES) only since Cal OES notifies the Regional Water Quality Control Boards and local Health Departments when a spill notification is received.
- Elimination of requirement to submit a certification to Regional Water Quality Control Boards within 24 hours of making notification calls.
- Requiring notification calls for only spills of 1,000 gallons or more. Notification of Cal OES was required for all spills to surface water.
- Addition of requirement to update Cal OES when there are substantial changes to previously reported spill volume estimates or impacts.

2. Defined new spill categories and refined spill report fields:

- Replaced spill Categories 1 and 2, with Categories 1, 2, and 3. Spills are now classified as follows:
- Category 1 - Spills of any volume that reaches surface water

- Category 2 - Spills greater than or equal to 1,000 gallons that do not reach surface water
 - Category 3 (formerly Category 2) - Spills less than 1,000 gallons that do not reach surface water
- All spills to surface water will be in a distinct category with this change.

3. Addition of requirement to submit a technical report within 45 days of the end date for spills to surface water over 50,000 gallons.

4. Addition of requirement to develop a Water Quality Monitoring plan to be implemented within 48 hours after initial notification for spills where 50,000 gallons or more reach surface water.

5. Addition of requirement to submit an electronic copy of Sewer System Management Plan (SSMP) or provide the web address where SSMP is posted.

6. Addition of enhanced record keeping requirements.

7. Addition of a 120-day time limit for amending and re-certifying spill reports.

The City is required to monitor implementation and effectiveness of the SSMP. Various performance indicators related to the implementation of the SSMP are reported to City Council as part of the annual budget process.

The City is also required to update and recertify the SSMP at least every five years. Future SSMP revisions will be brought forward to the City Council for approval and recertification as necessary.

FISCAL IMPACT

There is no fiscal impact from adoption of the revised SSMP.

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.

ESD conducts ongoing public outreach and education to residents and businesses related to sanitary sewer overflows, preventing grease blockages and Best Management Practices for handling of grease waste. Residential education on the negative impacts of discharging fats, oil, and grease (FOG) into the sanitary sewer system includes distribution of flyers, information at community events and bill inserts. Additionally, ESD inspects all food service facilities annually for compliance with grease removal device maintenance requirements, and distributes educational materials during these inspections. The Community Development Department also conducts the plan checks for all new and remodeling restaurants and other food service facilities to determine proper grease removal device sizing

ALTERNATIVES

1. Approve the revised 2015 Sewer System Management Plan in its entirety to meet State Board

requirements.

2. Provide other direction to staff.

RECOMMENDATION

Approve the revised 2015 Sewer System Management Plan in its entirety to meet State Board requirements.

Prepared by: Mansour Nasser, Water & Sewer Systems Division Manager

Reviewed by: John Stufflebean, Director, Environmental Services Department

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Sewer System Management Plan, May 2015

2. List of Significant Revisions

CITY OF SUNNYVALE



Sewer System Management Plan

May 2015

CIWQS WDID: 2SSO10200

**Last Updated in September 2012
City Council Adoption: May 12, 2015**

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Note: Element numbers are based on SWRCB General Waste Discharge Requirements (GWDR), dated May 2, 2006

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Appendix X-A:	SSMP Program Audit
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I. INTRODUCTION

A. Sewer System Management Plan

This Sewer System Management Plan (SSMP) has been prepared by the City of Sunnyvale Environmental Services Department (ESD). It is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of the City's sanitary sewer system.

The State Water Resources Control Board (SWRCB) has issued Statewide Waste Discharge Requirements for sanitary sewer systems, which include requirements for development of an SSMP. This SSMP is intended to meet the requirements of the San Francisco Bay Regional Water Quality Control Board and the State Water Resources Control Board. Specifically, it follows the General Waste Discharge Requirements (GWDR) for Wastewater Collection Agencies, State Water Resources Control Board Order Number 2006-0003 dated May 2, 2006 and amended by the revised Monitoring and Reporting Program (MRP) in Order WQ 2013-0058-EXEC, dated September 9, 2013.

The structure (element numbering and nomenclature) of this SSMP follows the General Waste Discharge Requirements (GWDR) for Wastewater Collection Agencies. The City's waste discharger identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10200.

B. Sanitary Sewer System Facilities

City of Sunnyvale

The City operates a sanitary sewer system that serves a residential population of approximately 147,000 (daytime population approximately 230,000) in a 23 square mile service area. The sewer system consists of about 295 miles of gravity sewers (approximately 6,925 line segments), approximately 16,079 feet of force main, 7,133 manholes, and five pump stations. The sewers range in size from 4-inch to 48-inch diameter.

Sewer service laterals are owned by, and therefore the responsibility of, the property owner to maintain and assure serviceability. The City may provide maintenance services to laterals located within the public right-of-way as a courtesy service if a property line cleanout exists, and the cleanout and adjacent area are accessible to City staff and equipment. The City may provide maintenance, repair, rehabilitation, and/or replacement of the "lower" portion of private sanitary sewer laterals located within the public right of way on a discretionary basis.

Information regarding City of Sunnyvale sewer system piping by size and material of construction is presented in Tables I-1 and I-2, respectively. Table I-3 includes information regarding laterals. Data regarding the exact age of the City's sewer system is inexact; however, the average age is estimated to be 46 years based on the town's incorporation in 1902, development records, and its historical population growth, and the City's GIS database.

Table I-1. Sewer System Size Distribution - Sunnyvale

Diameter	Total Number Line Segments	Total Linear Feet	Portion of Sewer System
Unknown	80	4,018	0.3%
4 inch	20	1,099	0.10%
6 inch	969	215,026	13.8%
8 inch	3,852	869,764	55.9%
10 inch	769	159,643	10.3%
12 inch	492	111,381	7.2%
14 inch	29	6,738	0.4%
15 inch	199	49,630	3.2%
16 inch	10	2,844	0.2%
18 inch	164	42,405	2.7%
20 inch	0	0	0%
21 inch	99	25,091	1.6%
22 inch	2	387	0.02%
24 inch	70	19,632	1.3%
27 inch	81	23,661	1.5%
30 inch	2	98	0.01%
33 inch	26	5,322	0.3%
36 inch	8	2,376	.2%
39 inch	27	9,594	0.6%
42 inch	12	4,711	0.30%
48 inch	14	2,559	0.20%
Grand Total	6,925	1,555,979	100.0%

Source: City of Sunnyvale GIS, 2015

Table I-2. Sewer System Materials of Construction - Sunnyvale

Material	Total Number Line Segments	Total Linear Feet	Portion of Sewer System
ABS	2	32	0.002%
CIP	44	5,311	0.3%
CMP	4	814	0.1%
CPDRG	1	419	.03%
DIP	5	450	0.03%
HDPE	22	6,834	0.4%
PE	18	4,852	.3%
PVC	67	11,112	0.7%
RCP	47	15,969	1.0%
VCP	6,543	1,497,488	96.2
Unknown	172	12,698	0.8
Grand Total	6,925	1,555,979	100.0%

Source: City of Sunnyvale GIS, 2015.

Table I-3. Laterals - Sunnyvale

	Number of Laterals
City of Sunnyvale	27,600 est.

Rancho Rinconada

The City also owns and operates the wastewater collection mains in portions of the Cities of Cupertino and San Jose known as the “Rancho Rinconada area.” The service area is comprised of approximately 81,000 feet of sewer mains ranging in size from 6” to 15” diameter.

Sewer service laterals in the Rancho Rinconada area are owned by, and therefore the responsibility of, the property owner to maintain and assure serviceability. Maintenance, repair, rehabilitation, and replacement of private sanitary sewer laterals within the Rancho Rinconada area are the sole responsibility of the property owner. The City may provide maintenance services to laterals located within the public right of way as a courtesy service to the residents within the Rancho Rinconada area only if the property line cleanout and adjacent area are accessible to City staff and equipment. The City does not install any type of cleanout on private sewer laterals.

Information regarding Rancho Rinconada sewer system is included in Table I-4 and information regarding laterals is presented in Table I-5. Data regarding the exact age of the Rancho Rinconada sewer system is inexact; however, the average age is estimated to be 60 years based on the development records. The total sewer service area, including Rancho Rinconada, is about 310 miles of pipeline with 7,176 line segments.

Table I-4. Sewer System Size Distribution - Rancho Rinconada

Diameter	Total Number Line Segments	Total Linear Feet	Portion of Sewer System
6 inch	129	41,122	51.0%
8 inch	85	23,666	29.3%
10 inch	17	5,170	6.4%
12 inch	8	3,259	4.0%
15 inch	12	7,420	9.2%
Grand Total	251	80,637	100.0%

Source: Sunnyvale GIS, 2015.

Table I-5. Sewer System Materials of Construction - Rancho Rinconada

Pipeline Material	Total Number Line Segments	Total Linear Feet	Portion of Sewer System
CIP	3	753	0.9%
VCP	93	28,196	35.0%
WSP	2	249	0.3%
Unknown	153	51,439	63.8%
Grand Total	251	80,637	100.0%

Source: Sunnyvale GIS, 2015.

Table I-6. Laterals – Rancho Rinconada

	Number of Laterals
Rancho Rinconada	1,871

C. Definitions, Acronyms, and Abbreviations

ASTM - American Society for Testing and Materials

AWWA - American Water Works Association

BAWCA - Bay Area Clean Water Agencies

BMP - Best Management Practices

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Cal OES - California OES Office of Emergency Management

Refers to the California Office of Emergency Management. All Category 1 SSOs greater than or equal to 1,000 gallons must be reported to Cal OES.

CCTV - Closed Circuit Television

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

CIP - Capital Improvement Plan

Refers to the document that identifies future capital improvements to the City's sanitary sewer system.

CIP - Cast Iron Pipe

City

Refers to the City of Sunnyvale.

CIWQS - California Integrated Water Quality System

Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

CMMS - Computerized Maintenance Management System

Refers to a database application used manage and document maintenance activities of a collection system.

CMOM - Capacity, Management, Operations, and Maintenance

Refers to the federal (USEPA) program for regulating operation of sewer collection systems. CMOM requirements were incorporated into draft regulations that were subsequently withdrawn. The SSMP and its requirements closely resemble the CMOM program.

CONC - Concrete Pipe

CSP - Corrugated Steel Pipe

CSRMA – California Sanitation Risk Management Authority

CWEA – California Water Environment Association

CY - Calendar Year

D/I - Drain Inlet

DIP - Ductile Iron Pipe

Dispatch

Dispatch refers to Sunnyvale Answer Point or Dept. of Public Safety Communications.

DPS – Department of Public Safety

DPW - Department of Public Works

ESD - Environmental Services Department

Refers to City of Sunnyvale Environmental Services Department, which includes the City's Water and Sewer Services, Water Pollution Control Plant, Solid Waste and Recycling, and Regulatory Programs Divisions.

FOG - Fats, Oils, and Grease

Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

FSE - Food Service Establishment

Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

FTE - Full-time Equivalent

Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

FY - Fiscal Year

GIS - Geographical Information System

Refers to the City's system that it uses to capture, store, analyze, and manage geospatial data associated with the City's sanitary sewer system assets.

GPS - Global Positioning System

Refers to the handheld unit that can be used to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.

GWDR - General Waste Discharge Requirements

Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006, and amended by the revised monitoring and reporting program (Order WQ 2013-0058-EXEC) dated September 9, 2013.

HDPE - High Density Polyethylene Pipe

I/I - Infiltration/Inflow

Refers to water that enters the sanitary sewer system from storm water and groundwater and increases the quantity of flow. Infiltration enters through defects in the sanitary sewer system after flowing through soil. Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Lateral

Refers to the piping that conveys sewage from a building to the City sewer system. The distinction is sometimes made between the upper lateral (from building to public right-of-way) and the lower lateral (from public right-of-way to the sewer main).

LRO - Legally Responsible Official

Refers to the individual designated by the City to certify SSO reports on the CIWQS system. The LRO must be formally designated by the City and registered with the SWRCB.

MGD - Million Gallons per Day

M/H - Manhole

MPPM - Monitoring, Measurement, and Plan Modifications

M.O.C. - Municipal Operations Center

MRP - Monitoring and Reporting Program

Refers to the revised monitoring and reporting requirements included in Order WQ 2013-0058-EXEC, dated September 9, 2013.

Sunnyvale Answer Point and DPS Communications

The City of Sunnyvale operates two communication centers. During normal business operations, calls are received by Sunnyvale Answer Point. During all other hours, calls are received by Sunnyvale DPS Communications, the City's 911 system which is staffed 24/7. For the purpose of this SSMP, both will be referred to as SV Communications.

OERP - Overflow Emergency Response Plan

For the purpose of this SSMP, this plan will be referred to as the Sanitary Sewer Overflow Response Plan (SSORP).

O&M - Operations and Maintenance

PACP – Pipeline Assessment and Certification Program

PCC - Portland Cement Concrete Pipe

PM - Preventive Maintenance

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair).

Property Damage Overflow

Refers to a sewer overflow or backup that damages a property owner's premises.

PSD - Public Services Division

PVC - Polyvinylchloride Pipe

RCP - Reinforced Concrete Pipe

RWQCB - Regional Water Quality Control Board

Refers to the San Francisco Bay Regional Water Quality Control Board.

Sanitary Sewer System

Refers to the portion of the sanitary sewer facilities that are owned and operated by the City of Sunnyvale.

SCADA - Supervisory Control and Data Acquisition

Refers to the system that is employed by the City to monitor the performance of its pump stations and to notify the operating staff when there is an alarm condition that requires attention.

SDR - Standard Dimension Ratio

Refers to the ratio of pipe diameter to pipe wall thickness in plastic pipes.

SECAP - System Evaluation and Capacity Assurance Plan

SSMP - Sewer System Management Plan

SSO Report

Refers to sanitary sewer overflow report.

SSOs - Sanitary Sewer Overflows

Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream from the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.

SSORP - Sanitary Sewer Overflow Response Plan

Refers to the City's Overflow Emergency Response Plan which is a component of this SSMP that addresses the City's response to SSO events.

SWRCB - State Water Resources Control Board

Refers to the California Environmental Protection Agency (EPA) State Water Resources Control Board and staff responsible for protecting the State's water resources.

USA – Underground Service Alert

VCP - Vitrified Clay Pipe

Water of the State

Water of the State means any water, surface or underground, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the State unless the sewage is completely contained and returned to the sewer system. May also be referred to as surface water(s) or State waterway.

Wastewater on-call duty

Refers to the City of Sunnyvale Wastewater on-call worker.

WPCP - Water Pollution Control Plant

WSP - Welded Steel Pipe

WWD - Wastewater Division

Refers to the City of Sunnyvale, Environmental Services Department, Wastewater Collections Division.

D. References

New Requirements for Preparing Sewer System Management Plans, California Regional Water Quality Control Board San Francisco Bay Region letter to Sewer System Authorities, July 7, 2005 www.cwea.org/conferences/sso/Reg2Letter-SSMP0705.pdf.

Sewer System Management Plan (SSMP) Development Guide, San Francisco Bay Regional Water Quality Control Board in cooperation with Bay Area Clean Water Agencies, July 2005 www.waterboards.ca.gov/sanfranciscobay/publications_forms/documents/SSMP%20Development%20Guide%20-%20Final.pdf

State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, California State Water Resources Control Board, May 2, 2006, with Revised Monitoring and Reporting Program, Order WQ-2013-0058-EXEC

General Order:

www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

Revised Monitoring and Reporting Program

www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

Regional Water Board Letter dated October 3, 2012 Discontinuation of Requirements for Annual Reports of SSOs and Annual SSMP Audits, Effectively Rescinding November 2004 and July 2005 orders

ELEMENT I. GOALS

A. Introduction

This section identifies goals the City has set for the management, operation, and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for City staff to continue the high-quality work to implement the improvements in the management and maintenance of the City's wastewater collection system.

B. Regulatory Requirements

State GWDR Requirement:

The collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

C. Goals for the Wastewater Collection System

Providing safe, responsive, and reliable sewage conveyance is a key component of the goals and objectives of the City's Environmental Services Division, Wastewater Collections Program.

The City's Wastewater Collections Program has adopted the following goals. These goals outline responsibilities and provide direction and understanding for all sewer maintenance and cleaning activities.

- Provide for the reliable collection of sewage throughout the City to protect public health and the environment, to prevent sanitary sewer overflows, and to minimize odors.
- Ensure all sanitary sewage is collected and transported to the City's Water Pollution Control Plant.
- Maintain and repair the City's Sanitary Sewer Collection System in a cost-effective, safe, reliable, and timely manner.
- Comply with all federal, state, and local laws and regulations pertaining to sanitary sewer collection operation and maintenance.
- Respond to emergency events and provide assistance for residents and businesses.
- Provide sewer collection services in the Rancho Rinconada area located in the cities of Cupertino and San Jose.
- Provide administrative and support services to promote customer satisfaction and confidence. Continue to professionally manage, operate, and maintain all parts of the sewer collection system.
- Provide adequate capacity to convey peak flows.

- Minimize the frequency of SSOs that can pose a threat to public health.
- Mitigate the impact of SSOs.

This SSMP supplements and supports the City's existing Maintenance and Operations Program and goals by providing high-level, consolidated guidelines and procedures for all aspects of the City's wastewater system management. The SSMP will contribute to the proper management of the collections system and assist the City in minimizing the frequency and impacts of SSO's by providing guidance for appropriate maintenance, capacity management and emergency response.

D. Goals and Policies:

The City's General Plan, which was consolidated in 2011, contains Goals and Policies applicable to the wastewater collection system. Refer to the City's General Plan web page at: <http://sunnyvale.ca.gov/CodesandPolicies/GeneralPlan.aspx>

ELEMENT II. ORGANIZATION

A. Introduction

This section of the SSMP identifies City staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO notification and reporting requirements. It also includes the designation of the Legally Responsible Official (LRO), who is responsible for completing and certifying spill reports submitted to the SWRCB's on-line reporting system (CIWQS). This section fulfills the organization requirement of the SWRCB (Element 2) SSMP requirements.

B. Regulatory Requirements

State GWDR Requirement:

The collection system agency's SSMP must identify:

1. The name of the responsible or authorized representative;
2. The names and telephone numbers for management, administration, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board and/or the California Office of Emergency Services (Cal OES)).

C. Organization and Staffing

The organization chart for the management, operation and maintenance of the City's wastewater collections system is shown on Figure II-1. General Responsibilities are described below. Table II-1 is a listing of telephone numbers for key positions.

Figure II-1. Organization Chart for Wastewater Collections

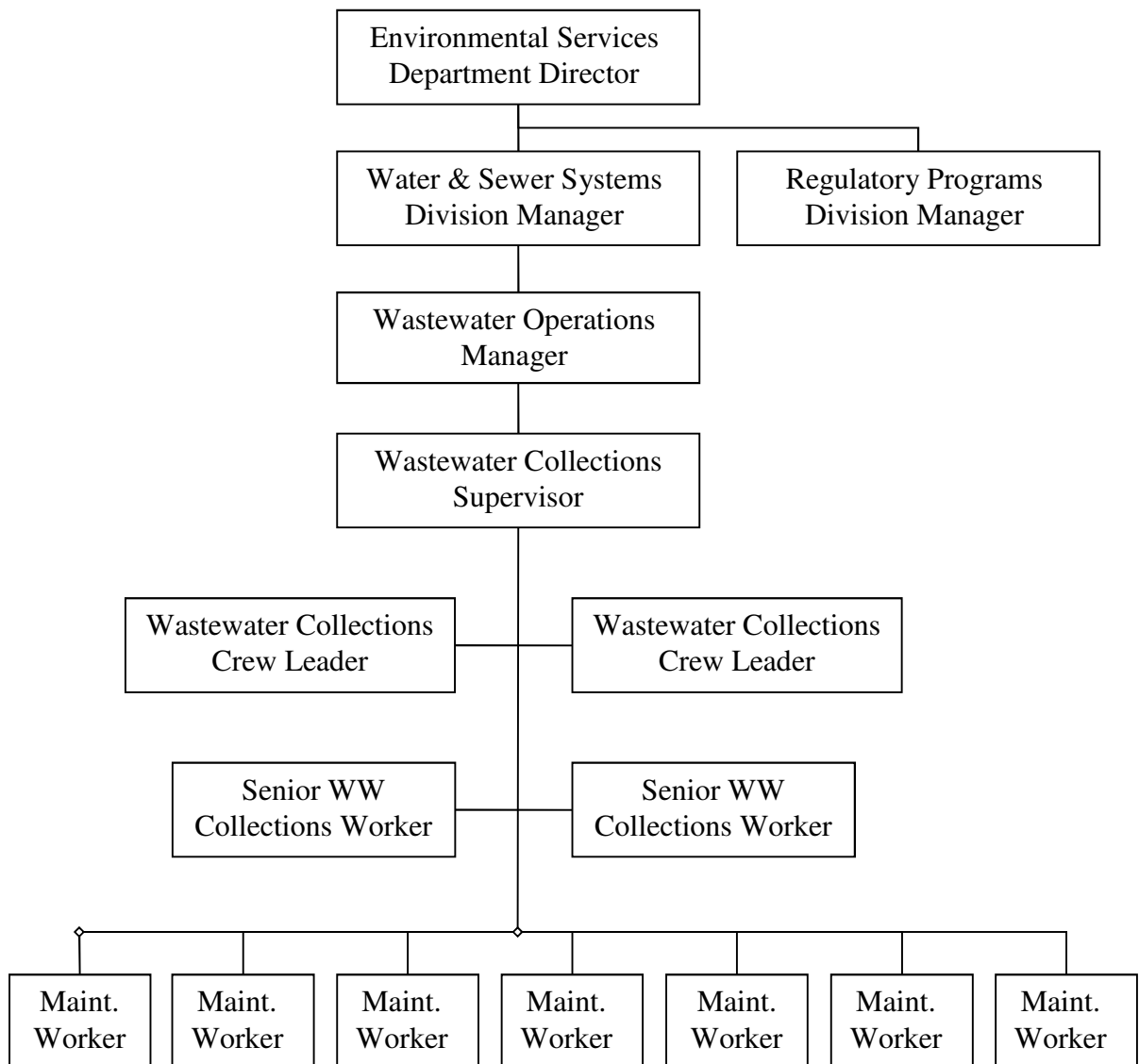


Table II-1. Contact Numbers for Key ESD Positions

Contact	Telephone Number
City Hall	408-730-7500
Answer Point / Dispatch	408-730-7400
Department of Public Safety	408-730-7100
Wastewater Operations Manager	408-730-7714
Wastewater Collections Supervisor	408-730-7566
Wastewater Collections Crew Leader	408-992-5846
Wastewater on-call staff	408-859-3559
Water and Sewer Systems Div. Manager	408-730-7578
Environmental Services Dept. Director	408-730-7954

Description of General Responsibilities

Environmental Services Director

Under administrative direction, provides overall management of the Environmental Services Department, consisting of the Water Pollution Control Plant, Water and Sewer Systems, Solid Waste Programs, and Regulatory Programs Divisions. Along with the City Manager, City Attorney, and other Department heads, serves as a member of the City's Executive Leadership Team.

Water and Sewer Systems Division Manager

Under administrative direction, provides general direction to direct the work of the Water and Wastewater Operations Programs; may act as the Environmental Services Director in the Director's absence or at the Director's discretion.

Wastewater Operations Manager

Under general direction from the Water and Sewer Systems Division Manager, the Wastewater Operations Manager manages operation of the City's wastewater and stormwater collection systems. This is a management level classification in which the incumbent plans, organizes, directs, and coordinates the activities of the wastewater and stormwater collection system programs.

Wastewater Collections Supervisor

Under direction, supervises the activities of lead personnel, field crews and individuals in the maintenance and repair of public utilities that are operated by the Environmental Services Department. Positions in this classification are characterized by an intermediate structure where

work activities change considerably from day to day, or even hour to hour, but usually within some reasonable or expected bounds. Contacts are regularly made both inside and outside the organization at all organizational levels, and require considerable tact, discretion and persuasion skills to obtain willing action and consent.

Wastewater Collections Crew Leader

Under direction, works with and leads field crews and individuals in the maintenance and repair of public utilities including, but not restricted to, storm drains, sanitary sewers and water systems; does related work as required.

Incumbents in this classification will normally receive assignments from individuals in the higher-rated classification of Wastewater Collections Supervisor, although they may also receive direction from the managerial classification of Wastewater Operations Manager.

Senior Wastewater Collections Worker

Under general direction, performs skilled manual tasks in the construction, repair, and maintenance of sanitary sewers, storm drains, and supporting facilities; operates motorized equipment; occasionally leads small field crews; performs related work as required.

Maintenance Worker I and II

Under general supervision, performs a variety of semi-skilled and skilled manual tasks in the construction, repair and maintenance of sanitary sewer and storm drain facilities; operates motorized equipment; performs related work as required.

Crew Assignments:

The Wastewater Operations Manager oversees the entire Program. The Wastewater Collections Supervisor oversees the day to day operation. The Wastewater Collections Crew Leaders, Senior Wastewater Collections Workers generally rotate duties which include: leading crews; operating hydro-flushers; operating CCTV equipment; performing underground utility locates (USA); and being on-call. Hydro-flushing, CCTV, locating, pump and lift station preventive maintenance, and general maintenance and construction duties are shared amongst Senior Utility Workers and the Maintenance Workers.

The construction crew makes needed repairs of the City sanitary sewer system which includes but is not limited to: mains, laterals, pump/lift stations, manholes, and repairs or installs property line clean outs. The construction crew typically consists of three employees.

The hydro-flushing crews perform all cleaning of City sewer mains. Hydro-flushing uses high pressure water to clean the sewer mains. A hydro-flushing crew consists of two employees on a hydro-flushing truck.

The CCTV crew performs televising and condition assessment of the sanitary sewer collection system piping using a robotic pipe inspection camera system and software. A CCTV crew consists of two employees.

The on-call service tech receives and responds to sanitary and storm sewer calls and emergency response requests for wastewater and other issues as required.

One employee is assigned to locating duties, and performs all city utility USA locates. Utilities owned and maintained by the City include sewer, storm and water mains, street light conduit, as well as other City owned subsurface infrastructure. This employee typically shares the televising of wastewater laterals duties.

Legally Responsible Official

The City's authorized representative in all wastewater collection system matters is the Environmental Services Director. The Water and Sewer Systems Division Manager is authorized to act in Director's absence. There are three individuals designated as a Legally Responsible Official (LRO) for purposes of CIWQS reporting and certification: the Wastewater Operations Manager (primary), the Water and Sewer Systems Division Manager (backup), and the Environmental Services Department Director. The City also has two additional employees designated as CIWQS data submitters.

Responsibility for SSMP Implementation

The Environmental Services Director is responsible for implementing all elements of this SSMP. The Environmental Services Director coordinates with the Public Works Director regarding construction of new City-owned sewer facilities. Table II-2 below indicates the City staff responsibilities for SSMP elements. Vacancies in these positions occur from time to time. Current staff lists can be found on the City web site.

SSO Response and Reporting Chain of Communication

The SSO reporting process is described in Element VI: Overflow Emergency Response Plan. Figure VI-1 depicts the chain of communication for responding to and reporting SSO's from observation of an SSO to reporting the SSO to the appropriate agencies. Table II-1 above lists the contact phone numbers for the parties involved in the chain of communication.

Table II-2. City Staff Responsibility for SSMP Elements

SSMP Element	Responsible Official	Name	Phone Number	Email Address
I – Goals	Wastewater Operations Manager (Interim)	Robert Wilsion	408-730-7714	rwilson@sunnyvale.ca.gov
II – Organization	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@sunnyvale.ca.gov
III – Legal Authority	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@sunnyvale.ca.gov
IV – O&M Program	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
V – Design & Performance Provisions	Water & Sewer Systems Div. Manager	Mansour Nasser	408-730-7578	mnasser@sunnyvale.ca.gov
VI – Overflow Emergency Response Program	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
VII - FOG Control Program	Regulatory Programs Manager	Melody Tovar	408-730-7808	mtovar@sunnyvale.ca.gov
VIII – System Evaluation and Capacity Assurance Plan	Water & Sewer Systems Div. Manager	Mansour Nasser	408-730-7578	mnasser@sunnyvale.ca.gov
IX – Monitoring, Measurement, and Program Modifications	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
X – SSMP Program Audits	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov

XI – Communication	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@ sunnyvale.ca.gov
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ELEMENT III. LEGAL AUTHORITY

A. Introduction

This section of the SSMP discusses the City's Legal Authority, including the Municipal Code and agreements with other agencies.

B. Regulatory Requirements

The summarized requirements for the Legal Authority section of the SSMP are:

State GWDR Requirement:

The Wastewater Collection System Agency must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- (b) Require that sewers and connections be properly designed and constructed;
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City;
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages;
- (e) Enforce any violation of its sewer ordinances;
- (f) Authority to inspect grease producing dischargers [from GWDR FOG provisions], and
- (g) Authority to enforce sewer-related ordinances

C. Sunnyvale Municipal Code

The *Sunnyvale Municipal Code*, Chapter 12, describes the City's current legal authorities. The legal authorities provided by the Municipal Code and other sources that address the regulatory requirements are summarized in Table III-1.

Table III-1. Summary of Legal Authorities in Municipal Code and Other Sources

Requirement	Municipal Code Reference	Meets GWDR Requirements
<i>General</i>		
Prevent illicit discharges into the wastewater collection system	Chapter. 12.12.020	Yes
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Chapter 12.12.020 Chapter 12.12.025 Chapter 12.12.026	Yes
Require that sewers and connections be properly designed and constructed	Chapter 12.08.010 Chapter 12.08.020 Chapter 16.24	Yes
Require proper installation, testing, and inspection of new and rehabilitated sewers	Chapter 16.24 Chapter 18-12-150 City Std. Specs.	Yes
<i>Maintenance and Inspection, including Laterals</i>		
Clearly define City responsibility and policies	City Council Policy No. 3.3D.6	Yes
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the City	Chapter 18.08.040 (f), 18.12.150 (a) and 18.12.080(a)	Yes
<i>FOG Source Control</i>		
Requirements to install grease removal devices, design standards for the grease removal devices, maintenance, BMP, record keeping and reporting requirements	Chapter 12.12.026	Yes
Authority to inspect grease producing facilities	Chapter 12.12.026 Chapter 12.12.260	Yes
<i>Enforcement</i>		
Enforce any violation of sewer ordinances	Chapter 12.12.050 Chapter 12.12.060 Chapter 12.12.080 Chapter 12.18.090	Yes

The City's legal authority does not require the control of infiltration and inflow (I/I) from private service laterals. (The GWDR has no equivalent requirement). However, inflow and infiltration is not currently a significant issue for the City. Average daily flows during rain events are typically only 10-30% above dry weather flows, and the sewer system has not historically experienced capacity-related SSOs. In addition, with its large area of oxidation ponds providing flow equalization, the WPCP readily manages peak wet weather flows without the need for "blending". The Wastewater Collection System Master Plan effort, which began development in early 2012 and is expected to be completed in Winter 2015,

includes a task to evaluate sewer system I/I and to make cost-effective improvements to reduce I/I.

D. Agreements with Satellite Agencies

The City has informal, undocumented mutual aid agreements with the neighboring Cities of Santa Clara, Los Altos, and Mountain View. The City will continue to assist any surrounding cities when requested if able.

ELEMENT IV. OPERATIONS AND MAINTENANCE PROGRAM

A. Introduction

This section is intended to provide an overview of the City's sewer system operations and maintenance (O&M) program.

B. Regulatory Requirements

State GWDR Requirement (Operations and Maintenance)

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

C. Operations and Maintenance Program

RWQCB guidance and GWDR requirements for the Operations and Maintenance Program generally conform to each other. The following descriptions respond first to the SWRCB requirements. RWQCB guidance that is not addressed by the GWDR requirements follow at the end of this section.

Collection System Maps

The City has a Geographical Information System (GIS) that includes information for wastewater collection system assets including: gravity line segments, manholes, pumping

facilities, and pressure pipes (force mains). The City also has information in its GIS for the storm drainage system. The GIS information is available to internal City staff.

The field crews use hard copy “block maps” that are available in all maintenance vehicles as well as in the office. Map corrections are noted by field crews, transmitted to the IT section, and IT makes corrections in the GIS maps.

Preventive Operations and Maintenance

The elements of the City’s sewer system O&M program include:

- Proactive, preventive and corrective maintenance of gravity sewers;
- CCTV inspection;
- Rehabilitation and replacement of sewers that are in poor condition; and
- Periodic inspection and preventive maintenance for the pump stations.

Currently there are two combination unit crews, one construction crew, one CCTV crew, one on-call crew, and one locating crew.

Gravity Sewers

With current funding and staffing levels, the City proactively cleans the sewer system every three to five years, and preventively cleans sewers with a history of issues on an enhanced frequency cleaning interval as necessary. The City has two combination (hydro/vacuum) units it uses for the cleaning or maintenance of its sewer mains. Enhanced frequencies are scheduled at 2, 3 and 6 month intervals for main lines that require more frequent cleaning, and lines are placed into those frequencies depending upon specific conditions in individual main lines segments. Approximately 90,000 feet or about 6% of the system are in the enhanced frequencies. The combination units are generally used for the enhanced frequency cleanings. The City also contracts for the chemical treatment of some lines with a history of issues with roots, currently about 35,000 feet are treated annually.

Gravity sewer maintenance is currently scheduled using maps and lists of enhanced frequency cleaning line segments. Completed sewer maintenance is recorded on field crew daily reports. Upon implementation of the computerized maintenance management system (CMMS) that is currently in progress, the CMMS will be used to generate work orders and track history for sewer line maintenance, and provide other O&M related functions. The City’s Standard Operating Procedure (SOP) for sewer cleaning is included as Appendix IV-A.

In 2011, the City committed to an aggressive schedule of manhole inspections to identify potential cross-connections between the sewer system and the storm drain system. (Such connections were historically incorporated into the design of certain manholes as a means of preventing uncontrolled SSOs in the event a backup, but are no longer considered acceptable). The City inspected all 7,133 manholes by the end of 2013. As part of this process, the City documented condition of the manholes and identified other issues (e.g., deterioration, excessive I/I). Manhole inspections are now routinely performed during routine cleaning of lines and manhole rehabilitations are part of the City's CIP program.

CCTV Inspection

The City historically used an outside contractor for CCTV inspection services for both periodic condition assessment and for follow-up on SSO events. In April 2012, the City took delivery on its own CCTV equipment truck, so that inspections can be conducted by ESD staff, with the contractor providing backup assistance when needed. ESD staff has been trained in the use of the CCTV equipment, and an SOP for CCTV inspections has been created. This SOP has been added as Appendix IV-B. City staff that uses the CCTV equipment have been trained and certified in the PACP coding system that is used internationally to assess and grade the condition of lines and the City plans to have more wastewater collections employees certified in the future. The City plans to initially use a seven year cycle and then develop a plan for setting future frequencies of CCTV inspections similar to that done for cleaning, one that is condition-based and can use PACP ratings to set the period until the next CCTV inspection.

Rehabilitation and Replacement

City crews, or sometimes contractors, correct problems that are identified by CCTV and/or sewer cleaning crews. Repairs are completed in priority order. Repairs and replacement projects are coordinated with the City's street resurfacing program and annual water main replacement projects.

Wastewater Pump/Lift Stations Inspections and Maintenance

City crews inspect the operation of the Arques, Lawrence Station, Sunken Gardens, Baylands and Kifer Sewage Lift Stations weekly. Maintenance activities include: inspecting the site, verifying pump operation, and vacuuming out grease and debris or applying de-greasers as warranted. The pump stations have gravity bypass capability and can be powered by trailer-mounted generators during power outages. The City recently replaced four of the eight air relief valves on its force mains.

Rehabilitation and Replacement Program

The current budget will allow the City to inspect the condition of its gravity sewers on an approximately seven year cycle. The information gathered during the condition assessment will be used to select individual gravity sewers for repair, rehabilitation, or replacement.

Funding for the Capital Improvement Program is derived from the City's Sewer Fund. The sewer fund is an enterprise fund. Sewer fees are established on the basis of projected needs and are updated periodically. The budget and project description currently included in the City's Capital Improvement Program are listed in Appendix VII-A. This listing will be revised upon completion of the Wastewater Collection System Master Plan, expected in Spring 2015. Additional funding for special projects may be approved by the City Council on a case-by-case basis.

Training

The City uses a combination of in-house classes, on the job training, CSRMA site visits and webinars, CWEA conferences, seminars, and other training opportunities to train its Wastewater Collections staff. The City strongly encourages staff to advance their CWEA certification grade, provides financial support for certifications and CWEA, and provides training and advancement opportunities. Senior staff are actively involved in leadership roles in CWEA and BACWA.

Annual training on the City's SSMP and OERP is conducted for all wastewater collection employees. The City also maintains an ongoing safety training program that addresses both general and task-specific safety issues. The "Tailgate Schedule for Corp Yard" lists safety training activities for the Water and Sewer Division Program. This schedule is updated annually.

The City's contract language requires contractors working in the wastewater collection system to provide training for their employees in the activities that may cause SSOs and in responding to contractor-caused SSOs.

Replacement Parts

No critical replacement parts are warranted. The pump stations have gravity bypasses and the City has informal agreements with neighboring agencies for equipment support in the event the sewer maintenance equipment fails. However, the Division maintains an inventory of routine parts for repair of sewer lines.

Operation and Maintenance Resources

City staff positions dedicated to the maintenance of the collection system facilities are listed in Table IV-1. These positions also receive administrative and clerical support provided by the Environmental Services Department. Major pieces of equipment used to support maintenance activities are listed in Appendix IV-C. Staffing and resources are constrained under current budgets, but are sufficient to maintain services at an acceptable level and, with careful prioritization, to address long-term needs.

Table IV-1. Collection System Staff Maintenance Resources

Position/Activity	FTEs
Wastewater Operations Manager	1
Wastewater Collections Supervisor	1
Wastewater Collections Crew Leader	2
Senior Wastewater Collections Worker	2
Maintenance Worker I, II	7
Total	13

Outreach to Sewer Service Contractors

The City participates in the Bay Area Clean Water Agencies (BACWA) region-wide outreach program and has sent out notifications to local plumbing contractors. The City plans to repeat the mailing approximately every two years. The City also conducts general outreach to the public on proper disposal of FOG and other items that can cause SSOs. City outreach activities are described in detail in the WPCP's Annual Pollution Prevention Reports.

ELEMENT V. DESIGN AND PERFORMANCE PROVISIONS

A. Introduction

The City's design and construction standards are used by the City Staff and they are communicated to consulting engineers and/or developers at the start of a design process or proposed development.

B. Regulatory Requirements

State GWDR Requirement (Design and Performance Provisions)

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

C. Design and Construction Standards

The City's design standards for residential drainage systems are specified in "*City of Sunnyvale – Single-Family Construction Standards*", April 2013, located on the City's Community Development web page at:

<http://sunnyvale.ca.gov/Portals/0/Sunnyvale/CDD/Residential/Residential%20Construction%20Standards-Text.pdf>

Design requirements for replacement of sewer lines are specified in "*Plumbing (sewer and water line) Replacement*" located on the City's Community Development web page at:

http://sunnyvale.ca.gov/LinkClick.aspx?fileticket=zMvQ5a0_dRk%3d&tabid=478

Requirements for grease removal devices for food service establishments are specified in "*Grease Removal Devices*" located on the City's Community Development web page at:

<http://sunnyvale.ca.gov/Portals/0/Sunnyvale/CDD/Non-Residential/Grease%20Removal%20Devices.pdf>

The above requirements are consistent with the 2013 California Plumbing Code, which the City has adopted. The City's Building Division issues permits, conducts plan checks, and conducts inspections for all residential and commercial construction.

Design, installation and testing requirements for sewer mains and related appurtenances constructed in the public right-of-way are specified in the "*City of Sunnyvale Standard Details and Specifications*", located on the City's Department of Public Works web site at:

<http://sunnyvale.ca.gov/Departments/PublicWorks/CityStandardDetailsandSpecifications.aspx>

Projects in the public right-of-way are coordinated through the DPW's Engineering Division, which approves construction plans and specifications and conducts inspections.

The Wastewater Collection System Master Plan project, initiated in early 2012, includes a task for review of the City's design standards and standard details for wastewater systems, along with recommendations for revisions where needed. This work is on-going and it is anticipated revisions won't be made until 2015 or later.

ELEMENT VI. SANITARY SEWER OVERFLOW RESPONSE PLAN

A. Introduction

The City of Sunnyvale's Environmental Services Department, Water & Sewer Systems Division is responsible for the operation and maintenance of the sanitary sewer system. The system consists primarily of gravity flow lines that lead to the City of Sunnyvale's Wastewater Pollution Control Plant (WPCP).

Purpose

The Sanitary Sewer Overflow Response Plan (SSORP) is designed to ensure that every report of a confirmed sanitary sewer overflow (SSO) is immediately dispatched to the appropriate crews. This plan provides a procedure that, when enacted in response to the sewer overflow/spill, would reduce or eliminate public health hazards, prevent unnecessary property damage, and minimize the inconvenience of service interruptions. This plan provides procedures for City staff to follow when responding to, cleaning up, and reporting SSOs.

Objectives

The primary objectives of the Sanitary Sewer Overflow Response Plan are to:

- Protect public health and the environment;
- Protect collection system personnel;
- Protect private and public property;
- Respond quickly to minimize the volume of the SSO;
- Satisfy regulatory agencies and waste discharge permit requirements;
- Minimize enforcement actions against the City; and
- Safeguard the infrastructure of the collection system.

Safety

Whenever qualified City personnel respond to a report of an overflow/spill, they may encounter an emergency situation that requires immediate action. The most critical aspect of resolving an incident of this nature is to safely and competently perform the actions necessary to return the system or facility to normal operations as soon as possible.

The most important item to remember during this type of incident is that safe operations always take precedence over expediency or shortcuts. Safety also takes precedence over regulatory notifications and reporting.

Upon arrival at a SSO, the Wastewater duty person will conduct a hazard assessment to determine potential safety hazards. There is always a possibility that a sewage overflow may contain unknown hazardous waste or chemicals. On rare occasions, gasoline and industrial solvents have been found in the sewer system. If a hazardous waste is suspected, the

responding field crew should notify DPS Communications immediately and request the Fire Department's Hazardous Materials Response Team.

The Wastewater Operations Manager should also be notified of a SSO as soon as possible. Personnel shall stay clear of any hazards and secure the area from the public.

Depending on the nature or cause of the SSO, personnel may be required to remove a mainline blockage with a hydro-flusher, repair a damaged section of pipeline, or wash/clean a City street. At this point, it is essential that all standard safety procedures and/or duties are followed as deemed appropriate.

Typical responses may require personnel to implement the following types of safety procedures:

- Standard personal protective equipment (PPE);
- Confined space entry procedures;
- Traffic control;
- Heavy equipment operation; and/or
- Adequate communication via two-way radio and/or cellular telephone.

B. Regulatory Requirements

State GWDR Requirement

The collection system agency shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to Waters of the United

States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

C. Sanitary Sewer Overflow Response

City of Sunnyvale employees are required to report all wastewater spills to their supervisor and/or manager. Secure the wastewater spill area, do whatever is necessary to relieve the cause of the wastewater spill and bring it under control, and clean the wastewater spill as soon as possible to minimize health hazards to the public and to protect the environment.

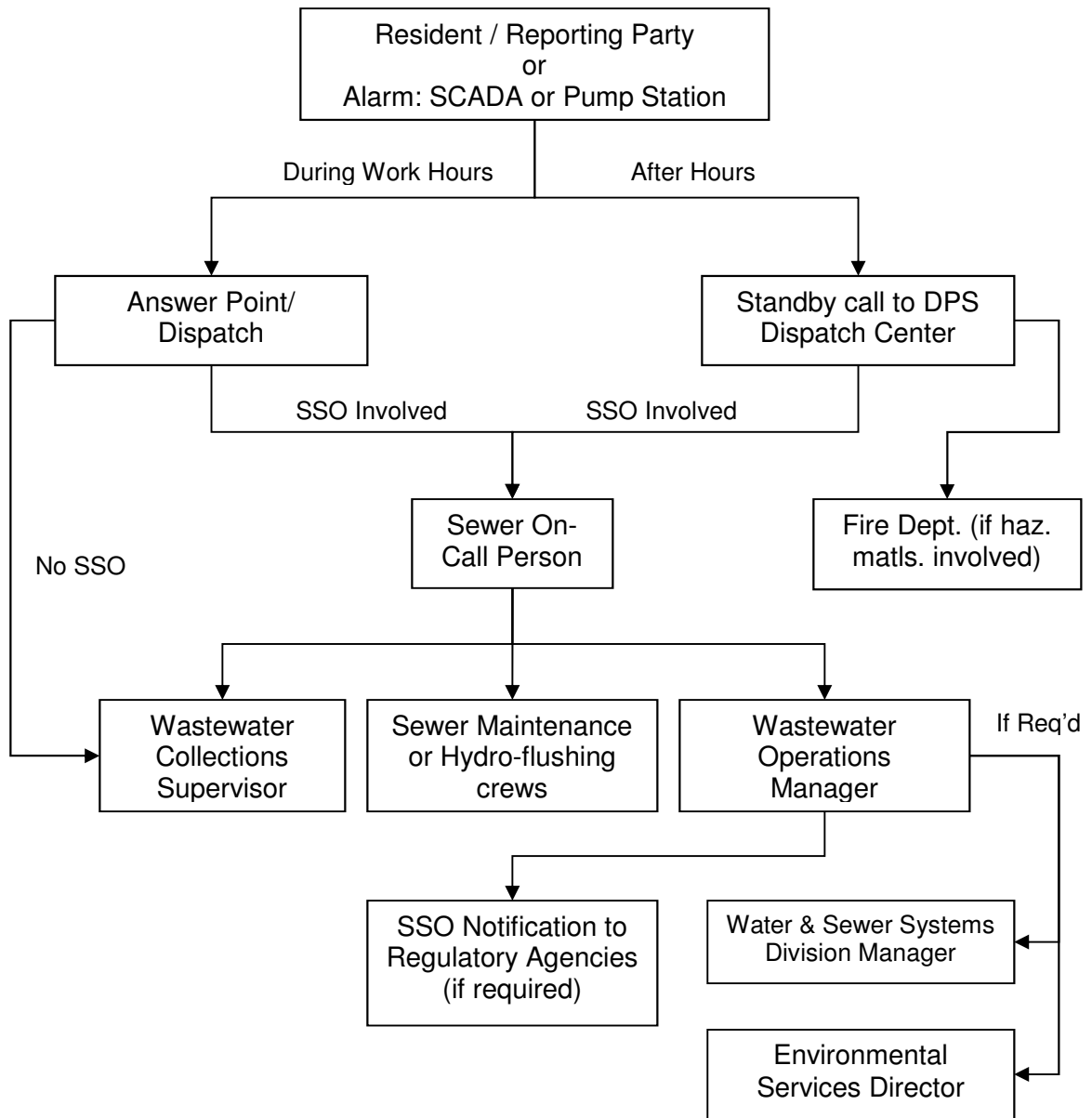
- NOTE: There are stringent regulatory notification and reporting requirements for SSOs, which vary depending on the category of spill. See Section D “SSO Reporting” below.
- If industrial toxic substances are involved, any volume must be immediately reported to the Fire Department and then reported, as soon as possible, to the State Office of Emergency Services and the Regional Water Quality Control Board.

Internal SSO Communications

- The Wastewater duty person (or Responder) should complete a Wastewater SSO Response Field Documentation Form (Appendix VI-C) and notify the Wastewater Operations Manager and/or the Wastewater Collections Supervisor.
- The Wastewater Operations Manager will notify the Water and Sewer Systems Division Manager and Environmental Services Director, as needed.
- The Wastewater Collections Supervisor will meet with field crew(s) at the site of the SSO event to assess the situation, document the conditions with field logs, photos, and direct recovery and cleanup activities.
- The. Wastewater Operations Manager will generally notify regulatory agencies as described in Section D “SSO Reporting”. In the Wastewater Operations Manager’s absence, the Water & Sewer Systems Division Manager will assume this responsibility.

Figure VI-1 depicts the chain of communication for responding to an SSO. Appendix VI-A contains a complete listing of Environmental Services Department employees and contact information.

Figure VI-1. SSO Internal Communications



Duties and Procedures:

The City of Sunnyvale emergency response procedure shall be followed for all minor or major sewage spills or overflows, and spills involving discharge from industries into City of Sunnyvale sewer or storm systems.

The City utilizes the document *SSO and Backup Response Plan* as a field manual for responding to SSOs and sewer backups. An abbreviated version of that document is kept in City vehicles. A copy of the full document is included as Appendix VI-B of this SSMP.

REPORTING PROCEDURES

Mandatory notification and reporting requirements are described under “SSO Reporting” (subsection D of this Section). In addition, under some circumstances, it may be appropriate to notify the following City Departments:

- Department of Public Safety Communications: (408) 730-7180
- Water Pollution Control Plant: (408) 730-7260

CONTROL THE CAUSE OF THE WASTEWATER SPILL:

- (a) Set out absorbent materials to contain the sewage overflow. This is done to contain and prevent sewage runoff from entering into the storm system.
- (b) Do whatever is necessary to correct the origin of the wastewater spill, or, if the overflow is caused by a stoppage in the sewer collection main, call for assistance and use the hydro jet flushing truck to relieve the stoppage immediately.

MAIN LINE STOPPAGE AND OVERFLOW:

- (a) Check downstream manholes to determine between which two manholes the stoppage exists.
- (b) Flush or rod from first clear downstream manhole towards stoppage.
- (c) Capture and remove all debris if at all possible, if this can't be done check the downstream manholes for any sign of restrictions or the possibility of a second mainline stoppage. Where possible, drag the debris down to a larger main.
- (d) Immediately flush the area and wash down manholes and street, contain and remove any solid debris.
- (e) Collect as much runoff as possible and dispose back into the sanitary sewer system, estimating how much was captured and placed back into the sanitary sewer system.
- (f) Sanitize affected area if necessary.

LATERAL STOPPAGE

- (a) Check main line - if clear, stoppage must be in private sewer lateral or building plumbing.
- (b) Check lower lateral from right-of-way cleanout to main line. If this line is clear, the property owner is advised that the lower lines are clear and the problem exists in the upper section of the private sewer lateral or building plumbing and it is the responsibility of the property owner to correct the problem.
- (c) When the cleanout is buried, inaccessible, non-conforming, or non-existent, the resident is advised that the main line is clear and it is the responsibility of the property owner to clear the blockage in the private lateral. This may require the owner providing or installing appropriate access to the private sewer lateral for servicing.
- (d) If a right-of-way cleanout exists and is accessible, the City may attempt to rod the lateral to the main and clear any stoppage that may exist as a courtesy service. If the

stoppage cannot be cleared by City staff, the property owner is advised that the City lines are clear and it is the responsibility of the property owner to correct the problem in the private plumbing.

- (e) If the stoppage or structural defect is in the portion of the lateral that is in the public right-of-way, the City may repair the line on a discretionary basis.

If any lateral stoppage or structural defect is not able to be resolved by City staff, the City will turn the project over to the property owner and the property owner will have to complete the project at their expense.

CLEAN-UP AND MITIGATION

- (a) To minimize health hazards to the public and to protect the environment, start cleaning the wastewater spill area as soon as possible.
- (b) Inspect the storm drain catch basins to determine whether wastewater has entered the storm system, and to what extent.
- (c) Install air plugs or sandbags in storm lines to contain the discharge and/or wash water. Flush the area with water and vacuum up the excess or pump it back into the sanitary sewer collection system.
- (d) Remove all debris found in the wastewater spill area by vacuuming the surface area and disposing of the material as appropriate.
- (e) Thoroughly inspect the spill area before leaving.

SAMPLING AND LAB TESTS

For those SSOs that reach surface waters or drainage channels that City staff believes may have a significant impact on water quality, and if feasible and safe, water quality samples should be collected. Samples shall always be taken if the SSO volume is estimated to be greater than 50,000 gallons. Whenever possible, samples should be collected by WPCP Laboratory or ESD / Inspection staff, who are trained in field sampling procedures rather than by Wastewater Collections Division staff. Ideally, samples should be collected at the point of discharge and at upstream and downstream locations. The upstream location should be far enough from the spill to be unaffected by the spill. The appropriate number and location of downstream samples will depend on various factors including volume of spill, volume or flow rate of receiving water, sample access, etc. Ideally a “near field” downstream sample (e.g. 100-ft downstream) and one or more “far field” samples (e.g. 500-ft, 1000-ft) should be collected. If tidal conditions are such that it is unclear as to what is “upstream” and “downstream” from the discharge location, analysis for conductivity may be useful. Samples should be analyzed for ammonia, dissolved oxygen, and a bacterial indicator, preferably enterococcus. (The WPCP lab is set up to perform both enterococcus and total coliform analysis. The enterococcus analysis is preferred to characterize SSO impacts). Field observations should also be made at each sampling location, including any visual evidence of the spill, presence of odor, evidence of fish kills. Follow-up sampling should be conducted on successive day(s) (or at other appropriate time intervals) to document the return to normal conditions, or that downstream levels of ammonia and the bacterial indicator are

approximately equal or less than upstream levels, or less than the applicable June 2013 Basin Plan limits for the appropriate beneficial use. The 2013 Basin Plan limits are:

Un-ionized ammonia: 0.4 mg/l as N, south of the Bay Bridge.

Enterococcus Bacteria (MPN/100ml): no sample > 104; in fresh water, no sample > 89

Field crews should exercise their best judgment in deciding whether to conduct sampling, and consult with the Wastewater Operations Manager or Wastewater Collections Supervisor. Water quality sampling should not be given precedence over stopping the SSO or protection of public health. However, if sufficient personnel are available, sampling can be conducted in parallel with these activities or with the clean-up effort.

SIGN POSTING AND BARRICADING

- (a) If needed to exclude the public from interfering with clean-up activities or coming into contact with spills, secure the area with barricades and/or yellow caution tape.
- (b) If the spill has entered an open creek, post warning signs and secure the area with barricades and/or yellow caution tape. Do not remove the signs or barricades until the results of the lab tests show the area to be clear. Appendix VI-H shows an example warning sign used by the City.

RECORDKEEPING AND FOLLOW UP WORK

- (a) A City of Sunnyvale SSO Field Response Document (yellow form) shall be filled out for all system blockages that result in SSOs. A City of Sunnyvale Flushing Report shall accompany the mainline stoppage report. Copies of these Reports are included in Appendix VI-C. The information is entered into binders and is part of the collection system maintenance history. Staff is presently transitioning to a CCMS system that will enhance the storage and retrieval of this information. It will also be used by the Wastewater Operations Manager in reporting the incident to regulatory agencies.
- (b) A City of Sunnyvale Surcharge Report (green form) shall be filled out for all blockages that do not result in SSOs. These shall be submitted to the Wastewater Collections Supervisor to determine appropriate follow up. A Flushing Report shall accompany the mainline Surcharge Report. These reports will be kept at the Corporation Yard.
- (c) The affected pipe segment will generally be scheduled for televising, which will aid in determining appropriate follow-up work needed to maintain the segment in a clear condition. The recommended follow-up work will then be scheduled or the line segment will be added to one of the enhanced frequency cleaning lists (60-day, 90-day, or semi-annual) if needed.
- (d) Any mainline blockage that caused property damage shall be evaluated and placed on an enhanced cleaning list as appropriate.
- (e) Spot repairs, structural pipe repairs, root sawing, and root foaming are other possible follow up results of CCTV work or televising of pipe segments.

D. SSO Notification and Reporting

All confirmed sanitary sewer overflows must be reported to the Wastewater Operations Manager or designee, who will be responsible for notification and reporting to regulatory agencies. Notification and reporting requirements depend on the type of spill, as described below.

External SSO Notification and Reporting Procedures

The City is required to report all SSOs to the SWRCB using the California Integrated Water Quality System (CIWQS). SSOs greater than or equal to 1,000 gallons that reach a drainage channel or surface water or spilled in a location where it will probably will be discharged to surface water must also be reported by phone to the California Office of Emergency Services (Cal OES) within 2 hours as described below.

Category 1 SSOs

Definition:

All discharges of sewage resulting from a failure in the City's sanitary sewer system that:

Result in a discharge to a drainage channel and/or surface water; or

Discharge to a storm drain pipe that was not fully captured and returned to the sanitary sewer system.

Notification & Reporting Requirements

2-hr Notification:

For any Category 1 SSO greater than or equal to 1,000 gallons, contact Cal OES within 2 (two) hours of becoming aware of the SSO, at the number(s) indicated below. The Cal OES operator will provide a Control Number and they will notify other State agencies of the spill. This is the "Notification" requirement.

California Office of Emergency Services

Telephone: (800) 852-7550 or (916) 262-1621

3-day / 15-day Reporting

As soon as possible, but no more than three days after the City has knowledge of the SSO, file a draft report of the SSO using the SWRCB's online Reporting Database (CIWQS) at <http://ciwqs.waterboards.ca.gov/> A final certification must be submitted via CIWQS within 15 days of the conclusion of SSO response activities. This is the "Reporting" requirement for Category 1 SSOs.

NOTE: A "Data Submitter" may enter data and create an SSO report in CIWQS. However, only a "Legally Responsible Official" (LRO) can certify SSO reports.

Category 2 SSOs

Definition:

All discharges of sewage resulting from a failure in the City’s sanitary sewer system that:
1,000 gallons or greater; or
Discharge to the storm drain system that was fully captured and returned to the sanitary sewer system.

Reporting Requirements

3-day / 15-day Reporting

As soon as possible, but no more than three days after the City has knowledge of the SSO, file a draft report of the SSO using the SWRCB’s online Reporting Database (CIWQS) at <http://ciwqs.waterboards.ca.gov/> A final certification must be submitted via CIWQS within 15 days of the conclusion of SSO response activities. This is the “Reporting” requirement for Category 2 SSOs.

NOTE: A “Data Submitter” may enter data and create an SSO report in CIWQS. However, only a “Legally Responsible Official” (LRO) can certify SSO reports.

Category 3 SSOs

Definition:

All other discharges of sewage resulting from a failure in the City’s sanitary sewer system.

Reporting Requirements

No initial notification is required. A final certified report must be filed using CIWQS within 30 days after the end of the calendar month in which the SSO occurs.

Private Lateral SSOs

Definition

Sewage discharges that are caused by blockages or other problems in privately owned sewer laterals.

Reporting Requirements

Reporting of SSOs from private laterals is voluntary. However, private lateral SSOs may be reported at the City’s discretion through CIWQS.

No Spill Certification

Even if there are no SSOs during the calendar month, the City must certify through CIWQS that there were no SSOs for the designated month. This “No Spill Certification” must be submitted within 30 days after the end of each calendar month.

CIWQS Questionnaire Annual Update

The City must annually update the CIWQS Collection System Questionnaire, even if there are no changes from the previous year.

Table VI-1. Summary of Communication Requirements for SSOs

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	<p>Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	<p>Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
CATEGORY 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.</p>
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</p>

Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	<p>Call Cal OES at: (800) 852-7550</p>
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. 	<p>Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).</p>

REPORTING (see section C of MRP- con't)	<ul style="list-style-type: none"> • “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	<p>Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	<p>Self-maintained records shall be available during inspections or upon request.</p>

E. Equipment

A listing of equipment used by the Wastewater Collections section is included as Appendix IV-C.

F. Training

SSO Response Training

All employees who may have a role in responding to, reporting, and/or mitigating a SSO should receive training on at least an annual basis. All new employees should receive training before they are placed in a position where they may have to respond in an independent manner, i.e. without the benefit of accompanying an experienced employee.

Employees are encouraged to participate in SSO response training and exercises offered by CWEA or other sanitation agencies, to the extent these opportunities can be accommodated within the Division's workload schedule.

Record Keeping

Records shall be kept of all training that is provided in support of this Plan. The records for all scheduled training courses and for each overflow emergency response training event or exercise should include date, time, place, content, name of trainer(s), and names of attendees.

G. List of Plumbing and Emergency Response Contractors:

A list of plumbing contractors that the City uses for contract work on sewer mains or laterals is included in Appendix VI-D. A list of contractors who may be called out to assist with emergency response is included as Appendix VI-E.

ELEMENT VII. FOG CONTROL PROGRAM

A. Introduction

This section of the SSMP evaluates the extent and nature of SSOs related to Fats, Oils, and Grease (FOG), the need for a FOG Control Program, and outlines the elements of the City's FOG Control Program.

B. Regulatory Requirements for FOG Control Section

State GWDR Requirement:

The collection system agency shall evaluate its service area to determine whether a FOG control program is needed. If the collection system agency determines that a FOG program is not needed, the collection system agency must provide justification for why it is not needed. If FOG is found to be a problem, the collection system agency must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, best management practices (BMP) requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and determination of whether the collection system agency has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified in (f) above.

C. Nature and Extent of FOG Problem

The City has approximately 410 potential commercial and industrial sources of FOG discharge to the collection system. Currently, one Senior Environmental Compliance

Inspector and four Environmental Compliance Inspectors are involved in the FOG Program inspections. The largest concentration of commercial FOG sources are the food service establishments (FSEs) located in the vicinity of Murphy Ave and along some portions of El Camino Real. Some of the FSEs are located in older buildings and have undersized grease traps. In addition, there are eating and drinking establishments, cafeterias, bakeries, delis, meat preparation, mobile facilities and two food processing plants (butter and sausage manufacturing) that are located throughout the City.

Although FOG is not the cause of a majority of the SSOs in the City of Sunnyvale, it is the cause of 33% of the SSOs during the period of 2009-2013 and it is clear the City needs a FOG program. The City includes line segments that have had FOG-related SSOs or surcharging on the Enhanced Frequency Cleaning listings (60-day, 90-day, semi-annual, and bi-annual), which are used by the Wastewater Collections Section to schedule sewer lines preventive maintenance. The Enhanced Cleaning listings reside on the City network, are accessible by ESD staff, and are periodically updated based on information collected during maintenance activities (and particularly the results of video inspections). Such periodic updating allows the City to tailor cleaning frequencies to the needs of the particular line segment and more effectively utilize maintenance resources.

D. FOG Control Program

Environmental Services Department FOG Control Program Elements

A. Sewer Line Cleaning

FOG blockage information is shared between the Wastewater Collections Section (WW Collections) and the Regulatory Programs Division / Compliance Inspection Group.

1. WW Collections will contact the Compliance Inspection Group for enforcement or outreach support when an SSO event is in progress or has occurred.
2. WW Collections provides line blockage information to the Compliance Inspection Group for review and any follow up.
3. WW Collections will advise the Compliance Inspection Group of any possible grease discharge identified during mainline stoppage, follow up or general maintenance flushing or scheduled televising wastewater segments.
4. The Compliance Inspection Group will advise WW Collections of all findings, all outreach program participants and their findings of any investigation initiated by WW Collections caused by concerns identified during the follow up or annual maintenance flushing of wastewater main segments.

B. Legal Authority – Ordinance

The Sunnyvale Municipal Code (SMC) identifies FOG-related prohibitions and requirements. The Regulatory Programs Division incorporated additional SMC requirements in 2000.

1. Prohibitions on discharges (SMC 12.12.020)
2. Grease disposal prohibited (SMC 12.12.025)
3. Grease removal device required (SMC 12.12.026)
4. Discharge and threatened discharge into storm drain prohibited (SMC 12.12.050)

5. Administrative civil penalties (SMC 12.18.090)

C. FSE Permits/Registration

The Compliance Inspection Group has identified all FSEs in the City and performs sampling, inspection, and enforcement to verify compliance with Sunnyvale Municipal Code and Best Management Practices. New or remodeled FSEs are identified in conjunction with the City Building Department.

D. FSE Inspections/Enforcement

1. Since 2011, the Compliance Inspection Group inspects all FSEs on an annual basis. Emphasis is on:
 - a. Grease removal device (GRD) installation and maintenance.
 - b. Process information
 - c. Grease management
 - d. Best Management Practices
 - e. Stormwater pollution prevention
2. Enforcement actions are clearly outlined in the Enforcement Response Plan. Elements include:
 - a. Identifying and investigating instances of noncompliance
 - b. Enforcement procedures
 - c. Enforcement response guide

A summary of inspections and enforcement in the period of 2009 through 2013 is included in the following table:

Table VII-1. FSE Inspection and Enforcement

Year	Total FSEs	Total Inspections	Enforcement Actions
2013	412	515	76
2012	394	569	114
2011	353	349	56
2010	353	209	61
2009	353	245	43
Grand Total	1865	1887	350

E. Grease Interceptor and Trap Installation Requirements

All GRDs installed or caused to be installed are sized in conformance with the currently adopted edition of the Uniform Plumbing Code (SMC 12.12.026). The Compliance Inspection Group coordinates with the Building Division in the permit review of FSEs.

F. Grease Interceptor and Trap Maintenance Requirements

All GRDs installed or caused to be installed shall be kept in good repair and shall be maintained in continuous operation. The GRD contents shall be removed every six months at a minimum, and documentation of all grease removal activities shall be

maintained (SMC 12.12.026). The Environmental Compliance Inspectors inspect FSEs for these criteria and for large devices will routinely conduct FOG accumulation measurements of the GRD. The City requires compliance with the 25% rule Best Management Practice. FSE's are required to maintain their GRDs below 25% total capacity of measured solids and FOG. Any measurement above 25% indicates that the cleaning frequency of the GRD is not adequate and it requires an immediate pump out.

G. Grease Hauling and Disposal Requirements

It is unlawful for any person to dispose of any grease by discharge into any sanitary sewer or storm drainage system (SMC 12.12.025).

1. Environmental Compliance Inspectors review the contracted grease hauling and disposal company documents when conducting an FSE inspection.
2. FSEs that conduct self-cleaning of GRDs are provided guidance regarding proper disposal of the FOG.

H. Grease Hauling and Disposal Facilities

A listing of grease haulers and disposal facilities is available at <http://www.calfog.org>. The nearest disposal site for FOG is the Silicon Valley Clean Water (SVCW) treatment plant in Redwood City. Other local facilities that accept FOG from outside their service areas include the East Bay Municipal Utility District's (EBMUD) treatment plant in Oakland and the City of Watsonville Wastewater Treatment Facility. The recently-issued design contract for rehabilitation of Sunnyvale WPCP anaerobic digesters No. 1 and No. 2 includes the evaluation and design of a FOG and food waste receiving station at the WPCP.

I. Kitchen BMP Requirements

Kitchen BMP activities are observed and related inquiries are made during inspections of FSEs. All FSEs receive BMP documents or displayable posters regarding FOG reduction, and the BMPs are now expressed in four languages.

J. Residential Program

The Compliance Inspection Group previously conducted surveys and inspections of residential complexes located in FOG "hot spots," as identified by Wastewater Collections. These facilities receive information on BMPs, and their effectiveness will be monitored.

K. Education and Outreach

The Environmental Outreach Coordinator works with the Compliance Inspection Group in selecting and distributing both FSE and residential complex BMPs related to FOG reduction. In addition, FOG outreach regularly occurs as articles in city newsletters, on KSUN (community public access television), and in handouts and utility bill inserts.

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ELEMENT VIII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

A. Introduction

This section outlines the City's programs and activities to provide adequate capacity.

B. Regulatory Requirements for the System Evaluation and Capacity Assurance Plan Section

State GWDR Requirement (SECAP)

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.
- (c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, inflow and infiltration (I/I) reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

C. System Evaluation and Capacity Assurance Plan

Evaluation –Sewer System Master Plan

The City completed a Sewer System Master Plan in 1992 (Master Plan). The master planning effort evaluated the capacity of the existing sanitary sewer system assets and provided capacity design criteria for future assets.

At the time the Master Plan was prepared, the City was at or near build-out. Projects within the City's service area are primarily redevelopment projects. The City requires that redevelopment project proponents evaluate the offsite capacity impacts of their project through an engineering study.

The City initiated the development of a new Wastewater Master Plan in early 2012. The project's scope of work includes:

- Updating the Citywide Vertical Control/Benchmark system
- A report on the sewer and storm systems, their conditions and capabilities
- Flow monitoring and a report and recommendations regarding inflow and infiltration to the sanitary sewer
- A dynamic hydraulic systems models and flow projections
- A report on Operations and Maintenance, including fee assessment and fee schedules
- Up-to-date wastewater system maps in GIS format and drawings in CAD format
- A recommended comprehensive long-term Capital Improvement Program
- A review and recommendations for revisions to the City's design standards and standard detail for wastewater systems
- Development of an intranet web browser for technical and engineering documents

The City Council awarded a contract for developing the Master Plan on January 31, 2012. The schedule for completion of the Plan is estimated for Winter 2015.

Evaluation - Hydraulic Model

The City periodically monitors the flow in its sanitary sewer system to identify capacity deficiencies and to monitor the quantity of inflow and infiltration present.

The flows were most recently monitored at eight locations during April and May 2005. These sites had been previously monitored in 1998. The 2005 Flow Monitoring effort demonstrated that the City's large diameter sewers have adequate capacity to convey design flows (the maximum observed d/D was 72%). Capacity issues will be revised as part of the Wastewater Collection System Master Plan effort described below.

Design Criteria

The capacity-related design criteria are included in Element V - Design and Performance Provisions.

Capacity Enhancement Measures - Capital Improvement Program

The City's Wastewater Collection System Master Plan effort has identified capacity deficiencies at several locations at the time this SSMP was prepared. The City's Wastewater Collection System Master Plan effort calls for additional monitoring, development of a new collection system model, and capacity assessment at existing and future flows, up to and including 2035 "build-out" flows based on population and land use projections contained in City planning documents. The Master Plan will make

recommendations for addressing any current or future capacity deficiencies. The resulting projects will be incorporated into the City's Capital Improvement Program.

Schedule

The schedule for the City's capacity enhancement projects is included in the City's Capital Improvement Program. A listing of the annual budgets and project description for Sewer System CIP projects is included as Appendix VIII-A.

ELEMENT IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

A. Introduction

This section of the SSMP outlines the process that the City will follow to evaluate the effectiveness of the SSMP and to identify updates that may be needed for a more effective program.

B. Regulatory Requirements for the Monitoring, Measurement, and Program Modifications Section

State GWDR Requirement:

The Enrollee shall:

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

C. Performance Measures

The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSOs
- Number of SSOs by cause (roots, grease, debris, pipe failure, capacity, pump station failures, and other)
- Locations with multiple SSOs
- Volume of sewage spilled, recovered, and reaching waters of the state
- Volume spilled as a fraction of volume conveyed through system
- Emergency response times
- Planned to actual performance for preventive maintenance. (Future metric to be developed upon implementation of the CMMS)

D. Performance Monitoring and Program Changes

The City will evaluate the performance of its wastewater collection system and SSMP effectiveness annually using the performance measures described above. Results of the evaluation will be recorded on the SSMP Audit Form. The City will also evaluate the

effectiveness of individual SSMP elements. The primary tool for documenting the evaluation will be the SSMP audit. The City will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation. Examples of changes that could result from ongoing evaluation include:

- Revisions to frequency of cleaning cycles and/or FSE inspections based on field observations and CCTV inspections
- Reprioritization of rehabilitation and replacement projects based on the results of CCTV inspection, manhole inspections, and capacity analysis.
- Implementation of new methods and procedures based on experience developed in-house and from other agencies.
- Increased use of information technology (GIS, GPS, CMMS) for administrative and field operations.

Table IX-1. SSOs by Cause, 2009 through 2013

Year	Total SSOs	Cause			
		Roots	Debris	FOG	Pipe-Structural
2013	14	10	0	3	1
2012	9	3	0	5	1
2011	15	6	5	3	1
2010	16	8	1	7	0
2009	13	9	0	4	0

Figure IX-1. SSOs by Cause, 2009-2013

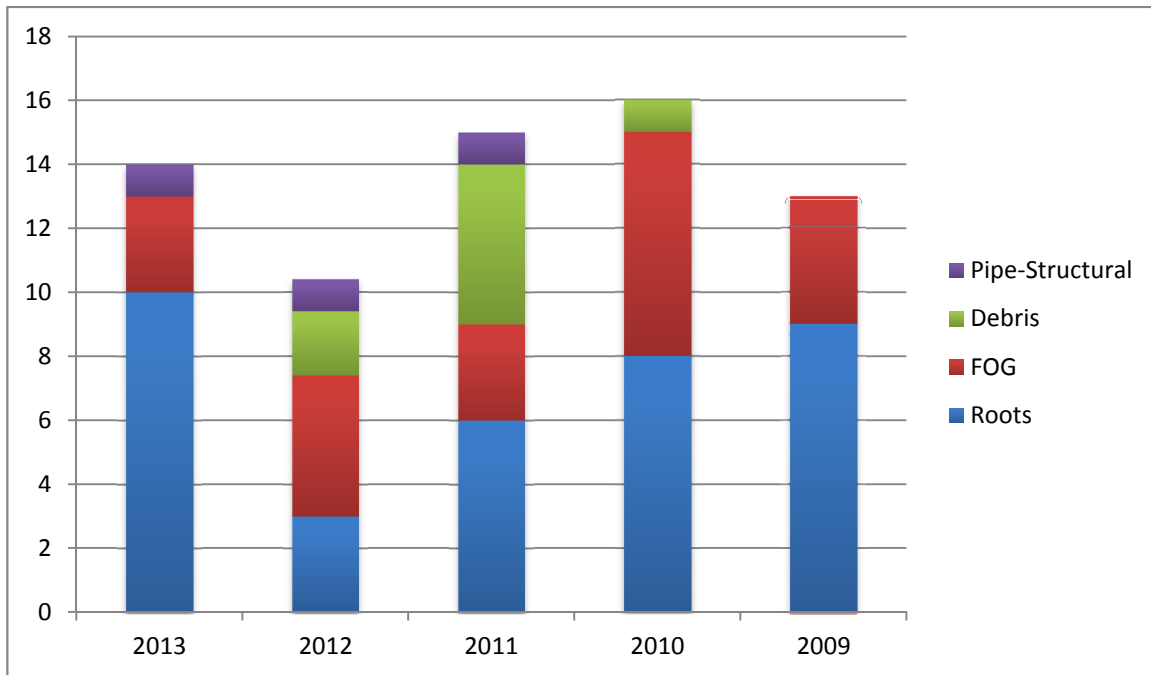
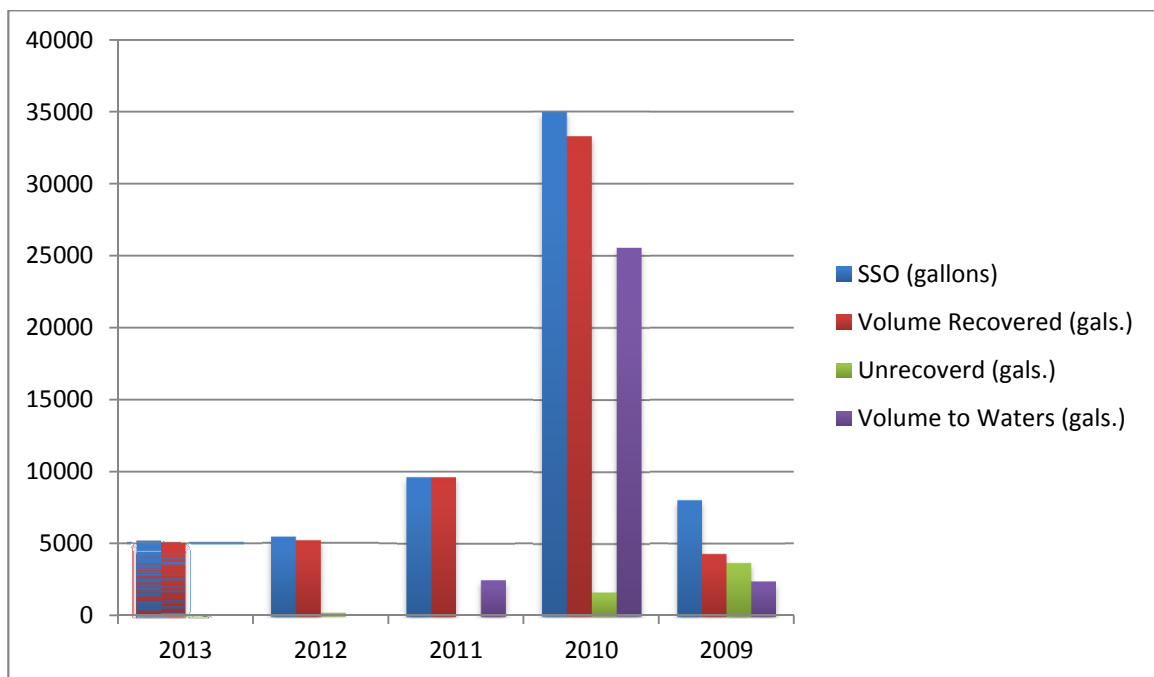


Figure IX-2. SSO Volumes, 2009-2013



Note: Volume Recovered may include washdown water used in cleanup activities.

ELEMENT X. SSMP PROGRAM AUDITS

A. Introduction

This section of the SSMP outlines the process that the City will follow to evaluate the effectiveness of the SSMP to identify updates that may be needed for a more effective program.

B. Regulatory Requirements

State GWDR Requirement

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

C. Audits

The City conducted annual audits of the SSMP from Calendar Year 2008 through 2011, and started bi-annual audits in 2012. After the 2014 audit, audits will be conducted every two years in the first quarter of the year by the Wastewater Operations Manager and/or an outside consultant. Other parties may be added to the future audit teams. The audit is retained by the Wastewater Operations Manager. A copy of the most recent SSMP Program Audit is included as Appendix X-A.

The audit covers each of the major sections of the SSMP. An Audit Checklist, adapted from a document developed by BACWA and based on the requirements of the GWDR is used. In addition to the Yes/No response to questions, the checklist provides space for each group of related questions to document any deficiencies and steps taken or planned to correct them. The comment spaces will also be used to document qualitative evaluations related to the particular element or sub-element. In this way, the audit serves as the primary tool for documenting SSMP effectiveness as described in Element IX.

D. SSMP Updates

The City will determine the need to update the SSMP based on the results of the Monitoring and Measuring Program and the SSMP audit. As part of the 2012 SSMP revision, information that is expected to require regular routine updating (contact lists, performance statistics, Enhanced Frequency Cleaning lists, etc.) was moved to the SSMP Appendices or replaced by reference to the appropriate external documents. This will facilitate the update process, and will reduce the frequency at which the main body of the SSMP will require updating. The Wastewater Operations Manager is responsible for maintenance and updating of the SSMP.

As part of the audit process, City staff will update critical information in the SSMP, such as contact information, names of the key staff in the response chain of communication, or other similar data as needed. A comprehensive SSMP update will occur every 5 years, as required by the GWDR.

Changes made to the SSMP will be documented in the Change Log located in Appendix X-B. The Change Log is effective as of adoption of this Revised SSMP.

ELEMENT XI. COMMUNICATION PROGRAM

A. Introduction

This section of the SSMP outlines the process involved in communicating with interested members of the public regarding the development, implementation, and performance of this plan.

B. Regulatory Requirements for the Communication Program Section

The requirements for the Communication Program section of the SSMP are:

State GWDR Requirement

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

C. Communication during SSMP Development and Implementation

Communication of SSMP Development and Updates

The City Council approved the schedule for completion of the SSMP at its August 27, 2007 Council meeting. In advance of such approval, Public Works staff prepared a Report to Council that provided background information including regulatory drivers for SSMP development, SSMP purpose and content, relationship to existing City policy as described in the Wastewater Management Sub-element of the City's General Plan, and the SSMP implement schedule. The Council report was available to the general public through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City Council web page, and through the City Library and the City Clerk's Office. The August 27 Council meeting was open to the public and included a period for public comment.

In May 2009, the City amended the sewer use ordinance to implement additional FOG Program elements as required by the SSMP. The proposed ordinance revisions were also publicly noticed and made available to the public through the channels listed above.

City Council approved a revised version of the SSMP at the September 11, 2012 City Council meeting. A Report to Council was prepared to advise of the changes to the existing SSMP that included several updates and format changes. The Council report was available to the general public through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City Council web

page, and through the City Library and the City Clerk's Office. The September 11 Council meeting was open to the public and included a period for public comment.

Ongoing Communication

Posting of SSMP on City Web Site: The City plans to post the SSMP on the City's web site after adoption of this revision. The link to the document will be on the Environmental Services Department, Water and Sewer Services page. That page currently includes contact information for reporting sewer backups (SSOs).

SSO Reporting: The Wastewater Operations Manager is the primary person responsible for reporting SSOs to Cal OES. Information on individual SSOs is available to the general public through a GIS-based application on the State Board's web site at http://gistest.waterboards.ca.gov/webmap/sso_pub.html

FOG Program: The City operates a FOG Program that regulates the discharge of FOG from commercial food service establishments (FSEs) by requiring the installation and maintenance of grease removal devices and through distribution of BMP information (see Element VII). FSE inspections and enforcement are administered through the WPCP Pretreatment Program. Control of FOG from residential sources is achieved primarily through education and outreach efforts that communicate a consistent and ongoing message regarding the impacts of FOG on the collections system, provides information for proper disposal, distributes FOG scrapers, etc. The FOG outreach activities are conducted at the community events such as the Health and Safety Fairs, during school presentations, and other venues. The Program also uses the City's quarterly newsletter, utility bill inserts, electronic billboards and links to online site to communicate a variety of pollution prevention messages, including FOG-related messages.

General Outreach: The City uses a quarterly newsletter, utility bill inserts, electronic billboards and its website to communicate a variety of pollution prevention messages. In addition, the City also participates in regional outreach activities through the Bay Area Clean Water Agencies (BACWA)/ Association of Bay Area Governments (ABAG)/ Bay Area Stormwater Agencies Association (BASMAA) Regional Media Relations Campaign.

Appendix IV-A

Standard Operating Procedure (SOP) for Sewer Cleaning

(2) Hydro-Jet Cleaning (Main)

1. Background:

The City of Sunnyvale will hydro-flush clean city mains on the city owned sewer.

2. Scope:

This document presents the materials, the procedures to follow, and the safety items to hydro-flush clean sewer mains for the City of Sunnyvale.

3. Materials:

- 3.1 Hydro-flush Truck.
- 3.2 Manhole hook.
- 3.3 GIS or map data.
- 3.4 Debris spoon (clam) and/or forks.

4. Procedure:

- 4.1 Ensure that all personnel are using prescribed personal safety/protective equipment (i.e.; ear protections, safety glasses, safety vest, appropriate foot wear, etc.) prior to beginning any work.
- 4.2 Ensure that all safety signage and warning devices and traffic control are in place prior to beginning any work.
- 4.3 Check GIS and/or Sewer Maps for ID numbers, location, and orientation of sewer assets.
- 4.4 Pull manhole lids upstream and downstream.
- 4.5 Insert jetter hose into tiger tail and into the run of the main.
- 4.6 Turn on water to jetter and turn up trucks rpm to get proper PSI.
- 4.7 Run out hose up the main until it gets to next manhole.
- 4.8 Pull hose back slowly to remove debris.
- 4.9 Vac out all heavy debris out of the manhole or use "clam" bucket to remove debris.
- 4.10 Set lids back on manholes.
- 4.11 Fill out all associated paperwork making note of work performed and findings.

Appendix IV-B

SOP for CCTV Inspections

(14) Video Sewer Inspection (Main)

1. Background:

The City of Sunnyvale will Video sewer mains on the city owned sewer.

2. Scope:

This document presents the materials, the procedures to follow, and the safety items to video sewer mains.

3. Materials:

- 3.1 Video truck.
- 3.2 Cable rollers.
- 3.3 Manhole hook.

4. Procedure:

- 4.1 Ensure that all personnel are using prescribed personal safety/protective equipment (i.e.; ear protections, safety glasses, safety vest, appropriate foot wear, etc.) prior to beginning any work.
- 4.2 Ensure that all safety signage and warning devices and traffic control are in place prior to beginning any work.
- 4.3 Check GIS and/or Sewer Maps for ID numbers, location, and orientation of sewer assets.
- 4.3 Clean main or root cut main prior to video operations if necessary.
- 4.4 Insert camera into main set and up manhole data in computer.
- 4.5 Televis from manhole to manhole noting all defects and laterals.
- 4.6 Replace manhole lids.
- 4.7 Fill out all associated paperwork making note of work performed and findings.

Appendix IV-C

Major Equipment Items to Support Maintenance

SEWER VEHICLES AND EQUIPMENT

Equipment #	Type	Description	Year	Make	Model
768-3	Vehicle	Dump Truck	2014	Ford	F-650
655-0	Vehicle	Supervisor Truck	2014	Ford	F-150
631-0	Vehicle	Flushing Truck	2014	Ford	F-450
641-8	Vehicle	On-Call Truck	2011	Ford	F-350
646-5	Vehicle	Construction Truck	2011	Ford	F-350
691-2	Vehicle	Locates Van - Econoline	2006	Chevrolet	3500
503-2	Vehicle	Vactor	2011	VacCon	Freightliner
500-2	Vehicle	Vactor	2014	VacCon	Freightliner 114 SD
598-3	Vehicle	Backhoe	2010	John Deere	310J
590-3	Compressor	Ingersoll Rand Compressor	2011	Ingersoll-Rand	P185
301-1	Saw	Concrete Saw	1996	MK	9136
309-2	Generator - Portable	3000 watt generator in Truck 646	2007	Honda	EU3000
368	Trailer	Mr. Manhole Trailer	2014		
552	Equipment	Mr. Manhole	2012	Case	TR270
396	Trailer	Emergency Response Trailer	2013	Pace American	
514	Vehicle	CCTV Truck	2012	Ford	E-450
967	Equipment	Skid Flusher - on Truck 631	2013	US Jetting	
341	Generator	3000 watt generator on Truck 641		Honda	E-3000
361	Pump	Trash Pump PT 6			

Appendix VI-A

List of ESD Employees and Contact Information

City Staff Responsibility for SSMP Elements

SSMP Element	Responsible Official	Name	Phone Number	Email Address
I – Goals	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
II – Organization	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@sunnyvale.ca.gov
III – Legal Authority	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@sunnyvale.ca.gov
IV – O&M Program	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
V – Design & Performance Provisions	Water & Sewer Systems Div. Manager	Mansour Nasser	408-730-7578	mnasser@sunnyvale.ca.gov
VI – Overflow Emergency Response Program	Wastewater Operations Manager (Interim)	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
VII - FOG Control Program	Regulatory Programs Manager	Melody Tovar	408-730-7808	mtovar@sunnyvale.ca.gov
VIII – System Evaluation and Capacity Assurance Plan	Water & Sewer Systems Div. Manager	Mansour Nasser	408-730-7578	mnasser@sunnyvale.ca.gov
IX – Monitoring, Measurement, and Program Modifications	Wastewater Operations Manager	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
X – SSMP Program Audits	Wastewater Operations Manager	Robert Wilson	408-730-7714	rwilson@sunnyvale.ca.gov
XI – Communication	Environmental Services Director	John Stufflebean	408-730-7954	jstufflebean@sunnyvale.ca.gov

Appendix VI-B

SSO Backup Response Plan

(17) Sanitary Sewer Overflow (SSO) Response

1. Background:

The City of Sunnyvale will clear blockages and mitigate sewage overflows from city owned sanitary sewer.

2. Scope:

This document presents the materials, the procedures to follow, and the safety items to restore flow and recover spill contents emanating from city owned sewer structures.

3. Materials:

- 3.1 Combination truck.
- 3.2 GIS and/or block map book.
- 3.3 Manhole hook.
- 3.4 Absorbent.
- 3.5 Camera (portable or cell phone).

4. Procedure:

- 4.1 Ensure that all personnel are using prescribed personal safety/protective equipment (i.e.; ear protections, safety glasses, safety vest, appropriate foot wear, etc.) prior to beginning any work.
- 4.2 Ensure that all safety signage and warning devices and traffic control are in place prior to beginning any work.
- 4.3 Check GIS and/or Sewer Maps for ID numbers, location, and orientation of sewer assets.
- 4.4 Locate upstream and downstream manholes in suspected area.
- 4.5 Pull manhole lid on downstream manhole check for flow. Hydro-flush upstream if no flow and upstream manhole is holding sewer to restore flow.
- 4.6 Remove manhole lid on upstream manhole and monitor flow conditions.
- 4.7 Follow procedures in Sunnyvale Sanitary Sewer Overflow and Backup Response Plan.
- 4.8 Notify supervisor as soon as possible.
- 4.9 Contain spill contents and protect storm drain inlets.
- 4.10 Vacuum spill contents at furthest point of containment. Wash spill contents with fresh water toward vacuum unit ("wash and walk").
- 4.11 Hydro-flush and vacuum affected storm system if applicable.
- 4.12 Take pictures when arriving. Also photograph various points of spill mitigation at various locations.
- 4.12 Fill out all associated paperwork making note of work performed and findings.

Appendix VI-C

SSO Response Field Documentation Forms

- Sewer Flushing Report
- Surcharge Report
- SSO Response – Field Documentation

CITY OF SUNNYVALE

SEWER FLUSHING REPORT

Date: _____

Operators: _____

Downstream M/H (BM# - M/H#)	Upstream M/H (BM# - M/H#)	Location	Length between M/Hs	Debris / Severity (see codes)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total footage of segments flushed				

Water Meter Reading:

Start _____ End _____

Debris Type:	0=none	4=roots
	1=grease	5=mud
	2=paper	6=foreign objects
	3=grit	7= other

Debris Severity:	1=clear
	2=mild
	3=medium
	4=severe
	5=stoppage

D <input style="width: 50px;" type="text"/>	Time Call Received: <input style="width: 100px;" type="text"/>	Dispatched to: <input style="width: 150px;" type="text"/>
Weather Condition: <input style="width: 50px;" type="text"/> Clear <input style="width: 50px;" type="text"/> Rain		
Location: <input style="width: 350px;" type="text"/>		
Cross Street: <input style="width: 300px;" type="text"/>		
Time arrived at site: <input style="width: 150px;" type="text"/> Time normal flow restored: <input style="width: 100px;" type="text"/>		
First Responder: <input style="width: 200px;" type="text"/>		
Crew Members: <input style="width: 500px;" type="text"/>		
Downstream Manhole: <input style="width: 100px;" type="text"/>	Upstream Manhole: <input style="width: 100px;" type="text"/>	
Mainline size: <input style="width: 100px;" type="text"/>	Distance between M/Hs: <input style="width: 100px;" type="text"/>	
Describe cause and location of blockage (include pictures if taken): <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/>		
Additional comments: <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/>		
Attach a copy of the service report, flushing report, site map & all pictures to this report		
Televised Date: <input style="width: 100px;" type="text"/>		
Recommendation: <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 40px;" type="text"/>		



SSO RESPONSE - FIELD DOCUMENTATION

REPORTED BY

Call Address:

On Service Request: _____ (SR # _____)

Caller Name: _____ Phone: _____

Receipt of Call: Date: ____/____/____ Time: ____:____ ☐ AM ☐ PM Call Received By: _____

Call Dispatch: ____/____/____ Time: ____:____ ☐ AM ☐ PM Assigned To: _____

Sewer Staff Arrival: Date: ____/____/____ Time: ____:____ ☐ AM ☐ PM

SSO End Time: ____:____ ☐ AM ☐ PM Date: ____/____/____

SPILL START TIME NOTES

CALLER INTERVIEW: Contacted: ____:____ ☐ AM ☐ PM Date: ____/____/____

Telephone ☐ In Person ☐ Left Message ☐ : ____:____

Where did you see sewage spill from? From: Manhole ☐ Inside Building ☐ C/O ☐

☐ Wet well/Lift station ☐ Other _____

Time Caller noticed spill: ____:____ ☐ AM ☐ PM Date: ____/____/____

Comments:

Last time Caller observed NO Spill occurring: ____:____ ☐ AM ☐ PM Date: ____/____/____

Comments:

Other Comments regarding spill start time:





SPILL LOCATION

Observed: Spill from: ☐ Manhole ID _____ ☐ Lift Station ID _____

☐ Clean Out Address _____

Comments: _____

☐ Building Address _____

Comments: _____

Spill Destination: ☐ Building ☐ Paved Surface ☐ Storm Sys ☐ Curb/Gutter ☐ Unpaved ☐ Surface Water

Answer these questions:

#1 - Was there a discharge to a drainage channel and/or surface water? _____ Yes _____ No

#2 - Was there a discharge to storm drain pipe that was "NOT" fully captured & returned to the sanitary sewer system? _____ Yes _____ No

If the answer is "yes" to any of the questions above, the SSO is a Category 1. (Notification within 2-hours is required)

SPILL VOLUME WORKSHEET



The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of an SSO. Since there are many variables and often unknown values involved, this calculation is just an *estimate*. Additionally, it is useful to use more than one method, if possible, to validate your estimate.

The following methods and tools are the approved methods in the SSMP and ERP. Check all methods and tools that you used:

- ☐ Eyeball Estimate Method
- ☐ Measured Volume Method
- ☐ Duration and Flow Rate Method (Account for diurnal flow pattern for long duration)
- ☐ Other (explain) i.e.; estimated daily use per capita upstream or meter @ Pump Station.



Eyeball Estimate Method: Imagine the following container(s) of water tipped over to match the quantity observed.

Size of container(s)	How many of this Size?	Multiplier	Total Volume Estimated
1 gal. bucket		X 1	
5 gal. bucket		X 5	
32 gal. trash can		X 32	
55 gal trash can		X 55	
Total Volume Estimated Using Eyeball Method			

Measured Volume Method: (this may take several calculations and may have to break down the odd shaped spill to rectangles, circles, and polygons). It is important when guessing depth to measure in several locations and use an average depth if possible. Use a separate sheet, if necessary, to sketch the shapes and show your work.

1. Draw a sketch of the spill and/or use a photo copy of block map to draw on and attach it
2. Draw shapes and dimensions used on your sketch
3. Use correct formula for various shapes

Rectangle	$L \times W \times D$
Circle	$3.14 \times R^2 \times D$
Polygons see reference chart	Show formula used

Duration and Flow Rate Method worksheet:

Start Date and Time	1.
End Date and time	2.
Total time elapsed of SSO event (subtract line 1 from line 2. Show time in minutes)	3.
Average flow rate GPM (account for diurnal pattern)	4.
Total volume estimate using duration and flow rate method (Line 3 x Line 4)	5.



CAUSE OF SPILL

Spill Cause: ☐ Roots ☐ Grease ☐ Debris ☐ Vandalism ☐ Lift Sta. Fail ☐ Other _____

☐ Spill cause to be determined by CCTV inspection (Attach TV Report to this form)

Final Cause Determination:

Follow-up or Corrective Action Taken:

SPILL CONTAINMENT

Containment Implemented: _____ : _____ ☐ AM ☐ PM Date: _____ / _____ / _____



Containment Measures: ☐ Plugged Storm Drain ☐ Washed Down ☐ Vacuum Up Water/Sewage

☐ Other Measures: _____

Estimated Total spill volume to Reach Surface Water	Estimated Total spill volume to Reach Land	Estimated Total spill volume Recovered	Estimated Total spill volume
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



CLEAN UP

Clean Up Begin: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Clean Up Complete: _____:_____: ☐ AM ☐ PM Date: ____/____/____



Describe Clean Up Operations: _____

_____ : **Gallons** – Estimate Volume of Spill Recovered (**do not** count wash down water)

OTHER IMPORTANT MILESTONES

Contacted Supervisor: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Requested Additional EE's/Equip: _____:_____: ☐ AM ☐ PM Date: ____/____/____

Departure Time: _____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

_____:_____: ☐ AM ☐ PM Date: ____/____/____

Were signs posted? _____ Yes _____ No

Were samples taken? _____ Yes _____ No

REPORTING

Report to Cal-OES: Date: _____:_____: ☐ AM ☐ PM (Cat.1 Only) (800) 852-7550 By: _____

→ Control Number provided by Cal-OES: _____

→ Name of Person Contacted: _____ or Left Message: ☐



Notes:

Response Crew: _____, _____, _____, _____

_____, _____, _____, _____

Appendix VI – D

List of Plumbing Contractors – Work on Sewer Mains or Laterals

Contractors – Work on Sewer Mains or Laterals

City of Sunnyvale

- 1) Bay Area Trenchless
- 2) Able Septic Tank Service
- 3) Sanco Pipelines
- 4) Pacific Underground Construction

Appendix VI – E

List of Contractors – Emergency Response

Contractors – Emergency Response

City of Sunnyvale

- 1) Bay Area Trenchless
- 2) Able Septic Tank Service
- 3) Sanco Pipelines
- 4) Pacific Underground Construction

Appendix VII-A

City CIP Summary

Projects Budget Guide

Strategic Vision

The City of Sunnyvale has developed a strategic vision to develop its capital assets so residents will continue to realize optimal service in an aesthetically pleasing environment. Careful management of these assets keeps the City poised for flexible and responsive growth, while methodical planning allows the City to proactively prepare the ground work so it can seize opportunities arising from a dynamic economy. Further, this plan incorporates a broad vision that allows the City to concentrate on the “here and now” delivery of service, while keeping its eye on the horizon. Applying a long-term approach allows the City to seek economically solid and financially feasible opportunities to “grow” toward a vision of tomorrow.

In Sunnyvale’s multi-year framework, capital improvement maintenance and infrastructure replacement are given high priority. New capital improvements must be supportive of the General Plan. The City’s long-term financial plan represents the large demand that fixed asset replacement places on any government body.

Capital improvements substantially affect the economic vitality and quality of life in the community. By definition, a capital improvement requires a major initial investment, a significant and continuing financial commitment, and eventual replacement. Capital improvements require careful long-term planning and budgeting so cyclical downturns or unforeseen financial emergencies do not curtail planned maintenance and necessary replacement.

The City of Sunnyvale has a consolidated General Plan that contains a comprehensive capital assets plan that is specific to its focus on scope of service. This plan is formulated through careful analysis, study, and consideration. The Projects Budget aligns projects with the General Plan .

Using the plan as a foundation, individual projects are proposed based on the needs of the community. These projects may be designated as capital, infrastructure, special, or outside group funding. Capital projects relate to construction, major improvements, or acquisition of a structure. Infrastructure projects generally relate to the long-term renovation and replacement of the City’s existing physical assets like

streets, sewers, water lines, roof replacements, and heating, air conditioning, and ventilation systems replacement. Special projects generally include one-time projects that are designed to address a specific community need or problem. For example, this category could include a feasibility study on the need for higher capacity at the Water Pollution Control Plant. The last category is outside group funding. These also are special projects, but are separated to identify City contributions to local community-based organizations.

Project Planning & Budgeting

Every other year the City reviews and updates the twenty-year Projects Budget. Every project is extensively reviewed. The City examines each project in several different contexts. Consideration is given to how the project will be financed and sometimes whether it will be financed. Cost/benefit analyses are conducted on the merits of the projects and where each fits into the overall capital assets plan for the City. Projections are formulated on expenditures and if the project will generate revenues. All project costs are updated to reflect current requirements.

In order to provide a sound foundation for decision making on capital improvements and other project-related efforts, the City applies extensive criteria to determine the value of each project. Criteria include,

but are not limited to protection of public health and safety, adherence to legal requirements, environmental quality, level of public support, return on investment, availability of financing, and relationship to Council-adopted plans.

Operating resources required to maintain new capital improvements commencing the year the improvement is completed are included in the City's long-term financial plans. Each project identifies, if applicable, the amount and the fiscal year in which the additional operating costs become effective. These costs are incorporated in the long-term financial plans for each affected fund.

The City carefully considers each project's short-term and long-term effects against current policy directives, citywide needs, on-going operational needs, and budgetary constraints. These considerations are applied across the entire twenty-year planning horizon and to all projects, no matter their cost or scope. The effect is a long-term, comprehensive project plan that is synchronized with a balanced operating budget. This approach provides a complete financial analysis of the impact of all projects proposed for funding in the immediate year, as well as in future years. It also provides a "big picture" perspective of how the projects are synchronized with the operating budget.

Fiscal Policies Related to Capital & Infrastructure Expenditures

Council Fiscal Policy identifies a number of capital improvement and related policies designed to maximize value and cost-effectiveness of the City's infrastructure. Several key policies include those relating to plan, design, and funding.

Capital Improvement Plan. High priority should be given to replacing capital improvements prior to the time 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. Priority will be given to the repair and replacement of existing infrastructure as compared to the provision of new or expanded facilities.

Capital Improvement Design. The planning and design of all 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 used when necessary and appropriate.

Capital Improvement Funding. In most cases, governmental capital improvements should be funded on a pay-as-you-go basis. Alternate financing strategies may be considered in light of the specific

project and the consequences of each financing strategy.

Land Acquisition. A high priority will be given to acquiring undeveloped land needed to meet City goals. Developed land should be acquired in a reasonable time prior to when the property is required for City purposes.

Reserves. Provide a prudent level of reserves for future unexpected expenses and revenue declines; to accumulate funds to support future planned capital improvements; and to reduce the variability between high and low expenditure years in the Twenty-Year Resource Allocation Plan.

Unfunded Projects

Over the last several years, staff has made a concerted effort to identify all of the unfunded capital projects that pose a significant liability in the long term. Unfunded projects fall into several categories, with many having potential funding sources that can be pursued. Project Information Sheets for these unfunded projects can be found in numerical order in each project category following the Project Information Sheets for funded projects.

In addition, there are many unfunded projects identified in the long range plans for traffic and transportation that guide the development of the capital projects budget in the short- and long-term. These long range plans are discussed in more detail under the Traffic and Transportation projects category. The full listing of projects for this plan is also provided. For those projects on the lists that are not included in the projects budget, at such time as funding becomes available, those projects will be evaluated and moved into the projects budget as appropriate.

Appendix VIII-A

Sewer System CIP Projects – Budgets and Description

Project Information Sheet

Project: 815203 Replacement of Water/Sewer Supervisory Control System

Origination Year:	1999-00	Type:	Water	Fund:	460	Water Supply and Distribution Fund
Planned Completion Year:	Ongoing	Category:	Infrastructure	Sub-Fund:	300	Water Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Jennifer Ng	Project Coordinator:	John Ramirez	

Project Description / Scope / Purpose

The City's existing Supervisory Control and Data Acquisition (SCADA) System monitors and controls the operation of its water supply and distribution system, and provides monitoring over selected sanitary sewer, storm water, and recycled water facilities. Twenty-seven stations are monitored by the current SCADA system. These stations consist of one master station located at the Corporation Yard, two storm pump stations, five sanitary sewer lift stations, six domestic water supply Hetch Hetchy (SFPUC) connections stations, six groundwater well stations, five domestic water storage and pumping plants, one recycled water storage and pumping plant, and one pressure monitoring station. Phase I of the SCADA System replacement project, completed at 27 sites, allows for remote control access and monitoring capabilities providing information on tank levels, pump/motor and well operations, valves open/closed status, and distribution water pressure and flow.

The SCADA System Phase II includes selection of an upgraded software platform and programming to perform the software platform switchover, replacement of SCADA computer servers and design of a new server room layout.

Project Evaluation and Analysis

Continued operation of the SCADA system is critical to Water Division operations. The existing software platform is outdated and is no longer being updated and serviced. One of two existing computer servers has failed and the backup server has reached the end of its lifespan. This project will provide the latest technology for SCADA monitoring and controls, and ensure that water systems operations controlled via SCADA will continue. Operating expenses, maintenance and repairs are incorporated in the Water Supply and Distribution Program.

It is anticipated that the upgrades to the SCADA system (addition of items to be monitored and/or software upgrades) will be needed every ten years.

Fiscal Impact

This project is funded by the Water Supply & Distribution Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs	709,737	80,409	0	0	0	0	0	0	0	585,830	0	0	907,022	2,282,998
Revenues														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 825331 Replacement/Repair/Rehabilitation of Sanitary Sewer System

Origination Year:	2005-06	Type:	Wastewater	Fund:	465	Wastewater Management Fund
Planned Completion Year:	Ongoing	Category:	Infrastructure	Sub-Fund:	300	Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Richard Chen	Project Coordinator:	Dan Stevenson	

Project Description / Scope / Purpose

This project is for repair, replacement, and rehabilitation of sewer pipes. The City has over 280 miles of sewer lines, from 6 inches to 48 inches in diameter, valued at over \$200 million. Many of the lines are 50 or more years old. Pipe failures have been occurring, and deficiencies have been noted at several locations. This project repairs, replaces, or rehabilitates sewer mains as they are assessed. Alternative technologies are investigated to apply the best method for each location, including open-trench replacement, "trenchless" pipe-bursting/replacement, or pipe-lining.

The project provides for rehabilitating approximately one mile of sewer main pipe per year including associated items such as manholes and lateral piping. Based on recent projects, the design and construction average cost is about \$180 per lineal foot. This project relies upon condition assessment methods, most commonly the findings of video inspection, to identify locations in need of replacement or rehabilitation each year. This project will be revised based upon the upcoming Wastewater Master Plan findings. The project will also reduce sanitary sewer overflows as well as reduce inflow and infiltration which results in higher treatments costs.

The project scope may include repair, rehabilitation, and replacement of appurtenances consistent with a pipeline repair, rehabilitation, and replacement project. These items may include: manhole repair, rehabilitation, and/or replacement including the structure and associated components; sewer lateral piping and connections; cleanout installation; construction materials such as backfill and surface restoration (paving); cross connection eliminations; and other related items as identified.

Project Evaluation and Analysis

This project is necessary to comply with regulatory standards which require agencies to rehabilitate and/or replace sanitary sewer system piping and associated components. The alternative to replacement of sewer pipes in bad shape would be to repair them segment by segment on an emergency basis. Public health and the environment could be threatened and fines could be levied against the City should overflows occur as a result of a pipe failure. Further, repairing or replacing segments of pipeline on an emergency basis would be significantly costlier than scheduled replacements.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs	5,331,360	2,497,002	0	208,080	1,273,450	216,486	1,324,897	225,232	1,378,423	234,332	1,434,111	243,799	9,969,188	24,336,360
Revenues														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 825751 Sewer Lift Stations Rebuild

Origination Year:	2004-05	Type:	Wastewater	Fund:	465	Wastewater Management Fund
Planned Completion Year:	2014-15	Category:	Infrastructure	Sub-Fund:	300	Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Jennifer Ng	Project Coordinator:	Dan Stevenson	

Project Description / Scope / Purpose

The City currently operates five sewer lift stations which use electric motors to convey sewage to the Water Pollution Control Plant (WPCP). Pump station components have a life expectancy of about 20 years. This project includes overhaul and/or replacement of pumps; rehabilitation of wet wells and associated piping; installation of traffic covers, flow meters, SCADA (Supervisory Control and Data Acquisition) and electrical panels; and other improvements to increase energy efficiency and lower maintenance and operations costs. The design of the rehabilitation of all five sanitary sewer lift stations will be performed in FY 2012/13, with the construction occurring in the following year.

A comprehensive condition assessment of each sewer lift station is included within the scope of the design work, upon which the design for work on each lift station will be based. Pending the results of the full design work, the construction activity to rehabilitate each lift station may be phased, prioritizing the most urgent needs first. The current identified budget is conceptual. Once the full design effort is finalized, the project construction costs can be reassessed and the budget adjusted as necessary.

Project Evaluation and Analysis

Repair and replacement of equipment will reduce the need for emergency repairs and improve the reliability of the lift stations. The project will thus preserve the City's investment in its infrastructure and prevent issues which could be inconvenient, costly, and unsanitary.

The only alternatives are to not fund this project or delay it. This could lead to failure of the sewer lift stations resulting in expensive emergency repairs. Public health and the environment could be impacted and fines could be levied against the City should overflows occur as a result of a lift station failure.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs	129,004	172,000	890,000	0	0	0	0	0	0	0	0	0	0	1,191,004
Revenues														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 827050 Wastewater Master Plan

Origination Year:	2007-08	Type:	Wastewater	Fund:	465	Wastewater Management Fund
Planned Completion Year:	2014-15	Category:	Infrastructure	Sub-Fund:	300	Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Nathan Scribner	Project Coordinator:	Dan Stevenson	

Project Description / Scope / Purpose

This project provides funding for a master plan for the sanitary sewer system and storm drain system. The project is one of the next steps in the Long Range Infrastructure Plan. The project will update citywide vertical control/benchmark systems, assess the hydraulics, system models, physical condition, and separation and maintenance of the collection systems, and will recommend improvements to provide adequate hydraulic capacity and improve the reliability of the collection system. It will include an analysis of the financial impacts of the recommendations and scheduling, and may inform revisions to Project 825331, Replacement, Rehabilitation, and Repair of Sewer Pipes.

The City provides sanitary sewer services to residents and businesses within the City as well as a portion of Cupertino known as Rancho Rinconada. This study is needed to define the capital projects that will be necessary to replace aging infrastructure and to identify any capacity-increasing projects that may be needed as a result of in-fill development. Developing a comprehensive master plan is consistent with stipulations associated with Federal and State regulatory requirements for managing wastewater collection system assets. This type of plan is considered to be a best management practice for ensuring that the wastewater collection system can continue to provide reliable service.

The project began in FY 2011/12 and is expected to be completed in FY 2013/14. The project will analyze and develop alternatives for future wastewater capital projects and funding.

Project Evaluation and Analysis

This project is necessary to maintain existing essential infrastructure of the Wastewater Utility. The information developed as a result of this study can allow the City to require developers to pay for capacity increases or for rehabilitation of existing sewers. This project will also fulfill several regulatory requirements for wastewater asset management.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs	424,888	361,412	0	0	0	0	0	0	0	0	0	0	0	786,300
Revenues														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 829070 Lawrence Expressway Sanitary Sewer Rehabilitation

Origination Year:	2011-12	Type:	Wastewater	Fund:	465	Wastewater Management Fund
Planned Completion Year:	2017-18	Category:	Infrastructure	Sub-Fund:	300	Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Nathan Scribner	Project Coordinator:	Dan Stevenson	

Project Description / Scope / Purpose

The Lawrence Expressway Sanitary Sewer trunk main is a critical pipe for carrying sewage from the southern and eastern portions of the City and the Rancho Rinconada area of Cupertino to the Water Pollution Control Plant (WPCP). The line was originally installed in 1963 and has a life expectancy of approximately 50 years. The Lawrence Trunk Line has been impacted by corrosive sewer gases over the years. Several structural defects have been found during inspections of the pipe. An analysis, assessment and rehabilitation is necessary to ensure continued serviceability. This project would identify and rehabilitate severely degraded portions of the sewer trunk main pipeline along the Lawrence Expressway from Homestead Road to Elko Drive.

The first stage of the project will include a preliminary design report and a thorough condition assessment. The condition assessment will include an inspection of the pipe and an engineering assessment of the capacity and flow dynamics. This will identify and prioritize the line segments in the most need of rehabilitation and repair. Feasibility of a relocation or realignment might be considered during this phase. The cost basis was derived from conceptual estimates for lining 20,000 lineal feet of pipe. Once the scope, rehabilitation options, and estimates are refined during preliminary design, the costs will be reviewed and updated as necessary.

Project Evaluation and Analysis

Not funding this project could result in a complete failure of the Lawrence Sanitary Sewer Trunk Main piping system. Due to the high volume of sewage that the line conveys, a failure of this magnitude could be an environmental disaster as the Lawrence Expressway roadway could potentially develop a sinkhole if the City takes no action.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs	0	50,000	300,000	2,300,000	2,000,000	2,000,000	0	0	0	0	0	0	0	6,650,000
Revenues														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 829100 Sanitary Sewer Siphon Cleaning and Assessment

Origination Year:	2011-12	Type:	Wastewater	Fund:	465	Wastewater Management Fund
Planned Completion Year:	2024-25	Category:	Capital	Sub-Fund:	300	Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Mansour Nasser	Project Coordinator:	Dan Stevenson	

Project Description / Scope / Purpose

This project provides for the complete cleaning, sediment removal, and inspection of all sanitary sewer siphons.

The city sanitary sewer system contains 18 siphons of varying sizes, most of which are located at and carry flow under the Central Expressway. Siphons pose a unique challenge in sewer systems operation because they have low spots which collect debris. Conventional sewer cleaning methods do not adequately remove debris from siphons. As a result, the siphons require specialized cleaning at regular intervals. Ten-year cycles for complete debris removal are industry standard to ensure proper system function.

Project Evaluation and Analysis

The only alternative is not to remove the sediment buildup in the siphons. Public health could be threatened and fines could be levied against the City should overflows occur as a result of a sewer stoppage in a sewer siphon.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data		Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total	Project Life Total
Project Costs		0	50,000	51,000	0	0	0	0	0	0	0	0	60,950	62,778	224,728
Revenues															
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In															
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs		0	0	0	0	0	0	0	0	0	0	0	0	0	0

Project Information Sheet

Project: 830260 Sanitary Sewer Salinity Reduction Study

Origination Year:	2013-14	Type:	Wastewater	Fund:	465 Wastewater Management Fund
Planned Completion Year:	2013-14	Category:	Special	Sub-Fund:	300 Wastewater Infrastructure Subfund
Department:	Environmental Services	Project Manager:	Mansour Nasser	Project Coordinator:	Dan Stevenson

Project Description / Scope / Purpose

This project funds a study that will identify sources of direct Inflow and Infiltration (I&I) of ground water into the sanitary sewer collection system. I&I contributes to additional hydraulic loading in the collection system which increases treatment costs as well as reduces design collection system conveyance capacity. I&I causes poor recycled water quality. The City is currently producing recycled water with a higher than average salinity content, which is affecting the overall quality and usability of recycled water for certain applications. The current sewage treatment process used by the City is not effective at removing salinity.

Several neighboring cities have been successful at reducing salinity and treatment costs by identifying and correcting sources of groundwater I&I. The first phase of this project will conduct a feasibility study to identify sanitary sewer pipe segments where I&I is occurring. Conductivity monitors are deployed at strategic locations in the collection system where I&I is suspected. The information collected by conductivity meters identifies pipe segments where high salinity is occurring, which is generally indicative of an I&I source. Pipe segments are typically recommended to be rehabilitated to eliminate the I&I source. The most common method of pipe rehabilitation to correct I&I sources is cured in place pipe lining (CIPP), but replacement and/or spot repairs may be necessary as well.

Project Evaluation and Analysis

This project will identify sources of groundwater I&I, which may be affecting the quality of recycled water produced by the WPCP. The sanitary sewer collection system and the WPCP stand to benefit from this project by improving recycled water quality and reducing treatment costs associated with additional hydraulic loading. The reliability of the collection should also be improved as capacity in the system will be increased with the reduction of the additional hydraulic loading.

Failing to undertake this project would result in increased treatment costs to improve recycled water quality. It could also result in illicit sewage discharges from the sanitary sewer collection system due to hydraulic overloading which would have adverse public health and environmental impacts, as well as result in regulatory penalties and fines.

Fiscal Impact

This project is funded by the Wastewater Management Fund.

Project Financial Summary

Financial Data	Prior Actual	Current 2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Y11-Y20 Total		Project Life Total
Project Costs	0	50,000	0	0	0	0	0	0	0	0	0	0	0	0	50,000
Revenues															
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers-In															
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix X – A

SSMP Program Audit

Appendix X - A

City of Sunnyvale SSMP Audit Report Form September 2014

Introduction		Yes	No
Is the current system description complete and up to date? Are all infrastructure statistics current and complete?		x	
Discussion: System information was corrected in the SSMP as a result of this audit. Accurate information was obtained from the City's MMS system, which is connected to its GIS system where pertinent system information is maintained.			
Element 1 – Goals		Yes	No
A	Are the goals stated in the SSMP still appropriate and accurate?	x	
Discussion: Goals are still appropriate.			

Element 2 -- Organization		Yes	No
A	Is the Contact Information current?	x	
B	Is the Sanitary Sewer Overflow responder List current?	x	

Element 2 -- Organization		Yes	No
C	Is the Organization Chart in Figure 2-1 of the SSMP current?	x	
D	Are the position descriptions an accurate portrayal of staff responsibilities?	x	
E	Is the chain of communication for reporting and responding to SSOs accurate and up-to-date?	x	
<p>Discussion:</p> <p>SSMP reflects current responsibilities, information, and procedures for response and reporting.</p>			

Element 3 – Legal Authority		Yes	No
Does the SSMP contain current references to the Sunnyvale's Code documenting the City's legal authority to:			
A	Prevent illicit discharges?	x	
B	Require proper design and construction of sewers and connections?	x	
C	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?		x
D	Limit discharges of fats, oil and grease?	x	
E	Enforce any violation of its sewer ordinances?	x	
F	Were any changes or modifications made in the past year or since the last SSMP audit to City Ordinances, Regulations, or standards?		x

Element 3 – Legal Authority	Yes	No
<p>Discussion:</p> <p>The City has no legal authority regarding elimination of I/I, but currently has no known I/I problems or issues.</p> <p>The City has drafted a revision to its current ordinance regarding sewer laterals to define ownership and maintenance responsibilities.</p>		

Element 4 – Operations and Maintenance		Yes	No
Collection System Maps			
A	Does the SSMP reference the current process and procedures for maintaining the City's sanitary sewer system maps?	x	
B	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?	x	
Prioritized Preventive Maintenance			
C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	x	
D	Based upon the SSO information in CIWQS and the Annual SSO Report, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	x	
Rehabilitation and Replacement Program			
E	Is there an ongoing condition assessment program sufficient to rank the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?	x	
F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?	x	
Contingency Equipment and Replacement Inventory			
G	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?	x	
H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	x	

Element 4 – Operations and Maintenance		Yes	No
Training			
I	Are the training records current?	x	
J	Does the SSMP document current training expectations and programs?	x	
<p>Discussion:</p> <p>The preventive maintenance program is good & comprehensive. The SSMP has been revised to fully reflect all current preventive maintenance activities, including CCTV work. CCTV program has now adopted the use of NASSCO PACP rating system. The City will work towards using a prioritized system in the replacement of lines, based partially upon the assessed condition and rating of its televised lines. A list of contingency supplies and equipment was prepared as a result of this audit. The training requirements/program, including SSMP training, was revised as a part of the audit. A schedule in regards to the CIP is currently under development.</p> <p>The full implementation of the City's CMMS and asset management programs are being pursued and will be used to help minimize SSOs and improve maintenance practices.</p> <p>Map GIS info was updated in 2012 and field maps generated. The City is working to develop an ongoing system to improve the process for updating sewer asset mapping.</p> <p>The City has formalized recording training documentation as a result of this audit.</p>			

Element 5 – Design and Performance Standards		Yes	No
A	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	x	
B	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	x	

Element 5 – Design and Performance Standards	Yes	No
<p>Discussion:</p> <p>A revision to the System Master Plan is underway and expected to be completed in 2015. It's anticipated that revisions may be made to some standards as a result of this Plan revision. The City recently completed a revision of its Sanitary Sewer Design Guidelines.</p>		

Element 6 – Overflow and Emergency Response Plan		Yes	No
A	Does the City's Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?	x	
B	Does the OERP have a program to ensure an appropriate response to all overflows?	x	
C	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?	x	
D	Are staff and contractor personnel aware of the procedures of the OERP?	x	
E	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?	x	

Element 6 – Overflow and Emergency Response Plan		Yes	No
F	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?	x	
G	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?	x	
H	Is the Water Quality Monitoring Plan current? Have staff been trained and practiced on response to an SSO of large volume?	x*	x*
I	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?	N/ A	N/ A
J	Has the City prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		x
<p>Discussion:</p> <p>The City's SSMP and OERP have been revised to comply with the new requirements for reporting, monitoring and sampling of SSOs. This includes the requirements related to the new SSO categories as well as the requirements for SSOs that exceed 50,000 gallons.</p> <p>There have been no SSOs greater than 50,000 gallons requiring a Technical Report.</p> <p>The audit highlighted the need to ensure that City contractors are informed and aware about SSO response procedures in the event they are involved or cause SSOs in their work. Wastewater staff will ensure contractors receive information on SSO reporting/response.</p> <ul style="list-style-type: none"> • Staff will be trained on the new Water Quality Monitoring Plan as a result of this audit. 			

Element 7 – Fats, Oils, and Grease (FOG) Control Program		Yes	No
A	Does the Fats, Oils, and Grease (FOG) Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?	x	
B	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?	x	
C	Does the City have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?	x	
D	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the City's FOG Control Program?	x	
E	Does the City have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?	x	
F	Does the FOG control program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	x	
G	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?	x	
H	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	x	
<p>Discussion:</p> <p>City inspections and enforcement actions related to FOG have increased significantly in the last two calendar years resulting in a corresponding drop in FOG-related SSOs, particularly in 2013. FOG-related SSOs were 21% of SSOs in 2013, compared to 33% for the five year period of 2009-2013.</p> <p>The City FOG program will continue to be actively and aggressively pursued provided the significant amount of historical FOG-related SSOs.</p>			

Element 8 – System Evaluation and Capacity Assurance Plan		Yes	No
A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?	x	
B	Does the City's capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		x
C	Does the City take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?	x	
<p>Discussion:</p> <p>CIP budget and schedule has been included in the SSMP as a result of this audit.</p> <p>The Master Plan involves significant modeling work and is identifying areas where capacity and/flows can be improved.</p> <p>Completion dates are contingent project prioritization and available funding. Once the Master Plan is completed the project prioritization and funding will occur.</p>			

Element 9 – Monitoring, Measurement, and Program Modifications		Yes	No
A	Does the City maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?	x	
B	Does the City monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?	x	
C	Does the City assess the success of the preventive maintenance program?	x	
D	Does the City update program elements, as appropriate, based upon monitoring or performance evaluations?	x	

Element 9 – Monitoring, Measurement, and Program Modifications		Yes	No
E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOS?	x	
<p>Discussion:</p> <p>The City does measure the effectiveness of its SSMP, chiefly through the bottom line results of SSOs, volumes of SSOs, and recovered volumes. While this does not directly assess each individual element, it provides an indication of effectiveness of many SSMP elements. The City will look at methods to more effectively measure effectiveness of individual elements, and update elements as appropriate.</p> <p>SSOs have remained relatively consistent during the past five years, at a rate of 4.5/100 miles/year in 2013 and an average of 4.3/100 miles/year for the period of 2009-2013.</p> <p>One notable improvement is that the percentage of "recovered" SSO volume has been over 95% the last four years and that the volume of SSOs reaching waters has been 0 gallons in both 2012 and 2013, and total spill volume has been declining the past few years.</p>			

Element 10 – SSMP Audits		Yes	No
A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?	x	
B	Were the audit results shared with the City Council? And the public, via the City website?		x
C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?	x	
D	Do any proposed changes to the SSMP require Council approval if they have a substantial change in the policies and procedures for collection system operations and maintenance?	x	

Element 10 – SSMP Audits		Yes	No
Discussion:			
<p>The Audit results will be shared with Council as part of the SSMP Revision process. Council is a policy-making body, but day-to-day operational changes are made by staff, without the need for Council input. Significant policy and cost issues are, and will continue to be, referred for Council approval.</p>			

Element 11 – Communication Program		Yes	No
A	Does the City communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the City Council?	*x	*x
Discussion:			
<p>* The City communicates with the public and other agencies, but has not provided regular reports to its Council, and will consider this in the future.</p>			

Change Log		Yes	No
A	Is the SSMP Change Log current and up to date?	x	
Discussion:			
<p>The Change Log, required by the 2013 MRP, has just been developed and implemented as a result of this audit.</p>			

Appendix X – B
SSMP Change Log

LIST OF SIGNIFICANT REVISIONS
TO
SEWER SYSTEM MANAGEMENT PLAN
LAST UPDATED SEPTEMBER 2013

Introduction

Subsection A. Sewer System Management Plan:

1. Revised to reflect latest amendments to State Water Resources Control Board Order Number 2006-0003, dated May 2, 2006.

Subsection B. Sanitary Sewer System Facilities

1. Updated system size in both text and tables using latest City GIS data.
2. Table 1-2, Added Total Linear Feet in new column for each material type
3. Reformatted section to improve clarity

Subsection C. Definitions, Acronyms, and Abbreviations

1. Reformatted and added missing abbreviations and definitions.

Element I. Goals

1. Changed section title from "Section I" to "Element I."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance."

Subsection C. Goals for Wastewater Collection System

1. Minor text edits to improve clarity.

Element II. Organization

1. Changed section title from "Section II" to "Element II."

Subsection A. Introduction

1. Deleted reference to RWQCB (Element 2) requirements.

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance."

2. Changed former second paragraphs title from "SWRCB Requirement" to "State GWDR Requirement."
3. Updated contact reference from "California Emergency Management Agency" to "California Office of Emergency Services."

Subsection C. Organization and Staffing

1. Updated telephone numbers in Table II-1 titled "Contact Numbers for Key ESD Positions."
2. Added language to reflect additional Crew Assignments related to CCTY inspection and condition assessment workload.
3. Minor clarifying edits in "Legally Responsible Official" and "Responsibility for SSMP Implementation" paragraphs.
4. Added Table II-2, "City Staff Responsibility for SSMP Elements."

Element III. Legal Authority

1. Changed section title from "Section III" to "Element III."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance."
2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection C. Sunnyvale Municipal Code

1. Deleted "Control infiltration and inflow (I/I) from private service laterals (RWQCB Guidance) from Requirements column in Table III-1, "Summary of Legal Authorities in Municipal Code and Other Sources."
2. Minor clarifying text revisions.

Element IV. Operations and Maintenance Program

1. Changed section title from "Section IV" to "Element IV."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance (Measures and Activities)," items (a) through (g).
2. Changed second paragraph title from "GWDR Requirement (Operations and Maintenance)" to "State GWDR Requirement (Operations and Maintenance)."

Subsection C. Operations and Maintenance Program

1. Under "Collection System Maps," added text related to process for updating City's GIS maps with field verified data.
2. Under "Preventative Operations and Maintenance," provided additional information related to crew assignments.
3. Under "Gravity Sewers," provided additional detail on City's cleaning activities and maintenance frequency and schedules.
4. Revised the number of manholes in the City upward based on latest GIS information.
5. Minor text updates and revisions.
6. New subsection heading "CCTV Inspection" added and text revised and updated to reflect significant changes in City's CCTV program since 2012 update.
7. New subsection heading "Rehabilitation and Replacement" added for clarity.
8. Subsection "Wastewater Pump/Lift Stations" title changed to "Wastewater Pump/Lift Stations Inspections and Maintenance"
9. Under "Wastewater Pump/Lift Stations Inspections and Maintenance" provided additional detail on pump station capabilities, as well as City's cleaning and maintenance activities, frequency and schedules.
10. Under "Rehabilitation and Replacement Program," minor text updates and revisions.
11. Under "Training," minor text updates and revisions including additional information related to SSMP and OERP training schedule.

Element V. Design and Performance Provisions

1. Changed section title from "Section V" to "Element V."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance (Design and Construction Standards)," items (a) and (b).
2. Changed second paragraph title from "GWDR Requirement (Design and Performance Provisions)" to "State GWDR Requirement (Design and Performance Provisions)."

Subsection C. Design and Construction Standards

1. Minor text updates and revisions

Element VI. Sanitary Sewer Overflow Response Plan

1. Changed section title from "Section VI" to "Element VI."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance," in its entirety.

2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection C. Sanitary Sewer Overflow Response

1. Minor text updates and revisions.
2. Under "Internal SSO Communications," provided additional clarification on the specific form for reporting an SSO. Form found in Appendix VI-C.
3. Under "Lateral Stoppage," minor text revisions and clarifications.
4. Under "Sampling and Lab Tests," minor text revisions and clarifications including addition of 2013 Basin Plan limits for Un-ionized ammonia and Enterococcus Bacteria.
5. Under "Recordkeeping and Follow up Work," minor text revisions and clarifications.

Subsection D. Notification and Reporting

1. Minor text updates and revisions.
2. Revised and updated SSO Definitions, Notifications and Reporting Requirements consistent with SWRCB Order No. WQ 2013-058-EXEC.
3. Table VI-1, "Summary of Communication Requirements for SSOs revised and updated consistent with "Table 1 - Spill Categories and Definitions" contained in SWRCB Order No. WQ 2013-058-EXEC.

Subsection F. Training

1. Minor text revisions and clarifications.

Subsection G. List of Plumbing and Emergency Response Contractors.

1. Minor text revision.

Element VII. Fog Control Program

1. Changed section title from "Section VII" to "Element VII."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance," in its' entirety.
2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection C. Nature and Extent of FOG Problem

1. Updated number of potential sources of FOG discharges.

2. Revised text to include staff resources involved in FOG program.
3. Updated and revised text to clarify FOG impact on SSOs.

Subsection D. FOG Control Program

1. Under "B. Legal Authority - Ordinance), revised Ordinance section numbers.
2. Under "D. FSE Inspections/Enforcement", Minor text revision and clarifications.
3. Added Table VII-1. "FSE Inspection and Enforcement." which lists total FSE's, total inspections and enforcement actions by year.

Subsection E. Grease Interceptor and Trap Installation Requirements

1. Revised ordinance section number.

Subsection F. Grease Interceptor and Trap Maintenance Requirements

1. Revised ordinance section number.
2. Minor text revisions and clarifications.

Subsection H. Grease Hauling and Disposal Facilities

1. Minor text revisions and clarifications.

Subsection I. Kitchen BMP Requirements

1. Minor text revisions and updates.

Subsection J. Residential Program

1. Minor text revisions and clarifications.

Subsection K. Education and Outreach

1. Minor text revisions and updates.

Subsection L. FOG Characterization - Deleted in its' entirety.

Element VIII. System Evaluation and Capacity Assurance Plan

1. Changed section title from "Section VIII" to "Element VIII."

Subsection B. Regulatory Requirements for the System Evaluation and Capacity Assurance Plan Section

1. Deleted first paragraph titled "RWQCB Guidance (Capacity Management)," in its' entirety.

2. Changed second paragraph title from "GWDR Requirement (SECAP)" to "State GWDR Requirement (SECAP)."

Subsection C. System Evaluation and Capacity Assurance Plan

1. Under "Evaluation - Sewer System Master Plan," revised anticipated completion date for Master Plan.
2. Under "Capacity Enhancement Measures - Capital Improvement Program," updated information related to identified capacity deficiencies.
3. Under "Schedule," revised Appendix number.

Element IX. Monitoring, Measurement, and Program Modifications

1. Changed section title from "Section IX" to "Element IX."

Subsection B. Regulatory Requirements for the Monitoring, Measurement, and Program Modifications Section

1. Deleted first paragraph titled "RWQCB Guidance," in its' entirety.
2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection D. Performance Monitoring and Program Changes

1. Minor text revisions and updates.
2. Added Table IX-1 "SSOs by Cause, 2009 through 2013."
3. Added Figure IX-1 "SSOs by Cause, 2009-2013."
4. Added Figure IX-2 "SSO Volumes, 2009-2013."

Element X. SSMP Program Audits

1. Changed section title from "Section X" to "Element X."

Subsection B. Regulatory Requirements

1. Deleted first paragraph titled "RWQCB Guidance," in its' entirety.
2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection C. Audits

1. Updated text to reflect additional audits performed and increase in frequency.
2. Minor text revisions and updates.

3. Incorporated provision for the Change Log to document changes made to the SSMP going forward.

Element XI. Communication Program

1. Changed section title from "Section XI" to "Element XI."

Subsection B. Regulatory Requirements for the Communication Program Section

1. Deleted first paragraph titled "RWQCB Guidance," in its' entirety.
2. Changed second paragraph title from "GWDR Requirement" to "State GWDR Requirement."

Subsection C. Communication during SSMP Development

1. Under "Communication During SSMP Development," Updated text to reflect process followed for September 11, 2012 revision to the SSMP.
2. Under "Ongoing Communication," updated and revised text including *but not limited to* SSMP posting.
3. New Section describing general outreach added.

Appendices

Added the following as Appendices:

- | | | |
|------|----------------------|---|
| | 1. Appendix IV - A: | Standard Operating Procedure (SOP) for Sewer Cleaning |
| | 2. Appendix IV-B: | SOP for CCTV Inspections |
| | 3. Appendix IV-C: | Major Equipment Items to Support Maintenance |
| List | 4. Appendix VI-A: | of ESD Employees and Contact Information |
| | 5. Appendix VI-B: | SSO Backup Response Plan |
| | 6. Appendix VI-C: | SSO Response Field Documentation Form |
| List | 7. Appendix VI-D: | of Plumbing Contractors - Work on Sewer Mains or Laterals |
| List | 8. Appendix VI-E: | of Contractors - Emergency Response |
| City | 9. Appendix VII-A: | CIP Summary |
| | 10. Appendix VIII-A: | Sewer System CIP Projects - Budgets and Descriptions |
| City | 11. Appendix X-A: | of Sunnyvale SSMP Audit Report Form September 2014 |
| City | 12. Appendix X-B: | of Sunnyvale Log of SSMP Changes |
| City | 13. Appendix X-C: | of Sunnyvale Sanitary Sewer Management Plan Formal Adoption Documents |

Appendix X – C

SSMP Formal Adoption Documents

NOTE: These documents will be inserted upon adoption

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TO
SEWER SYSTEM MANAGEMENT PLAN
LAST UPDATED SEPTEMBER 2013

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Subsection F. Training

1. Minor text revisions and clarifications.

Subsection G. List of Plumbing and Emergency Response Contractors.

1. Minor text revision.

Element VII. Fog Control Program

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Subsection B. Regulatory Requirements

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3. Updated and revised text to clarify FOG impact on SSOs.

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Subsection F. Grease Interceptor and Trap Maintenance Requirements

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2. Minor text revisions and clarifications.

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Subsection I. Kitchen BMP Requirements

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Subsection J. Residential Program

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Subsection K. Education and Outreach

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Subsection L. FOG Characterization – Deleted in its’ entirety.

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Subsection B. Regulatory Requirements for the System Evaluation and Capacity Assurance Plan Section

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2. Under “Capacity Enhancement Measures – Capital Improvement Program,” updated information related to identified capacity deficiencies.
3. Under “Schedule,” revised Appendix number.

Element IX. Monitoring, Measurement, and Program Modifications

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Subsection B. Regulatory Requirements for the Monitoring, Measurement, and Program Modifications Section

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Subsection D. Performance Monitoring and Program Changes

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3. Added Figure IX-1 “SSOs by Cause, 2009-2013.”
4. Added Figure IX-2 “SSO Volumes, 2009-2013.”

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Subsection B. Regulatory Requirements

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2. Changed second paragraph title from “GWDR Requirement” to “State GWDR Requirement.”

Subsection C. Audits

1. Updated text to reflect additional audits performed and increase in frequency.
2. Minor text revisions and updates.

3. Incorporated provision for the Change Log to document changes made to the SSMP going forward.

Element XI. Communication Program

1. Changed section title from “Section XI” to “Element XI.”

Subsection B. Regulatory Requirements for the Communication Program Section

1. Deleted first paragraph titled “RWQCB Guidance,” in its’ entirety.
2. Changed second paragraph title from “GWDR Requirement” to “State GWDR Requirement.”

Subsection C. Communication during SSMP Development

1. Under “Communication During SSMP Development,” Updated text to reflect process followed for September 11, 2012 revision to the SSMP.
2. Under “Ongoing Communication,” updated and revised text including *but not limited to* SSMP posting.
3. New Section describing general outreach added.

Appendices

Added the following as Appendices:

1. Appendix IV-A: Standard Operating Procedure (SOP) for Sewer Cleaning
2. Appendix IV-B: SOP for CCTV Inspections
3. Appendix IV-C: Major Equipment Items to Support Maintenance
4. Appendix VI-A: List of ESD Employees and Contact Information
5. Appendix VI-B: SSO Backup Response Plan
6. Appendix VI-C: SSO Response Field Documentation Form
7. Appendix VI-D: List of Plumbing Contractors - Work on Sewer Mains or Laterals
8. Appendix VI-E: List of Contractors - Emergency Response
9. Appendix VII-A: City CIP Summary
10. Appendix VIII-A: Sewer System CIP Projects - Budgets and Descriptions
11. Appendix X-A: City of Sunnyvale SSMP Audit Report Form September 2014
12. Appendix X-B: City of Sunnyvale Log of SSMP Changes
13. Appendix X-C: City of Sunnyvale Sanitary Sewer Management Plan Formal Adoption Documents



City of Sunnyvale

Agenda Item

15-0379

Agenda Date: 5/12/2015

REPORT TO COUNCIL

SUBJECT

File #: 2014-7624

Location: 1026 Lois Avenue (APN: 198-34-011)

Zoning: R-0

Proposed Project:

Appeal by a neighbor of a Planning Commission Decision approving a DESIGN REVIEW to allow construction of a new two-story home with a total floor area of 2,993 square feet (2,566 square feet living area and a 427-square foot garage) resulting in 49.8 percent floor area ratio (FAR).

Applicant / Owner: BO Design (applicant) / Haiyan Gong (owner)

Environmental Review: A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.

Project Planner: Shétal Divatia, (408) 730-7637, sdivatia@sunnyvale.ca.gov

REPORT IN BRIEF

General Plan: Residential Low Density

Existing Site Conditions: Single-family residence

Surrounding Land Uses

North: Single-family residence

South: Single-family residence

East: Single-family residence

West: Single-family residence

Issues: Neighborhood compatibility, Floor Area Ratio

Staff Recommendation: Deny the appeal and uphold the Decision of the Planning Commission to Approve the Design Review, subject to recommended Conditions of Approval.

BACKGROUND

Single family homes with Floor Area Ratio (FAR) of 45 percent or greater require approval of a Design Review from the Planning Commission (SMC 19.32.020, 19.80.040). The proposed project at 49.8 percent FAR required approval by the Planning Commission. The Planning Commission reviewed a prior design on October 13, 2014, and denied the project (Attachment 8). At that hearing, the Commission noted that the Sunnyvale Municipal Code (SMC) allows a two-story home in this zoning district, but concluded the proposed design had neighborhood compatibility issues, and recommended that the applicant redesign the proposal to address these issues (Meeting Minutes - Attachment 8).

The applicant modified the design to address concerns and comments noted at the public hearing and submitted new plans. A discussion on the changes and the proposed home is included in the Site Plan and Architecture section of this report. The Planning Commission approved the modified design on a vote of 5-2, subject to Conditions of Approval (Attachment 4), at its March 9, 2015 public hearing. Attachment 9 contains Planning Commission Minutes of March 9, 2015.

The Planning Commission decision was appealed by Jeanne Waldman, on behalf of a group of neighbors (Attachment 10). The project has not been modified since the Planning Commission review and approval.

Several residents in this neighborhood have inquired about the single-story combining district; the City has not received a request for a one-story zoning combining district for this neighborhood.

APPEAL

The appellant objects to the decision approving the project, subject to conditions of approval, as noted in the appeal letter (Attachment 10). The appeal letter cites that the proposed structure does not meet Sunnyvale's design guidelines (Sunnyvale Single Family Home Design Techniques - Attachment 11) related to scale, bulk and character of the of homes in the adjacent neighborhood, privacy impacts and preservation of mature landscaping.

Following are staff comments on the proposed project related to the design guidelines mentioned in the appeal:

- *Guideline 2.2.2 - Respect the scale, bulk, and character of homes in the adjacent neighborhood:* As the neighborhood is predominantly one-story single family homes, and the R-0 zoning district does not preclude second stories, Design Guideline Section 3.4 of Second Floors provides guidance to allow an appropriately designed two-story structure. Design Guideline 3.4.A notes, *"For new second stories in predominantly one-story neighborhoods, the second floor area should not exceed 35% of the first floor area (including the garage area)."* The project, with 35 percent second floor area of the first floor area, is consistent with this guideline to address bulk and scale of the project. Many homes in this neighborhood are legal non-conforming as they are served by a one-car garage and driveways which do not conform with the R-0 zoning district. Some home additions and new single family homes are required to provide a two-car garage thereby increasing the size of the first floor areas. The project incorporates ranch style architectural elements to improve compatibility with the architectural style of the neighborhood.
- *Guideline 2.2.3 - Design Homes to respect their immediate neighbors:* The project design minimizes privacy impact on the adjacent neighbors with type (clerestory and stairwell windows) and placement of windows at the second story level that overlook the sideyards of adjacent neighbors. The height difference between the proposed and adjacent first floors will be minimized, as conditioned (Condition of Approval PS-2) by the Planning Commission to explore ways to lower the first floor eave height. Additionally, the project does not include tall blank walls on the sides with adjacent one story homes. The issue noted in the appeal letter regarding the inadequate height of a six-foot fence, Sunnyvale Zoning Code does not require fences between residential properties; and fences up to eight feet high do not require a permit from the Planning Division (neighbors would have to agree on heights for fences on the

property line).

- **Guideline 2.2.7 - Preserve Mature Landscaping:** The proposal removes one large *protected* tree in the front yard and three smaller trees in the rear yard. All the trees are either within or very close to the proposed structure. The front yard tree is within the required 20-foot wide driveway. Redesign to locate the driveway on the other side of the house would result in a different protected tree removal. As conditioned (Condition of Approval PS-1), the project is required to plant at least two 36-inch box sized tree to compensate for the loss of the protected tree.

Description of Proposed Project

The applicant proposes to demolish the existing single-story home at the site and construct a new two-story home, resulting in a total of 2,993 square feet and approximately 50 percent FAR. A Design Review is required for construction of a new home to evaluate compliance with development standards and with the Single Family Home Design Techniques. The Planning Commission is required to review such applications exceeding 45 percent FAR or 3,600 square feet. See Attachment 1 for a map of the vicinity and mailing area for notices, Attachment 2 for the Data Table of the project, and Attachment 6 for the proposed plans.

Previous Actions on the Site

The existing 1,182-square foot single-story home was constructed in 1953. The Planning Commission denied a Design Review for a two-story home with a 50 percent FAR project in October 2014; and approved a Design Review for a redesigned structure, subject to conditions of approval, in March 2015.

EXISTING POLICY

Single Family Home Design Techniques: The City's Single Family Home Design Techniques (2003) provide guidelines for site planning, architecture, and other design elements related to neighborhood compatibility. These guidelines are referenced in the discussion and analysis below.

ENVIRONMENTAL REVIEW

A Class 1 Categorical Exemption (Guideline 15301) relieves this project from California Environmental Quality Act provisions and City Guidelines.

DISCUSSION

Development Standards: The proposed project complies with all applicable development standards including setbacks and parking, as set forth in the SMC. The following items have been identified for clarification:

- **Site Layout**

The proposed home would be located near the center of the property meeting all setback requirements. A two-car garage with driveway provides access at the right side of the property's frontage.

- **Parking/Circulation**

The project would provide a two-car garage meeting size and dimensional requirements as

well as a two-car driveway in compliance with current parking standards.

- Landscaping and Tree Preservation

The applicant proposes to retain the majority of the site's existing landscaping. One protected tree and three smaller sized trees are proposed to be removed in conjunction with this project. The protected tree in the front yard is proposed to be removed, as it is very close to the new structure and its health and structure will be compromised. Planning Commission required two 36-inch box size replacement trees to be planted on the site with one tree in the front yard and the driveway be made of pervious material (Condition of Approval PS-1).

- Solar Access

SMC 19.56.020 states that no permit may be issued for any construction which would interfere with solar access by shading more than 10 percent of the roof of any structure on a nearby property. The project plans demonstrate that the shading would comply with this requirement.

Site Plan and Architecture: The existing home at the site can be categorized as a typical ranch-styled home with a recessed entryway, stucco façade, and hip roof design with composition shingle roofing. The majority of homes in the immediate neighborhood have a similar architectural style and use of materials. The proposed home is a contemporary style of the ranch architectural design with use of hip roof form, window trims and stucco finish (Attachment 6 - Site and Architectural Plans). The front elevation includes an entry feature and a stone base along the entire frontage. The height of the entry feature is about four inches higher than the adjacent roof eaves. Proposed plate height for the first floor is 10 feet throughout and nine feet for the second story. Side elevations include clerestory windows and a stair well window at the second story level.

Modifications from Previous Proposal: The current plans have been modified from the design considered by the Planning Commission and denied in October 2014. The modifications include:

- Removed double story ceiling height in the living area (to decrease volume and mass of structure);
- Removed balcony feature that impacted neighbor privacy;
- Relocated bedroom on second story to eliminate a bedroom window on the side (to address neighbor's privacy);
- Decreased height of entry element (10' as compared to 12'6");
- Increased second story side setback on the left side (19'9" from 10'8");
- Increased second story front setback (27'2"-31'3" as compared to 27'5");
- Smaller second story floor area (777 s.f. as compared to 854 s.f.);
- Larger first floor area (2,216 s.f. as compared to 2,142 s.f.);
- Reduced the second story to first story floor area ratio (35 percent as compared to 39.8 percent);
- Changed roofing material to flat grey colored concrete tile (for compatibility with ranch style) instead of terracotta barrel style tile (indicative of Spanish/Mission style architecture)

The redesigned home attempts to address issues noted by the Planning Commission at its October 2014 public hearing. The lowered height of the entry feature makes it more compatible with the recessed entryways typical of ranch styled homes and the use of concrete flat grey colored tiles improves its compatibility with shake/shingle roof material found in the neighborhood. The smaller second story floor area allows for increased front and side setbacks to address privacy and bulk issues. A low pitch hip roof design combined with flat roof tiles is being proposed, which is similar to

roofs in the neighborhood. The Planning Commission action in March 2015 included a requirement to explore reducing the eave height and/or the finished floor of the first story to reduce the height by at least one foot for improved compatibility with neighboring properties.

Second Floor Area to First Floor Area Ratio: The Single Family Design Techniques note that for the purposes of assessing neighborhood character and scale, the “neighborhood” is defined as both sides of the street within the same and immediately adjacent blocks. Section 3.4.A states: *“The area of the second floor should not exceed the common standard of the neighborhood. For new second stories in predominantly one-story neighborhoods, the second floor area should not exceed 35% of the first floor area (including garage area).”* The neighborhood for this site is composed of predominantly single-story homes. The proposed two-story home complies with this guideline by having a second floor area of 777 square feet, which is 35 percent of the first floor area (2,216 s.f.).

Floor Area Ratio: The proposed 2,993 square foot single family home at 49.8 percent FAR exceeds the 45 percent FAR threshold and requires Planning Commission approval. The 5 percent FAR translates to 293 square feet of floor area. The neighborhood is composed of mostly single-story homes with a few two-story homes with FARs ranging between 19 percent and 49 percent (Attachment 3 - Neighborhood Floor Area Ratio Table). The two-story house at 1058 Lois Avenue (eight homes to the south of subject property) is about 48 percent FAR. There are few other two-story homes in this area; all of which have FARs less than 45 percent.

Privacy Impact: When not required for egress purposes, the proposed second story windows are reduced in size to be clerestory windows. Based on setbacks, location and size, the second story windows are not expected to have privacy impacts on adjacent neighbors. The proposed plans also do not include any balcony features that can impact neighborhood privacy.

Neighborhood Compatibility: The neighborhood is predominantly one-story homes with a few two-story homes sprinkled throughout (Attachment 12 - Map of two-story homes in the vicinity). The proposed two-story home addresses neighbor privacy, solar access requirements, and architectural design and compatibility. Staff finds that the redesigned two-story home adequately addresses privacy and bulk issues associated with higher FAR projects.

FISCAL IMPACT

No fiscal impacts other than normal fees and taxes are expected.

PUBLIC CONTACT

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

- 99 notices mailed to property owners and tenants within 300 feet of the project site
- Posted on the City's official notice bulletin board
- Emailed to interested parties who have contacted the City via email.

As this appeal staff report was being prepared, staff received comments from the neighbors noting concerns and recommending denial for the proposed two-story home (Attachment 7 - Planning Commission Hearing; Attachment 11 - City Council Hearing).

Notice of Planning Commission Public Hearing, Staff Report and Agenda

- 99 notices mailed to property owners and residents within 300 feet of the project site
- Notice provided in the *Sun* newspaper.
- Posted on the project site
- Posted on the City of Sunnyvale's Web site
- Provided at the Reference Section of the City of Sunnyvale's Public Library
- Posted on the City's official notice bulletin board

FINDINGS AND GENERAL PLAN GOALS

Staff is able to make the Findings located in Attachment 4.

ALTERNATIVES

1. Deny the appeal and uphold the Decision of the Planning Commission to Approve the Design Review, subject to recommended Conditions of Approval (Attachment 4).
2. Grant the appeal and approve the project with modified Conditions of Approval, such as a maximum of 9 foot first story plate heights or smaller second story.
3. Grant the appeal and Deny the Design Review.

STAFF RECOMMENDATION

Alternative 1: Deny the appeal and uphold the Decision of the Planning Commission to Approve the Design Review, subject to recommended Conditions of Approval (Attachment 4 to the report).

Prepared by: Shétal Divatia, Senior Planner

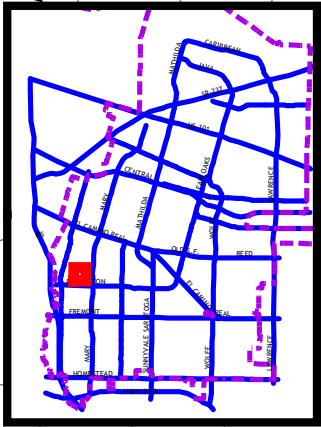
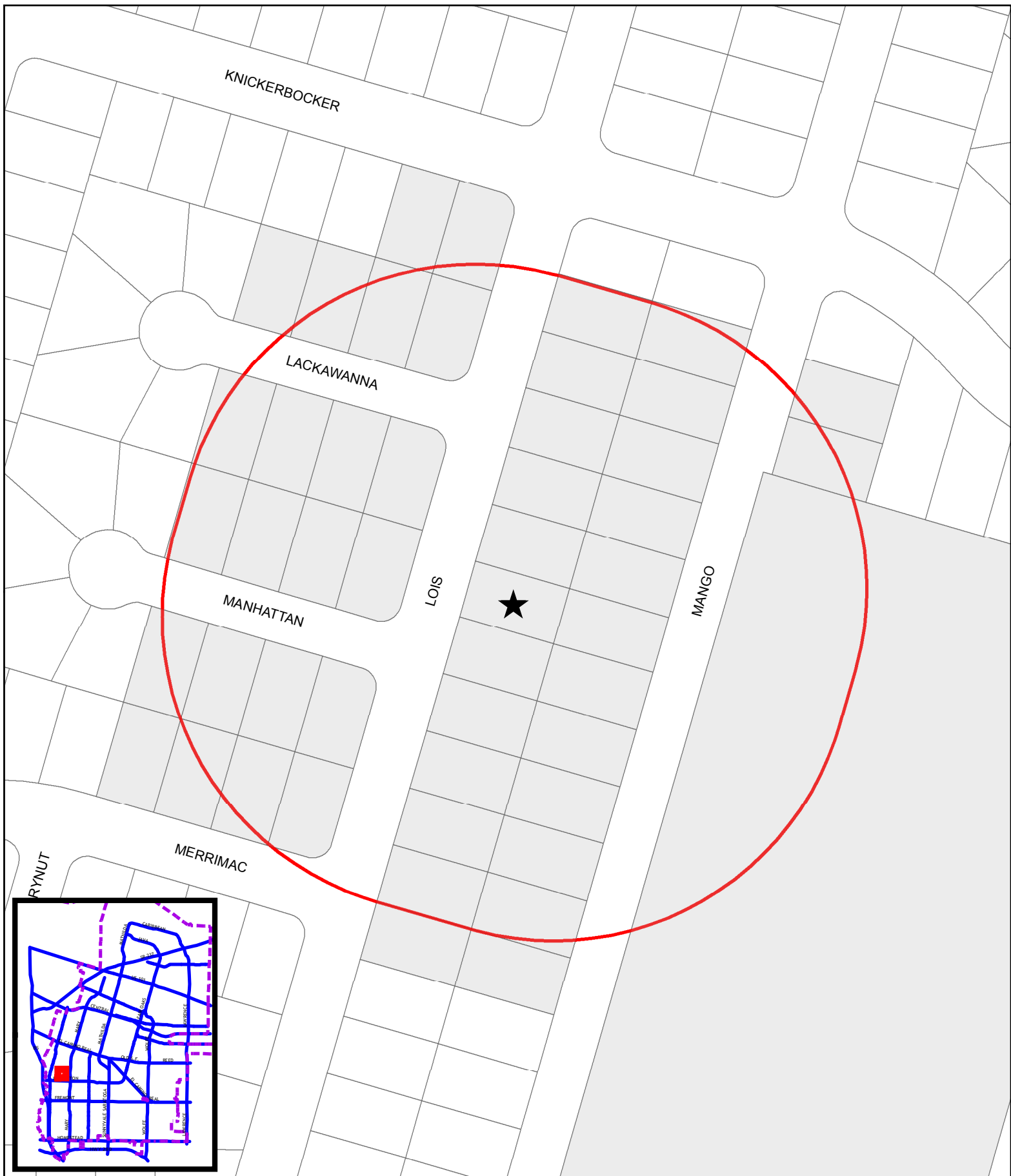
Reviewed by: Trudi Ryan, Planning Officer, Community Development

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Vicinity Map
2. Project Data Table
3. Neighborhood Floor Area Ratio Table
4. Recommended Findings
5. Recommended Conditions of Approval
6. Site and Architectural Plans
7. Letters from Neighbors (Planning Commission Public Hearing)
8. Minutes of Planning Commission Public Hearing (10/13/2014)
9. Minutes of Planning Commission Public Hearing (3/9/2015)
10. Appeal Letter
11. Letter from Neighbors (City Council Public Hearing)
12. Map of two-story homes in the vicinity



2014-7624
1026 Lois Ave. (APN: 198-34-011)
DESIGN REVIEW
300 - foot Notice Area

0 37.5 75 150 Feet



PROJECT DATA TABLE

	EXISTING	PROPOSED	REQUIRED/ PERMITTED
General Plan	Residential Low Density	Same	Residential Low Density
Zoning District	R-0	Same	R-0
Lot Size (s.f.)	6,000	Same	6,000 min.
Gross Floor Area (s.f.)	1,182	2,993	No max. (3,600 s.f. threshold for Planning Commission Review)
Lot Coverage (%)	19.7%	38.1%	40% max.
Floor Area Ratio (FAR)	19.7%	49.8%	No max. (45% threshold for Planning Commission Review)
Building Height (ft.)	15'-5"	24'4"	30' max.
No. of Stories	1	2	2 max.
Setbacks (First/Second Facing Property)			
Front:			
1 st Floor	25'	20'	20' min.
2 nd Floor	--	27'2 to 31'3"	25' min.
Left Side			
1 st Floor	6'	6' to 10'7"	4' min.
2 nd Floor	--	10'-7 to 19'9"	7' min.
Right Side			
1 st Floor	7'	6'	4' min.
2 nd Floor	--	13-11"	7' min.
Rear			
1 st Floor	40'-6"	26'-9"	20' min.
2 nd Floor	--	31'-1"	20' min.
Parking			
Total Spaces	2	4	4 min.
Covered Spaces	1	2	2 min.

Street Address			LandSqFt	Total Floor Area	FAR
1066	Lois	Av	6000	2425	40
1062	Lois	Av	6000	1774	30
1058	Lois	Av	6000	2930	49
1054	Lois	Av	6000	1991	33
1050	Lois	Av	6000	2411	40
1046	Lois	Av	6000	1201	20
1042	Lois	Av	6000	1699	28
1038	Lois	Av	6000	1356	23
1034	Lois	Av	6000	1486	25
1030	Lois	Av	6000	1706	28
1026	Lois	Av	6000	2983	50
1022	Lois	Av	6000	1192	20
1018	Lois	Av	6000	1691	28
1014	Lois	Av	6000	1700	28
1010	Lois	Av	6000	1654	28
1006	Lois	Av	6000	1564	26
1002	Lois	Av	6414	1356	21
1051	Merrimac	Dr	6261	1356	22
1055	Merrimac	Dr	6000	1666	28
1059	Merrimac	Dr	6000	1700	28
1063	Merrimac	Dr	6000	1698	28
1067	Merrimac	Dr	6130	1486	24
1071	Merrimac	Dr	6634	1356	20
1075	Merrimac	Dr	7050	2022	29
1074 W	Knickerbocker	Dr	6000	1486	25
1070 W	Knickerbocker	Dr	6000	2220	37
1066 W	Knickerbocker	Dr	6000	2319	39
1062 W	Knickerbocker	Dr	6000	1549	26
1058 W	Knickerbocker	Dr	6000	1501	25
1054 W	Knickerbocker	Dr	6000	1192	20
1050 W	Knickerbocker	Dr	6261	1474	24
1051	Lackawanna	Ct	6261	1356	22
1055	Lackawanna	Ct	6000	1201	20
1059	Lackawanna	Ct	6000	1799	30
1063	Lackawanna	Ct	6000	1660	28
1067	Lackawanna	Ct	5750	1516	26
1071	Lackawanna	Ct	9750	1795	18
1074	Lackawanna	Ct	7650	1486	19
1070	Lackawanna	Ct	9550	1569	16
1066	Lackawanna	Ct	6000	1720	29
1062	Lackawanna	Ct	6000	1356	23
1058	Lackawanna	Ct	6000	1486	25
1054	Lackawanna	Ct	6000	1845	31
1050	Lackawanna	Ct	6261	2130	34
1051	Manhattan	Ct	6261	2036	33
1055	Manhattan	Ct	6000	1489	25

Street Address			LandSqFt	Total Floor Area	FAR
1059	Manhattan	Ct	6000	1356	23
1063	Manhattan	Ct	6000	1747	29
1067	Manhattan	Ct	6037	1201	20
1071	Manhattan	Ct	9737	1577	16
1074	Manhattan	Ct	7838	1950	25
1070	Manhattan	Ct	9737	1804	19
1066	Manhattan	Ct	6037	1322	22
1062	Manhattan	Ct	6000	1356	23
1058	Manhattan	Ct	6000	1702	28
1054	Manhattan	Ct	6000	1533	26
1050	Manhattan	Ct	6261	1334	21
1067	Lois	Av	7931	1486	19
1068	Merrimac	Dr	6123	1798	29
1057	Hickorynut	Ct	7118	1486	21
1061	Hickorynut	Ct	7250	1356	19
1065	Hickorynut	Ct	11790	2309	20
1069	Hickorynut	Ct	11287	1501	13
1068	Hickorynut	Ct	8575	1907	22
1064	Hickorynut	Ct	8909	2497	28
1060	Hickorynut	Ct	7200	1486	21
1056	Hickorynut	Ct	6414	1356	21
1058	Merrimac	Dr	6000	1988	33
1054	Merrimac	Dr	6000	1129	19
1055	Lois	Av	6212	1972	32
1059	Lois	Av	9260	2255	24
1063	Lois	Av	10086	2188	22
1074	Lois	Av	6350	1356	21
1070	Lois	Av	6000	1726	29

RECOMMENDED FINDINGS

Design Review

The proposed project is desirable in that the project's design and architecture conforms with the policies and principles of the Single Family Home Design Techniques - *Finding made*

Staff is able to make this finding as indicated below:

Basic Design Principle	Comments
<i>2.2.1 Reinforce prevailing neighborhood home orientation and entry patterns</i>	The proposed entry would face the street, similar to the pattern in the existing neighborhood. A more formal entry feature would be introduced rather than keeping the entry beneath first-floor eaves. However, the height and design of the formal entry feature is compliant with Design Technique 3.3.D.
<i>2.2.2 Respect the scale, bulk and character of homes in the adjacent neighborhood.</i>	The proposed home at 50% FAR is larger than homes in the surrounding single-story neighborhood. The second floor area of the home is proposed at 35% of the first floor area, which is in keeping with Design Technique 3.4.A for neighborhoods that are predominantly single story. The project is conditioned, to reduce the height of the second story to further minimize the second story element.
<i>2.2.3 Design homes to respect their immediate neighbors</i>	The proposed design respects the privacy of adjacent neighbors by including significant second floor setbacks and minimizing second floor windows. The proposal includes a second story in a predominantly second story neighborhood which is not precluded in this zoning district.
<i>2.2.4 Minimize the visual impacts of parking.</i>	The proposal includes two covered and two uncovered parking spaces as required by code, thereby bringing the site in conformance with parking requirement and reducing the need for on-street parking.
<i>2.2.5 Respect the predominant materials and character of front yard landscaping.</i>	The proposed project does not include any modifications to landscaping with the exception of a protected tree. Existing

	front yard landscaping is compatible with the neighborhood and would be retained.
<i>2.2.6 Use high quality materials and craftsmanship</i>	The proposed design includes stucco, stone cladding and concrete tile roofing. These materials are consistent with the Design Techniques and the surrounding neighborhood.
<i>2.2.7 Preserve mature landscaping</i>	One protected tree located in the front yard is proposed to be removed due to its close proximity to the new structure as the structure and health of the tree will be compromised during construction and the structure and a replacement tree shall be planted. The proposal, as conditioned is not expected to significantly alter the existing landscaping, which is compatible with the neighborhood.

RECOMMENDED
CONDITIONS OF APPROVAL AND
STANDARD DEVELOPMENT REQUIREMENTS
MAY 12, 2015

Planning Application 2014-7624
1026 Lois Avenue

Design Review Permit for a new two-story home with a total floor area of 2,993 square feet (2,566 square feet living area and 427 square feet garage) resulting in 49.8% floor area ratio (FAR).

The following Conditions of Approval [COA] and Standard Development Requirements [SDR] apply to the project referenced above. The COAs are specific conditions applicable to the proposed project. The SDRs are items which are codified or adopted by resolution and have been included for ease of reference, they may not be appealed or changed. The COAs and SDRs are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Applicable mitigation measures are noted with "Mitigation Measure" and placed in the applicable phase of the project.

In addition to complying with all applicable City, County, State and Federal Statutes, Codes, Ordinances, Resolutions and Regulations, Permittee expressly accepts and agrees to comply with the following Conditions of Approval and Standard Development Requirements of this Permit:

GC: THE FOLLOWING GENERAL CONDITIONS AND STANDARD DEVELOPMENT REQUIREMENTS SHALL APPLY TO THE APPROVED PROJECT.

GC-1. CONFORMANCE WITH APPROVED PLANNING APPLICATION:

All building permit drawings and subsequent construction and operation shall substantially conform with the approved planning application, including: drawings/plans, materials samples, building colors, and other items submitted as part of the approved application. Any proposed amendments to the approved plans or Conditions of Approval are subject to review and approval by the City. The Director of Community Development shall determine whether revisions are considered major or minor. Minor changes are subject to review and approval by the Director of Community Development. Major changes are subject to review at a public hearing. [COA] [PLANNING]

GC-2. PERMIT EXPIRATION:

The permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not exercised, unless a written request for an extension is received prior to expiration date and is approved by the Director of Community Development. [SDR] [PLANNING]

GC-3. TITLE 25:

Provisions of Title 25 of the California Administrative Code shall be satisfied with dependence on mechanical ventilation. [SDR] [BUILDING]

PS: THE FOLLOWING CONDITIONS SHALL BE MET PRIOR TO SUBMITTAL OF BUILDING PERMIT, AND/OR GRADING PERMIT.

PS-1. Modify the site plan to: include two 36 inch-box sized replacement trees, of a species that at maturity is a large tree, to be planted at the site; the front driveway shall include pervious pavers. (Added by Planning Commission)

PS-2. Explore reducing the eave height and/or the finished floor of the first story to reduce the height by at least one foot for improved compatibility with neighboring properties and modify elevations accordingly. (Added by Planning Commission)

BP: THE FOLLOWING CONDITIONS SHALL BE ADDRESSED ON THE CONSTRUCTION PLANS SUBMITTED FOR ANY DEMOLITION PERMIT, BUILDING PERMIT, GRADING PERMIT, AND/OR ENCROACHMENT PERMIT AND SHALL BE MET PRIOR TO THE ISSUANCE OF SAID PERMIT(S).

BP-1. CONDITIONS OF APPROVAL:

Final plans shall include all Conditions of Approval included as part of the approved application starting on sheet 2 of the plans. [COA] [PLANNING]

BP-2. RESPONSE TO CONDITIONS OF APPROVAL:

A written response indicating how each condition has or will be addressed shall accompany the building permit set of plans. [COA] [PLANNING]

BP-3. BLUEPRINT FOR A CLEAN BAY:

The building permit plans shall include a "Blueprint for a Clean Bay" on one full sized sheet of the plans. [SDR] [PLANNING]

BP-4. TREE PROTECTION PLAN:

Prior to issuance of a Demolition Permit, a Grading Permit or a Building Permit, whichever occurs first, obtain approval of a tree protection plan from the Director of Community Development. Two copies are required to be submitted for review. The tree protection plan shall include measures noted in Title 19 of the Sunnyvale Municipal Code and at a minimum:

- a) An inventory shall be taken of all existing trees on the plan including the valuation of all 'protected trees', using the latest version of the "Guide for Plant Appraisal" published by the International Society of Arboriculture (ISA).
- b) All existing (non-orchard) trees on the plans, showing size and varieties, and clearly specify which are to be retained.
- c) Provide fencing around the drip line of the trees that are to be saved and ensure that no construction debris or equipment is stored within the fenced area during the course of demolition and construction.
- d) The tree protection plan shall be installed prior to issuance of any Building or Grading Permits, and shall be maintained in place during the duration of construction and shall be added to any subsequent building permit plans. [COA] [PLANNING/CITY ARBORIST]

BP-5. BEST MANAGEMENT PRACTICES:

The project shall comply with the following source control measures as outlined in the BMP Guidance Manual and SMC 12.60.220. Best management practices shall be identified on the building permit set of plans and shall be subject to review and approval by the Director of Public Works:

- a) Storm drain stenciling. The stencil is available from the City's Environmental Division Public Outreach Program, which may be reached by calling (408) 730-7738.
- b) Landscaping that minimizes irrigation and runoff, promotes surface infiltration where possible, minimizes the use of pesticides and fertilizers, and incorporates appropriate sustainable landscaping practices and programs such as Bay-Friendly Landscaping.

- c) Appropriate covers, drains, and storage precautions for outdoor material storage areas, loading docks, repair/maintenance bays, and fueling areas.
- d) Covered trash, food waste, and compactor enclosures.
- e) Plumbing of the following discharges to the sanitary sewer, subject to the local sanitary sewer agency's authority and standards:
 - i) Discharges from indoor floor mat/equipment/hood filter wash racks or covered outdoor wash racks for restaurants.
 - ii) Dumpster drips from covered trash and food compactor enclosures.
 - iii) Discharges from outdoor covered wash areas for vehicles, equipment, and accessories.
 - iv) Swimming pool water, spa/hot tub, water feature and fountain discharges if discharge to onsite vegetated areas is not a feasible option.
 - v) Fire sprinkler test water, if discharge to onsite vegetated areas is not a feasible option. [SDR] [PLANNING]

DC: THE FOLLOWING CONDITIONS SHALL BE COMPLIED WITH AT ALL TIMES DURING THE CONSTRUCTION PHASE OF THE PROJECT.
--

DC-1. BLUEPRINT FOR A CLEAN BAY:

The project shall be in compliance with stormwater best management practices for general construction activity until the project is completed and either final occupancy has been granted. [SDR] [PLANNING]

DC-2. TREE PROTECTION:

All tree protection shall be maintained, as indicated in the tree protection plan, until construction has been completed and the installation of landscaping has begun. [COA] [PLANNING]

DC-3. CLIMATE ACTION PLAN – OFF ROAD EQUIPMENT REQUIREMENT:

Idling times will be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]), or less. Clear signage will be provided at all access points to remind construction workers of idling restrictions.

- a) Construction equipment must be maintained per manufacturer's specifications.

- b) Planning and Building staff will work with project applicants to limit GHG emissions from construction equipment by selecting one of the following measures, at a minimum, as appropriate to the construction project:
 - i. Substitute electrified or hybrid equipment for diesel- and gasoline-powered equipment where practical.
 - ii. Use alternatively fueled construction equipment on-site, where feasible, such as compressed natural gas (CNG), liquefied natural gas (LNG), propane, or biodiesel.
 - iii. Avoid the use of on-site generators by connecting to grid electricity or utilizing solar-powered equipment.
 - iv. Limit heavy-duty equipment idling time to a period of 3 minutes or less, exceeding CARB regulation minimum requirements of 5 minutes. [COA] [PLANNING]

END OF CONDITIONS

1026 LOIS AVE.
SUNNYVALE, CA

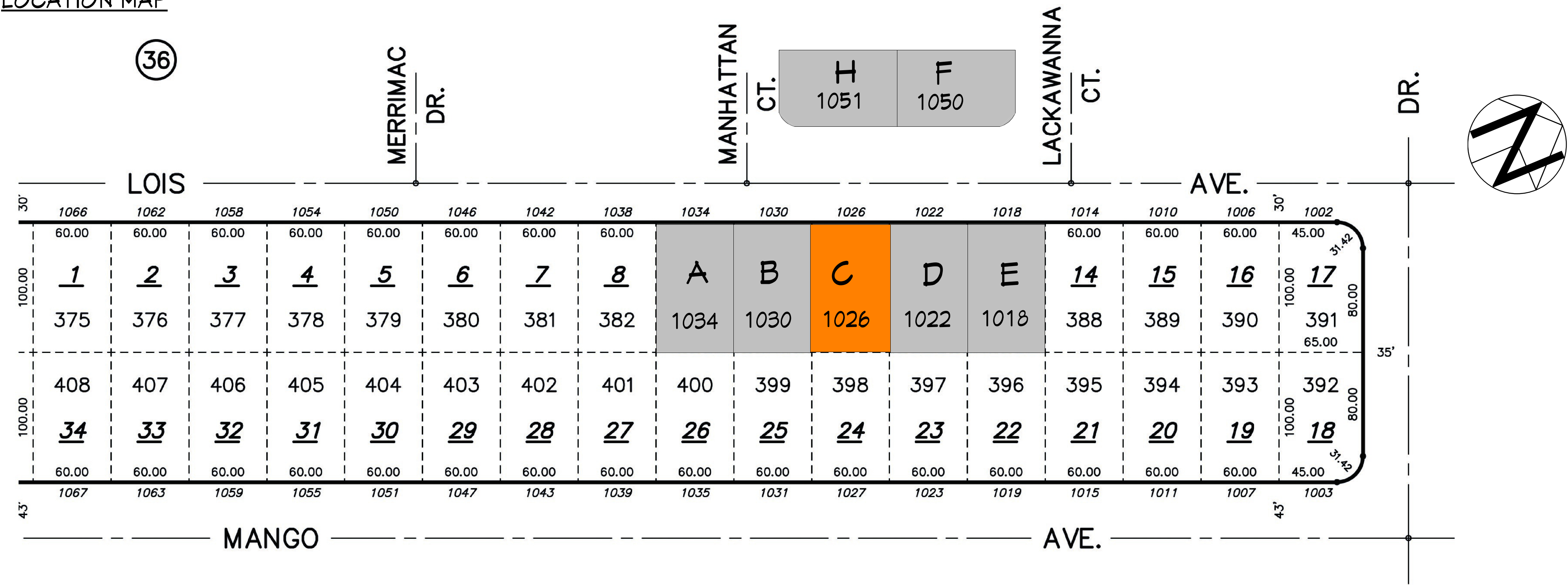


1051 MANHATTAN CT.
H



1050 LACKAWANNA CT.
F

LOCATION MAP



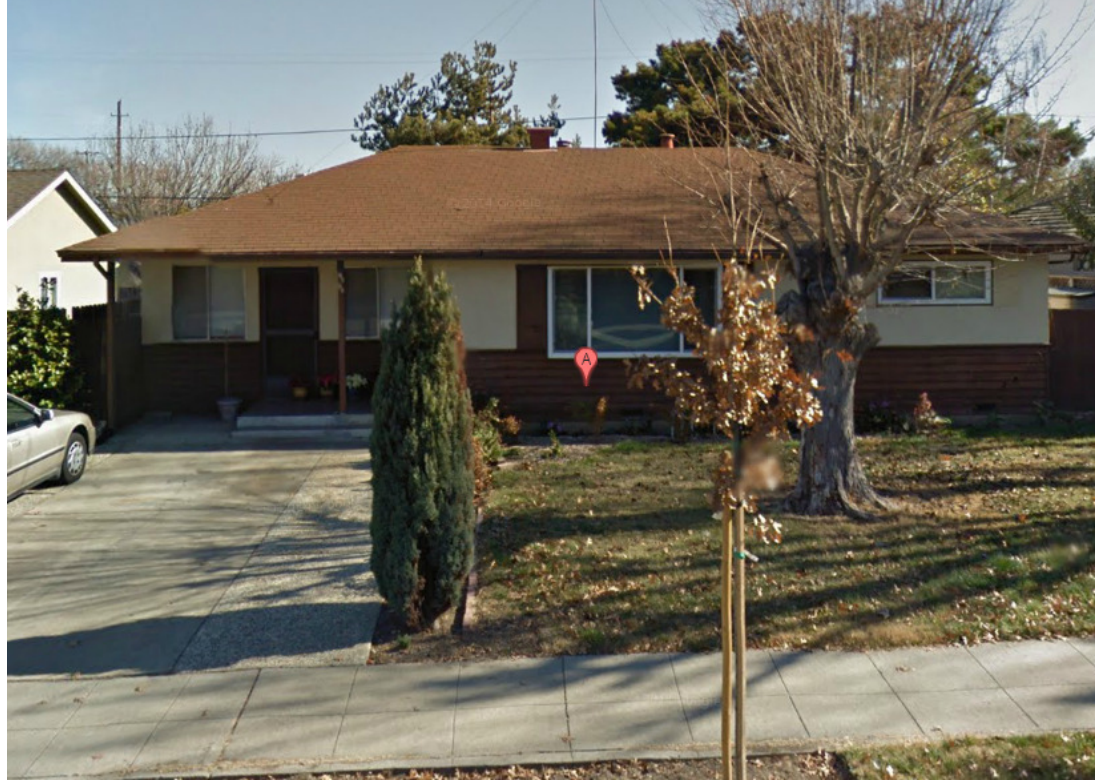
1034 LOIS AVE.
A



1026 LOIS AVE.
C



1022 LOIS AVE.
D



1018 LOIS AVE.
E

STREETSCAPE ELEVATION



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CUPERTINO, CA 95014
Tell: (408) 771-5935
EMAIL: contact@bod-e.com

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SHEET TITLE:

Streetscape
Elevations

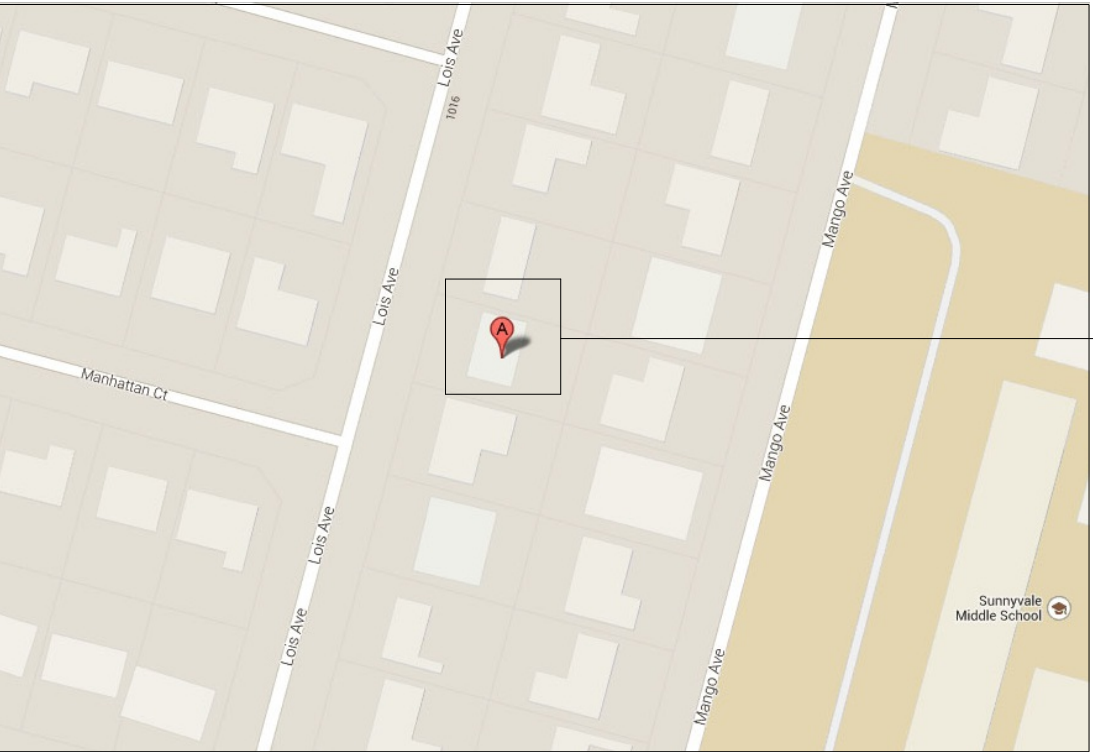
NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE : 1.23.2015
SCALE : -- --
DRAWN BY : BOD
JOB NO : D-1405-02
SHEET :

VICINITY MAP:



SCOPE OF WORK:

NEW 2 STORY COSTUME HOME
2993 SQ BUILDING AREA INCLUDING 5 BEDS, 4.5 BATHS, 1 LAUNDRY
AND A 2 CAR GARAGE

PROJECT DATA:

ASSESSOR'S PARCEL NUMBER: 198-34-011
PROJECT TYPE: NEW COSTUME HOUSE
PROJECT LOCATION: 1026 LOIS AVE.,
SUNNYVALE, CA 94087
ZONING: R0
OCCUPANCY GROUP: R - 3 / U
CONSTRUCTION TYPE: V - B
NUMBER OF FLOORS: TWO (2) STORY
FIRE PROTECTION: SPRINKLERED

CODE EDITIONS:

A. CALIFORNIA RESIDENTIAL 2013 EDITION
B. CALIFORNIA BUILDING 2013 EDITION
C. CALIFORNIA MECHANICAL 2013 EDITION
D. CALIFORNIA PLUMBING 2013 EDITION
E. CALIFORNIA ELECTRICAL 2013 EDITION
F. CALIFORNIA ENERGY: 2013 EDITION
G. CALIFORNIA FIRE: 2013 EDITION
H. ANY OTHER APPLICABLE LOCAL AND STATE
LAWS AND REGULATIONS.

AREA CALCULATION:

TOTAL "E" BLDG TO BE REMOVED: 1182 SQF
"N" 1st FLOOR LIVING AREA: 1789 SQF
"N" 2nd FLOOR LIVING AREA: 777 SQF
"N" TOTAL LIVING: 2566 SQF
"N" GARAGE: 427 SQF
"N" TOTAL BUILDING: 2993 SQF
LOT AREA: 6000 SQF

FLOOR AREA RATIO (FAR) = (2993/6000)X 100=49.88%
2NDFLOOR TO 1ST FLOOR RATIO = (777/((1789+427))X 100=35.06%
1ST FLOOR ROOF EAVE= 212 X 1.5 = 318

LOT COVERAGE: 1st FLOOR BLDG AREA (1789+427) SQF
COVERED AREA 71 SQF
TOTAL % 2287/6000 = 38.1 %

PROJECT CONTACT:

OWNER: ZHENG GAO & HAIYAN GONG
(408)772-9721
2630 HERITAGE PARK CIRCLE,SAN JOSE,CA 95132
DESIGNER: BOD esign
(408) 771-5935
21060 HOMESTEAD RD., CUPERTINO, CA 95014
SUITE 130
CONTACT@BOD-E.COM

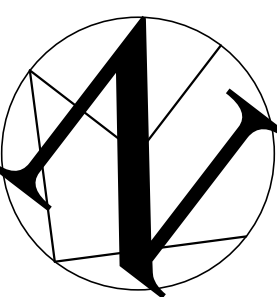
STRUCTURAL: ---

MECHANICAL: ---

T24 & ENERGY: ---

SOIL ENGINEER: ---

LEGEND:

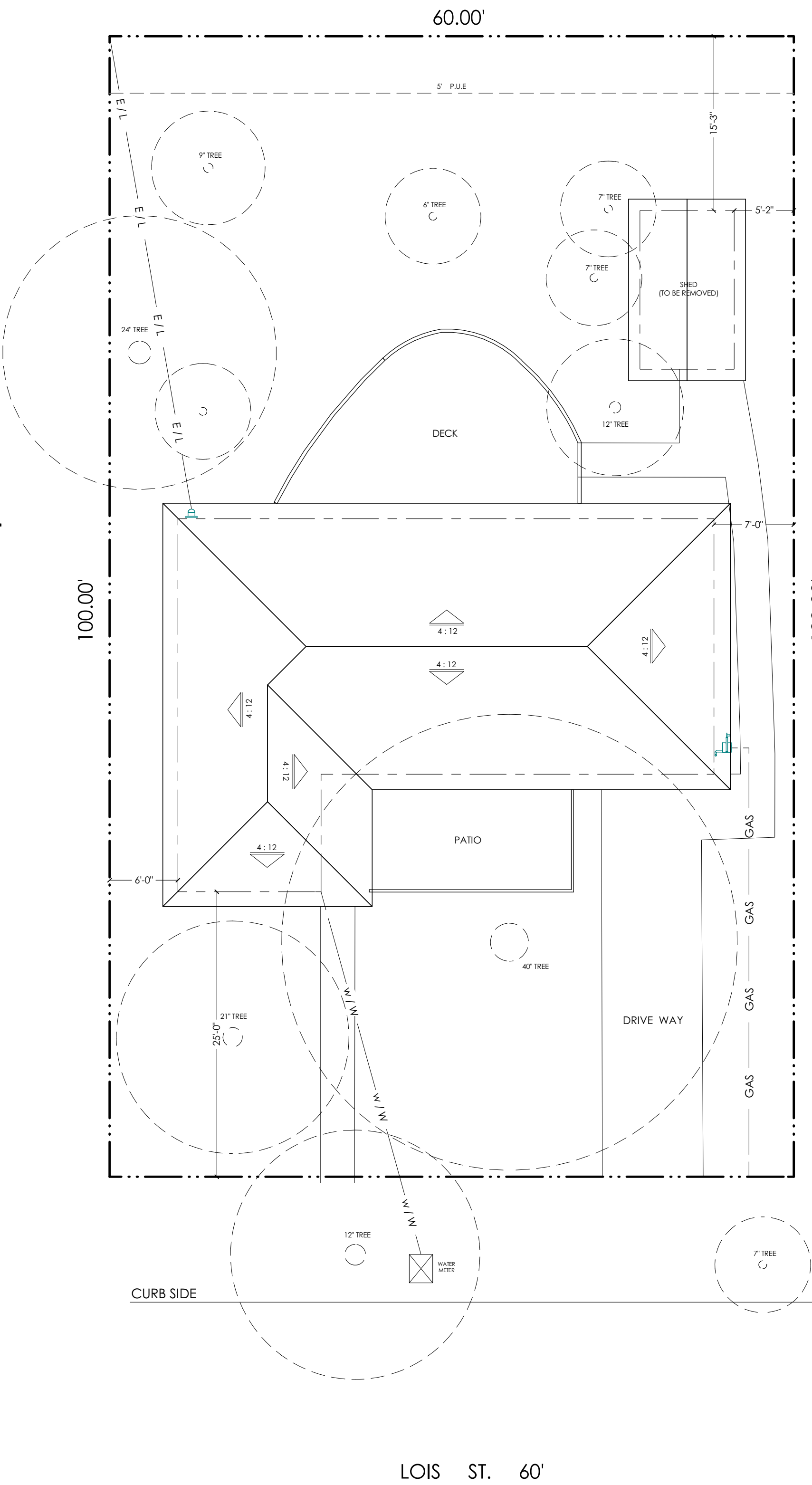


GRAPHIC SCALE : 1 INCH = 4 FEET

2nd FLOOR
PROPERTY LINE
BLDG 1st FLOOR FOOTPRINT LINE
BLDG 2nd FLOOR FOOTPRINT LINE

DRAWING INDEX:

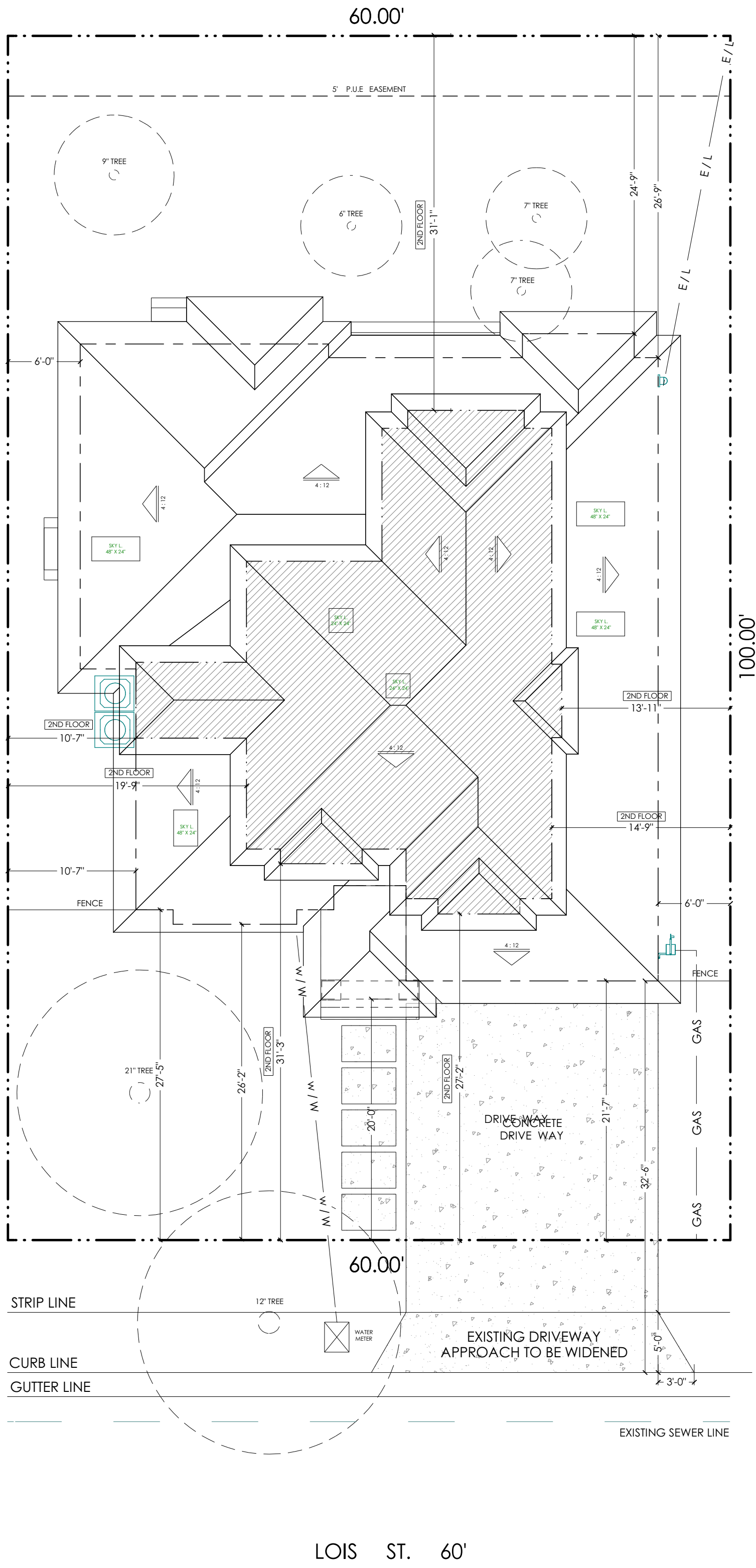
A0: COVER SHEET & SITE PLAN
T0: BOUNDARY AND TOPOGRAPHIC PLAN
A1: EXISTING FLOOR PLAN AND ELEVATIONS
A2: PROPOSED 1st FLOOR PLAN
A2.1: PROPOSED 2nd FLOOR PLAN
A3: PROPOSED ELEVATIONS
A3.1: PROPOSED ELEVATIONS
A4: PROPOSED SECTION & STREETSCAPE
A5: SOLAR STUDY
GB.1: GREEN BUILDING



EXISTING SITE PLAN

SC : 1/8" = 1'-0"

NOTE:
1. THE EXISTING WATER METER SHALL BE UPGRADED TO NEW ONE-INCH MINIMUM RADIO-READ WATER METER PER SUNNYVALE CITY STANDARD DETAIL 4B, WITH ADEQUATE SIZE IN ACCORDING WITH CITY-APPROVED FIRE SPRINKLER DESIGN PLAN.
2. WATER METER SHALL NOT BE LOCATED IN SIDEWALK OR DRIVEWAY APPROACH.
3. NEW SANITARY SEWER CLEANOUT SHALL BE INSTALLED PER SUNNYVALE CITY STANDARD 15A.



PROPOSED SITE PLAN

SC : 1/8" = 1'-0"

REVISIONS BY

ATTACHMENT 6
PAGE 2 OF 9

BOD esign

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SHEET TITLE:

COVER SHEET
SITE / ROOF PLAN

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE : 1.23.2015

SCALE :

DRAWN BY : BOD

JOB NO : D-1405-02

SHEET :

A-0



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SHEET TITLE:

EXISTING FLOOR
PLAN
& ELEVATIONS

NEW CONSTRUCTION FOR:

FRANK & HELEN

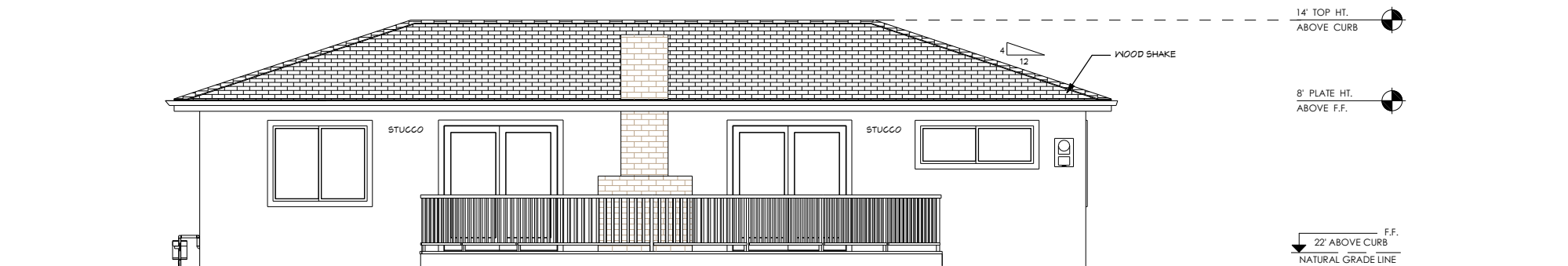
1026 LOIS AVE.,
SUNNYVALE, CA

DATE : 1.23.2015
SCALE :
DRAWN BY : BOD
JOB NO : D-1405-02
SHEET :

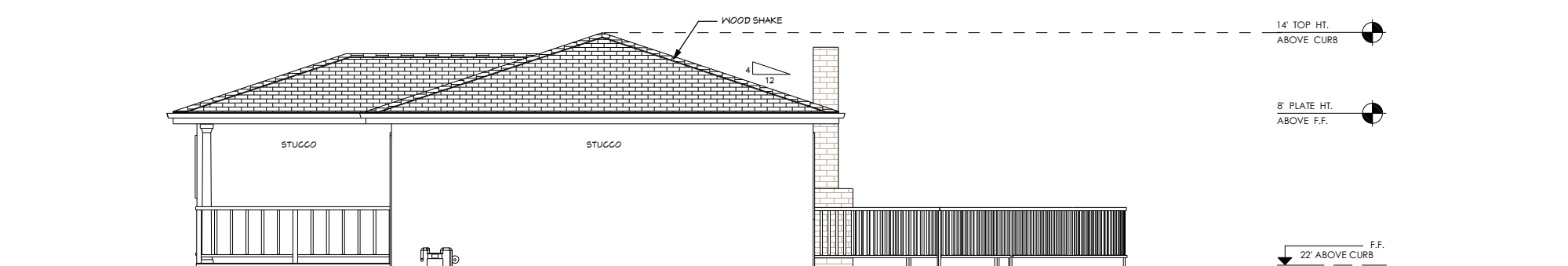
A-1



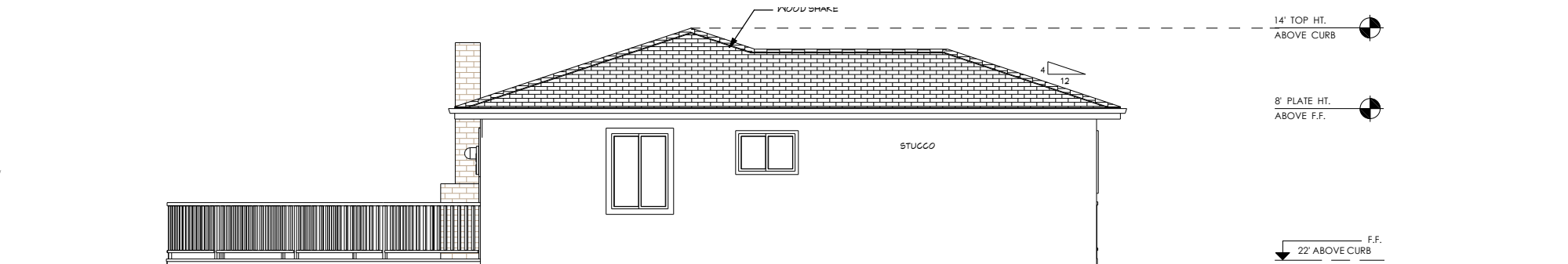
EXISTING FRONT ELEVATION
S.C. : 1/8" = 1'-0"



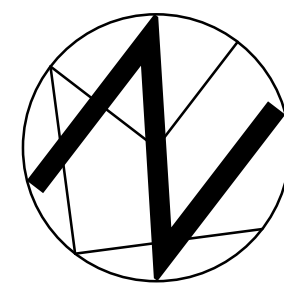
EXISTING REAR ELEVATION
S.C. : 1/8" = 1'-0"



EXISTING RIGHT ELEVATION
S.C. : 1/8" = 1'-0"



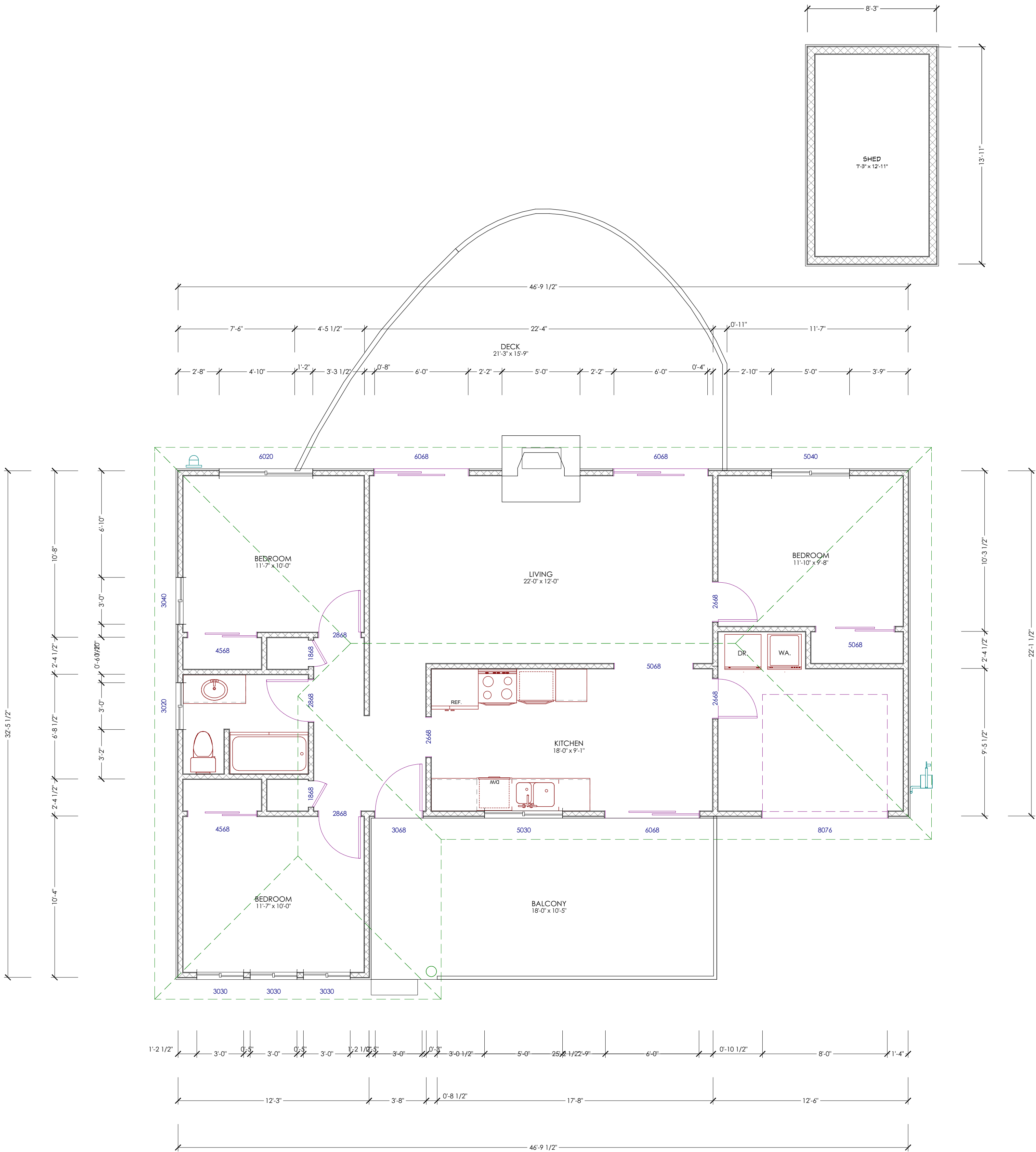
EXISTING LEFT ELEVATION
S.C. : 1/8" = 1'-0"



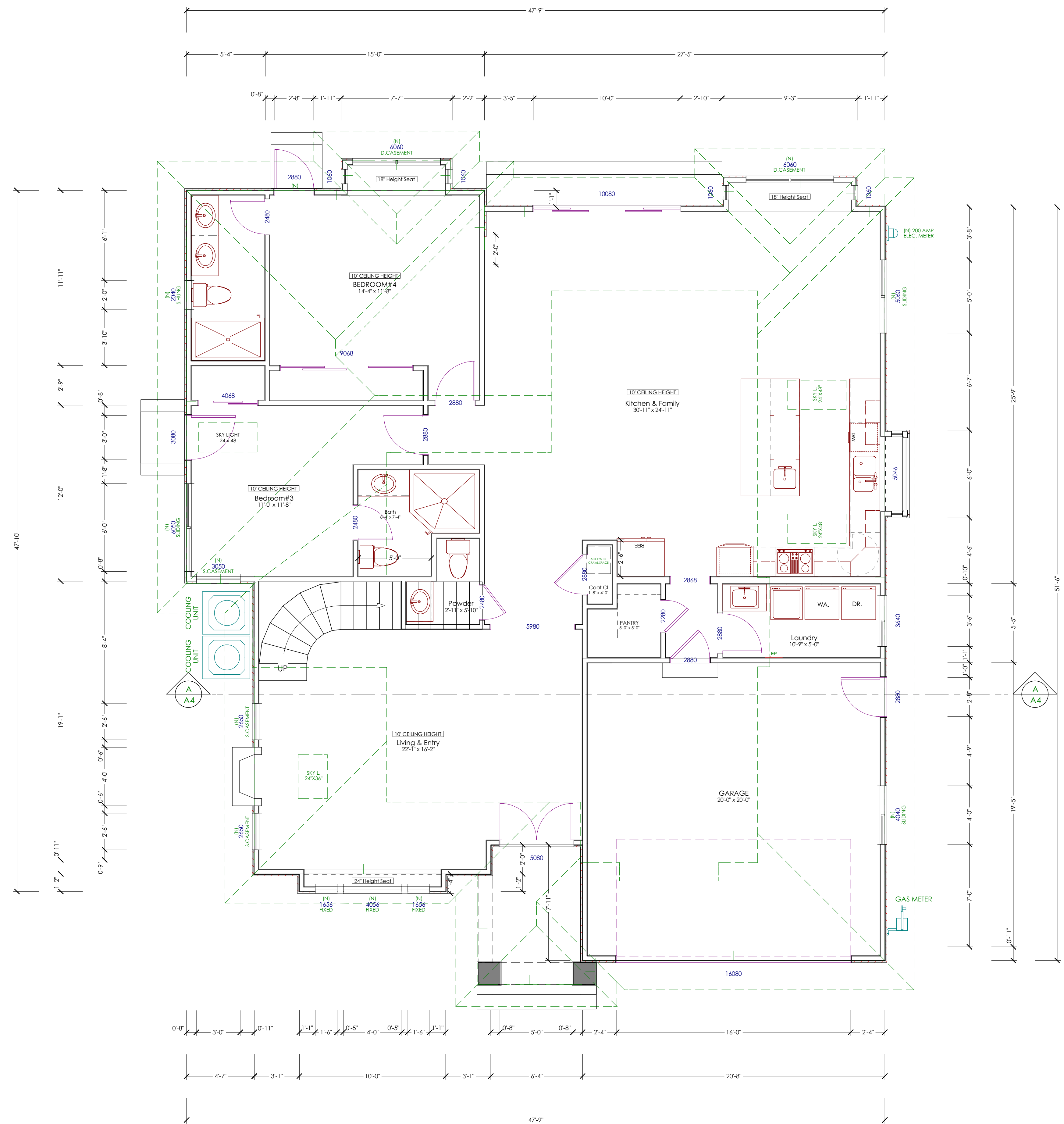
LEGEND:

- EXISTING WALL TO STAY
- EXISTING WALL TO BE REMOVED

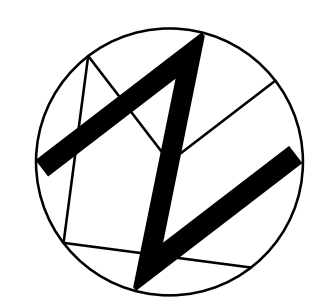
GRAPHIC SCALE : 1 INCH = 4 FEET



EXISTING FLOOR PLAN
S.C. : 1/4" = 1'-0"



PROPOSED 1ST FLOOR PLAN
SC : 1/4" = 1'-0"



LEGEND:

NEW CONSTRUCTION WALL

GRAPHIC SCALE : 1 INCH = 4 FEET

0 1 2 3 4 5 10 15

REVISIONS
BY

ATTACHMENT 6
PAGE 4 OF 9

BODesign

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BUILDER:

PABConstruction Inc.

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SHEET TITLE:

PROPOSED 1ST FLOOR PLAN

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

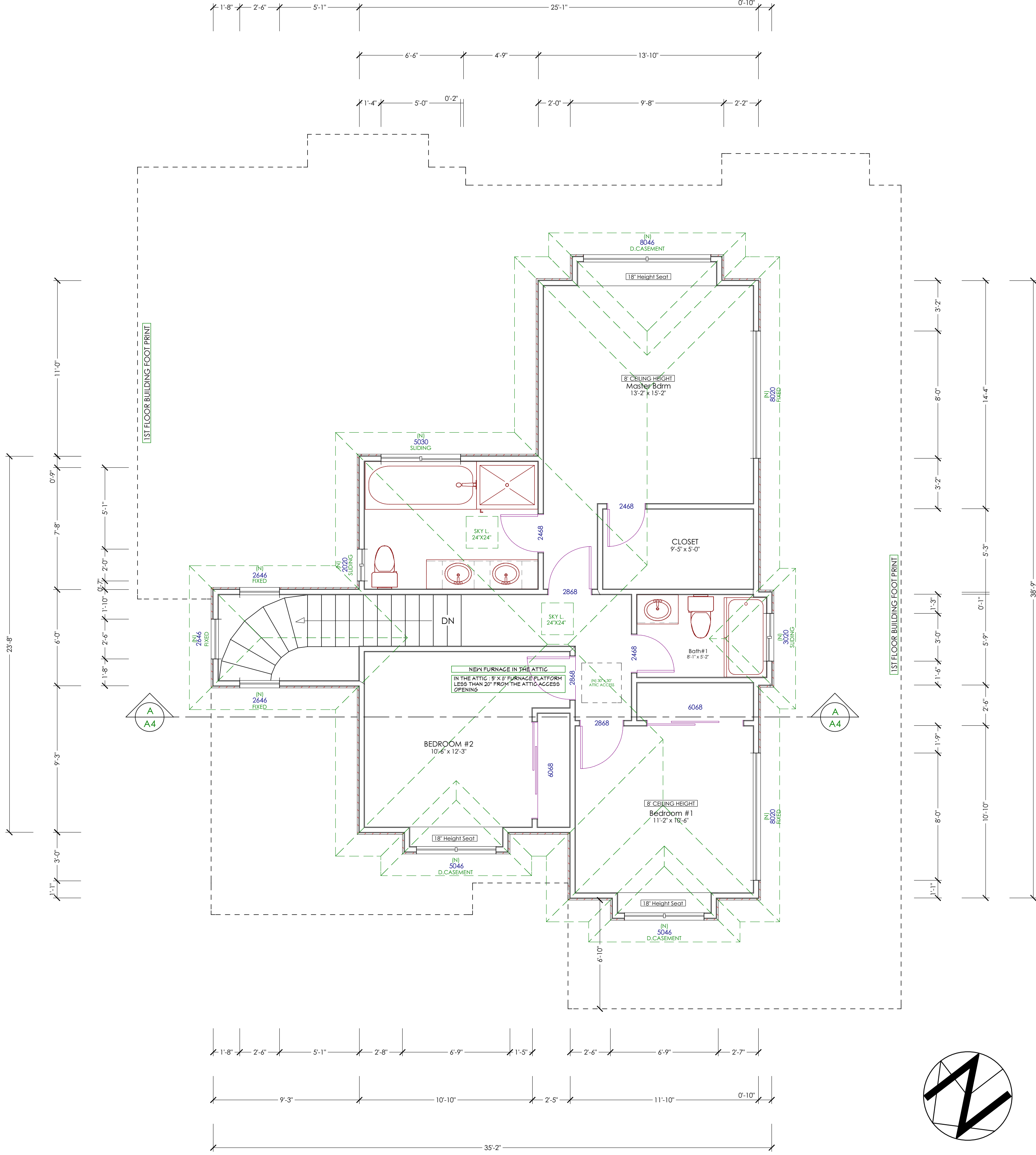
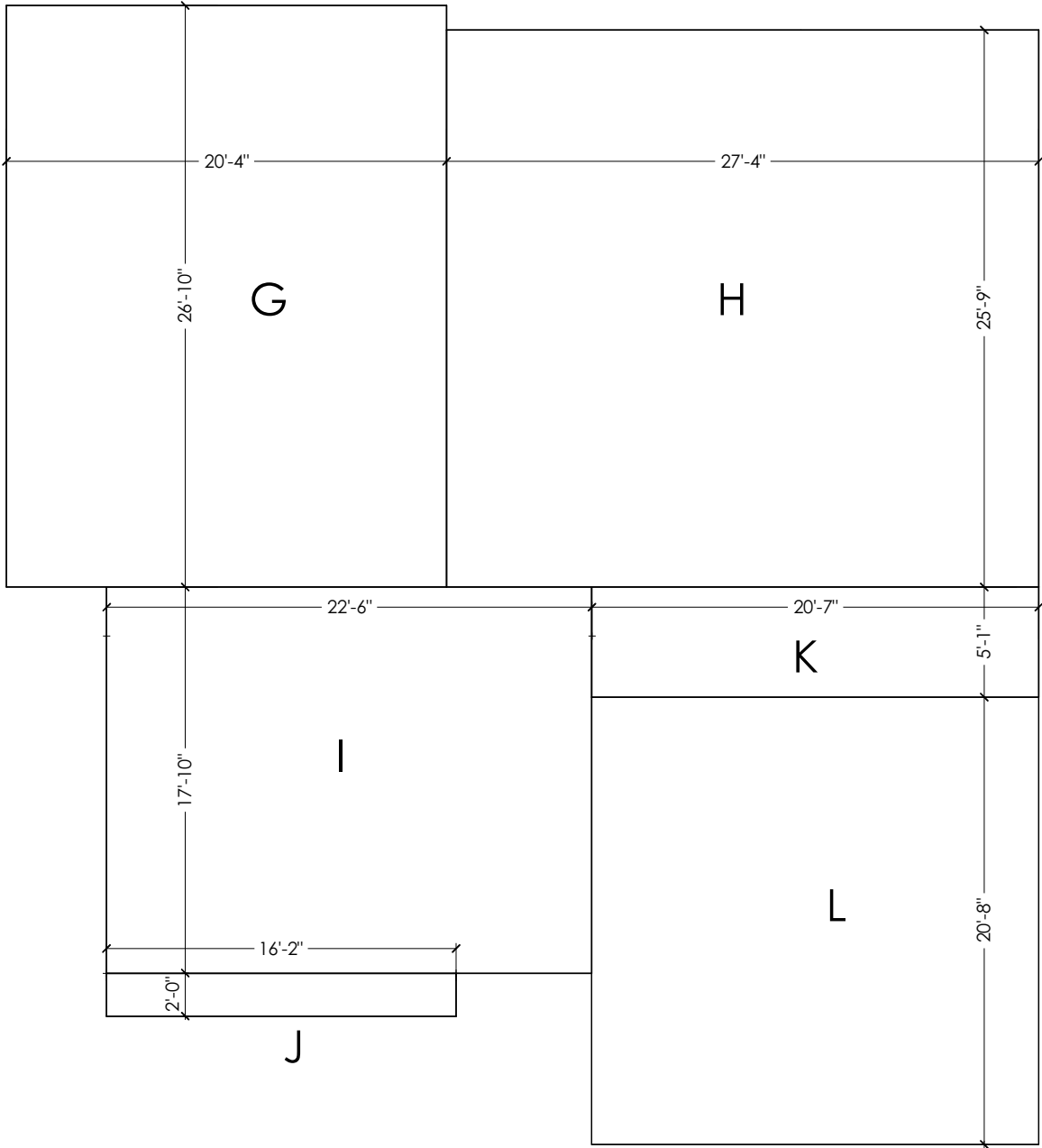
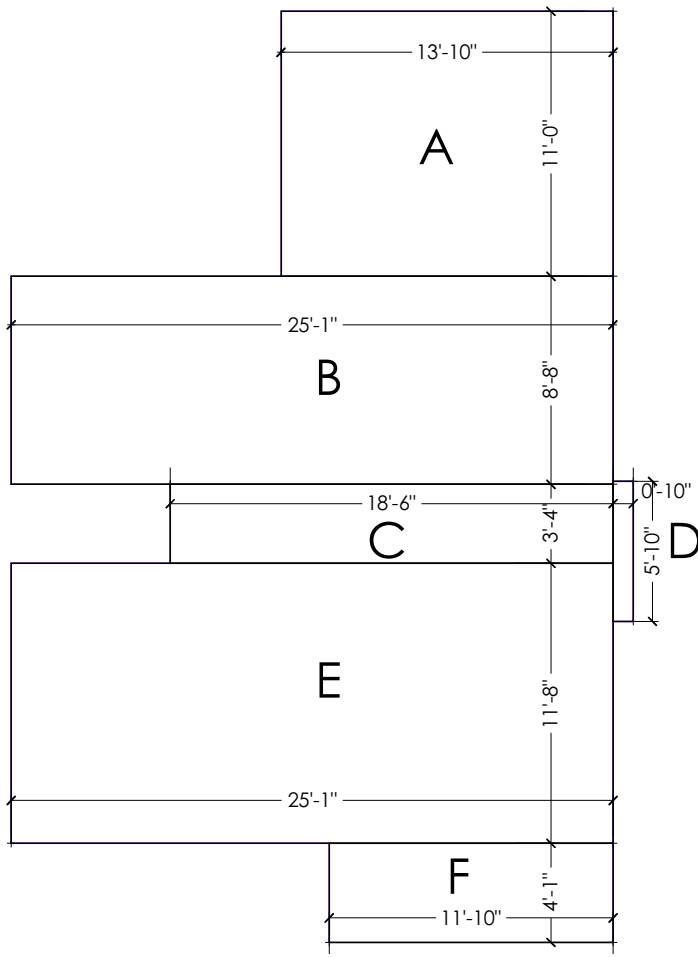
DATE : 1.23.2015
SCALE : 1/4" = 1'
DRAWN BY : BOD
JOB NO : D-1405-02
SHEET :

A-2

FLOOR AREA DIAGRAM(PROPOSED PLAN):

SCALE : 1/8" : 1'

FLOORS	SPACES	SIZE	AREAS (SQF)	TOTAL
2ND FLOOR	A	13'-10" X 11'-0"	153	777
	B	25'-1" X 8'-8"	217	
	C	18'-6" X 3'-4"	61	
	D	0'-10" X 5'-10"	5	
	E	25'-1" X 11'-8"	292	
	F	11'-10" X 4'-1"	49	
1ST FLOOR	G	20'-4" X 26'-10"	547	1789
	H	27'-4" X 25'-9"	705	
	I	22'-6" X 17'-10"	400	
	J	16'-2" X 2'-0"	32	
	K	20'-7" X 5'-1"	105	
GARAGE	L	20'-7" X 20'-8"	427	427
TOTAL BUILDING				2993



PROPOSED 2ND FLOOR PLAN

SC : 1/4" = 1'-0"

LEGEND:

 NEW CONSTRUCTION WALL

GRAPHIC SCALE: 1 INCH = 4 FEET



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SHEET TITLE:

PROPOSED 2ND FLOOR PLAN

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE..
SUNNYVALE, CA

DATE : 1.23.2015

SCALE : $1/4" = 1'$

DRAWN BY : BOD

JOB NO : D-1405-02

SHEET :

A-2.1



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SHEET TITLE:

PROPOSED
ELEVATIONS

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE :	1.23.2015
SCALE :	1/4" = 1'
DRAWN BY :	BOD
JOB NO :	D-1405-02
SHEET :	



PROPOSED FRONT ELEVATION
SC : 1/4" = 1'-0"



PROPOSED REAR ELEVATION
SC : 1/4" = 1'-0"



PROPOSED RIGHT ELEVATION
SC : 1/4" = 1'-0"



PROPOSED LEFT ELEVATION
SC : 1/4" = 1'-0"



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SHEET TITLE:

PROPOSED
ELEVATIONS

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE :	1.23.2015
SCALE :	1/4" = 1'
DRAWN BY :	BOD
JOB NO :	D-1405-02
SHEET :	



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SHEET TITLE:

PROPOSED SECTION /
STREETSCAPE
ELEVATION

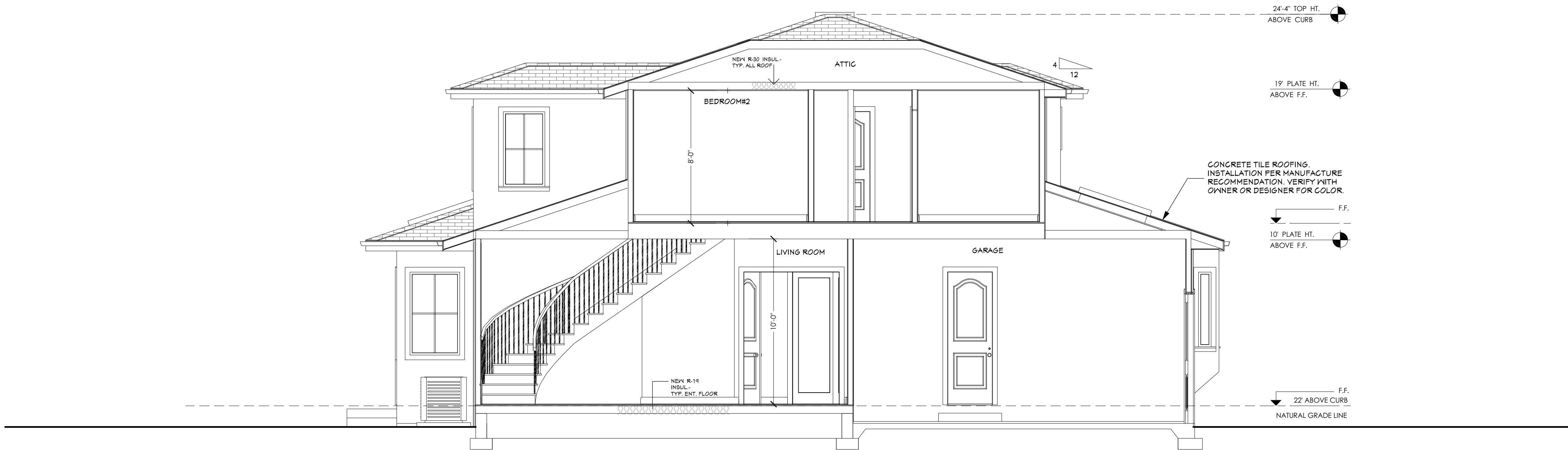
NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE..
SUNNYVALE, CA

DATE : 1.23.2015
SCALE : AS NOTED
DRAWN BY : BOD
JOB NO : D-1405-02
SHEET :

A-4



A - A CROSS SECTION
SC : 1/4" = 1'-0"



STREETSCAPE ELEVATION
SC : 1/8" = 1'-0"



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SHEET TITLE:

SOLAR STUDY

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE : 1.23.2015
SCALE : 1/8" = 1'
DRAWN BY : BOD
JOB NO : D-1405-02
SHEET :

A-5

PM SOLAR ANALYSIS

AM SOLAR ANALYSIS

60.00'

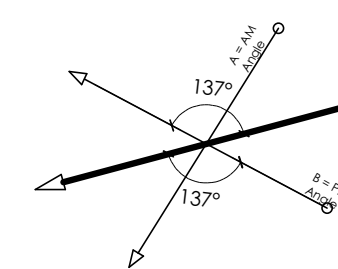
60.00'

60.00'

100.00'

100.00'

60.00'



PL

PL

PL

PL

PM ANALYSIS: SHADED ARE (96 SQ. FT.) / ROOF AREA (1725 SQ. FT.) = 5.56%

AM ANALYSIS: SHADED ARE (22 SQ. FT.) / ROOF AREA (1872 SQ. FT.) = 1.18%



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

Objection to 1026 Lois Ave

1 message

Yi'Ou Chen <c.....>

Mon, Mar 9, 2015 at 1:38 PM

To: sdivatia@sunnyvale.ca.gov, PlanningCommission@sunnyvale.ca.gov, council@sunnyvale.ca.gov

Cc: Paul Clark

Hello Shetal,

We are writing to voice our opposition to the proposed home project at 1026 Lois Avenue.

We are direct neighbor of 1026 Lois Ave. We bought the house in 2010, after visiting many neighborhood in the area. We chose Cherry Chase because of its charming characteristics with many ranch-style buildings. We are concerned with an "extremely large" two-story building right next to our house, esp. in the design details, their kitchen window directly faces our kitchen window and our backyard is exposed to their view.

The houses in Cherry Chase are traditionally small. Many neighbors have successfully renovated and expanded their houses for modern living while keeping the charming characteristics of Cherry Chase, such as 1046 Lois Ave and 1062 Grace Ave. While we agree with the new owners of 1026 Lois Ave to build a new home, we would appreciate the owners to adhere to the city's guidelines and maintain the charm of Cherry Chase that many neighbors cherish.

I urge you to review this proposal with careful consideration and help preserve the character of Cherry Chase.

Sincerely,

Paul and Yi'Ou



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

OPPOSE: Lois Ave 1026 Construction1 message

David Klebanov

Mon, Mar 9, 2015 at 9:34 AM

Reply-To: David Klebanov

To: "sdivatia@sunnyvale.ca.gov" <sdivatia@sunnyvale.ca.gov>, "PlanningCommission@sunnyvale.ca.gov" <PlanningCommission@sunnyvale.ca.gov>, "council@sunnyvale.ca.gov" <council@sunnyvale.ca.gov>

Hello Shetal,

We live on Lois Ave two houses away and I am writing you to voice our opposition to the construction project on 1026 Lois Ave. We certainly welcome tasteful construction projects, which had been plentiful in our neighborhood in the 5+ years we had lived here. When we decided to move our family to the Cherry Chase neighborhood, one of our main considerations was the charm and character that this neighborhood carries due to its ranch style construction.

We feel that the proposed two story house on 1026 Lois Ave does not fit the character of our neighborhood. It intrudes on the privacy, abstracts the beautiful views from neighbors' backyards, blocks the sunlight adversely affecting surrounding vegetation and overall unfavorably changes the landscape. Two story constructions do not fit Cherry Chase!

We urge you to deny this project and any subsequent similar projects to preserve the character of our neighborhood that we so much cherish.

Sincerely,
David and Tanya
Lois Ave

**Shetal Divatia** <sdivatia@sunnyvale.ca.gov>

1026 Lois

1 message

Jeanne Waldman

Sat, Mar 7, 2015 at 6:49 PM

To: sdivatia@sunnyvale.ca.gov, PlanningCommission@sunnyvale.ca.gov, council@sunnyvale.ca.gov

Hi Shetal,

I hope this email isn't too late to get to the planning commission by Monday. I wanted to say that I am still against the proposed two story project planned for 1026 Lois. I spoke at the first hearing and sent a letter.

I don't like big houses on small lots for many of the obvious reasons: bulky aesthetics, privacy, blocking light, taking down trees, extra resource use. I'm not a next door neighbor, but an across the street neighbor from the lot, and I can see the house from my kitchen.

There is a FAR rule and I see no reason why it should be allowed to be exceeded. I'm afraid of a precedence being set, then it would be easier for other house flippers to do the same. My vote would be for the FAR to be in the rules, and for the house to fit the character of the neighborhood. The owners of the house have not yet lived at 1026 Lois since they bought it, so I'm not sure they understand what the character is.

Thanks for listening,

Jeanne Waldman

From: Mark Pool
 736 Lois Ave,
 Sunnyvale, CA 94087

05 March 2015

To: City of Sunnyvale Planning Commissioners
 Sunnyvale, CA 94086
 Re: Proposed Project at 1026 Lois Ave., Sunnyvale

First, I appreciate the dedication and service you provide to the Citizens and City of Sunnyvale. Thank you.

As you know, the houses in Cherry Chase neighborhood were constructed about 1954. The neighborhood has been enjoyed, appreciated and loved by the many residents for its ranch style family homes and friendly neighborhood atmosphere.

I agree with points raised by Cherry Chase neighbors in opposition to the proposed project. As individuals and collectively as a neighborhood, we want this project to be denied in its two story configuration.

We are not against change in the neighborhood. There are many upgraded homes and more than a few complete rebuilt homes in this neighborhood. Of the homes in the Cherry Chase neighbor:

- 47 % retain their original floor plan.
- 41 % upgraded by adding an additional Bedroom/Bathroom/family room, while retaining the original house.
- 6 % added a 2nd story; while retaining the original house. These 2 story homes were done 20-40 years ago.
- 6 % tore down the original and built a new house. Of the 6 % newly built, one was insurance rebuilt after a fire. The remaining five newly constructed homes were built by home owners. All were designed and built to blend into the neighborhood of single story Ranch style houses.

I feel this 2 story proposal is in not respecting the scale, bulk and character of homes in the neighborhood.

The proposed design does not respect the immediate neighbors, let alone the prevailing neighborhood.

Because there are currently existing 2 story homes in the neighborhood, it does not negate the need and desirability of fitting new homes to the majority of homes nearby.

- The 6 % of existing home which added a 2nd story retained the original house, adding modest amounts of area in their second story designs. These six houses were modified between 20 and 40 years ago, yet by-and-large fit the neighborhood architecture and ambiance.

As a homeowner, making great financial and time commitments to my home, I, like my neighbors, chose to live in the Cherry Chase neighborhood because of the ranch style homes. If I, we neighbors, did not want a ranch style home, we would have searched in different neighborhoods and would have purchased a home closer suiting our desires.

Sunnyvale has its neighborhoods. Other cities, such as San Francisco, have their neighborhoods, predominately defined by the architecture parlance, habitat's and districts. Like those communities, Sunnyvale should retain our neighborhoods: Bird Land, Cherry Chase, Snail, Washington Park, Taaffe, etc. are distinct and unique.

Allowing this project to continue is a first step, a slippery slope towards obscuring neighborhood identity.

Next I highlight items I believe are in conflict with the "Sunnyvale, Single Family Home Design Techniques" prepared by Cannon Design Group in 2003.

As you are aware, the guidance and techniques discussed in the document are, in part, provided to:

- Protect property owner livability and investments by discouraging inappropriate and out of scale adjacent homes.
- Maintain a sense of neighborhood by encouraging new development that is compatible in scale and character with existing housing.
- Encourage thoughtful planning and design that respects the privacy of neighbors.

Next I quote from "Sunnyvale, Single Family Home Design Techniques", page 9. I highlight elements specific to this proposal which I feel need serious consideration and justify disapproval of the proposed project.

RESPECT THE SCALE, BULK AND CHARACTER OF HOMES IN THE ADJACENT NEIGHBORHOOD

Buildings should be **sympathetic to the predominant building forms and scale of their neighborhoods**, including but not limited to, **height, bulk, character**, building form, roof form and orientation, window treatments, materials, and colors. **Architectural styles, elements, and shapes need not necessarily be the same as those on adjacent and nearby homes, but improvements should avoid unnecessary visual conflicts.**

DESIGN HOMES TO RESPECT THEIR IMMEDIATE NEIGHBORS

Every project should be **respectful of adjacent homes and neighbors**. New development should **avoid privacy, noise, light and visual conflicts with adjacent uses to the maximum degree possible**. Special care should be given to avoid tall blank walls and **building volumes immediately adjacent to one story forms on adjacent parcels**, and to the placement and treatment of windows and site landscaping to minimize views into neighboring homes, windows and private outdoor spaces.

We have invested in our homes over the decades and developed attachments to the visual qualities of our surroundings.

We are not opposed to a new built home. We prefer to see a project that is more in line with the single story ranch home.

We depend on the Planning Commission to represent us and ensure that the special qualities of the neighborhood are respected.

We ask that you deny the proposed project at 1026 Lois Ave , Sunnyvale..

Kind Regards,

Mark Pool
736 Lois Ave



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

Regarding File #: 2014-7624, 1026 Lois Ave

1 message

Ganesan Venkataraman <[redacted]>

Fri, Mar 6, 2015 at 8:57 AM

Reply-To: Ganesan Venkataraman <[redacted]>

To: "sdivatia@sunnyvale.ca.gov" <sdivatia@sunnyvale.ca.gov>

Cc: "PlanningCommission@sunnyvale.ca.gov" <PlanningCommission@sunnyvale.ca.gov>

Dear Planning Commission Members,

We are neighbor to the proposed house at 1026 Lois Ave, and writing to convey the following requests to the commission.

1. Please enforce the current city codes regarding the size of the house, for both the lot size to building ratio (maximum of 40%) and first floor to second floor ratio (maximum of 35%). Given the small lot and proposed big house of 50% FAR, this becomes very important.
2. Please ensure privacy for the residents in the surrounding homes, which are all single story homes.
3. Please allow for preserving as much green as possible by keeping the existing trees.
4. Even though this is not a city code, please guide the applicant to consider a single story home. There are lot of nice single story homes in the vicinity that suit the families, nearby residents and neighborhood well.

Thank you.

Ganesan and Kalpana

**Shetal Divatia** <sdivatia@sunnyvale.ca.gov>

1026 Lois Ave. Project

1 message

David Mokhber <

Thu, Mar 5, 2015 at 10:55 PM

Reply-To: David Mokhber

To: "sdivatia@sunnyvale.ca.gov" <sdivatia@sunnyvale.ca.gov>

Dear Shetal,

We are the family adjacent to the project at 1026 Lois Ave. The reason for this email is to let you know of our concerns for the latest proposal the owners have submitted. Unfortunately, there are no major changes in the new proposal, and this building is extremely out of character for our neighborhood. The overall look and square footage of the house is too dominating compared to the single-story homes, especially being in between two smaller houses.

In regard to the actual plan, the owners have chosen to still remove many old trees, especially one heritage tree in the backyard. That being said, our privacy is a key concern as well as those of our neighbors.

We appreciate your consideration and recommendations.

Thank You,

The Mokhber Family
1022 Lois Ave.
408-730-5732



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

1026 Lois

mario huang

Thu, Mar 5, 2015 at 3:34 PM

Reply-To: mario huang

To: "sdivatia@sunnyvale.ca.gov" <sdivatia@sunnyvale.ca.gov>, "PlanningCommission@sunnyvale.ca.gov" <PlanningCommission@sunnyvale.ca.gov>, "council@sunnyvale.ca.gov" <council@sunnyvale.ca.gov>

Shetal,

I am writing to voice my opposition to the proposed two story home project at 1026 Lois Avenue.

The applicants of this project originally proposed an FAR of 50% and was rejected by the Planning Commission on October 13, 2014 (APN: 198-34-011).

The notice for public hearing indicates that the applicants have resubmitted plans with a "new" FAR at 49.8%.

By "nipping" the previous design by 0.2% FAR as Commissioner Simon stated during the first hearing, is not the right way to approach this project.

In this updated proposal, the mass and bulk of the structure still remains and does not fit with the neighborhood as the Planning Commission commented on October 13, 2014.

At the October 13, 2014 hearing, Commissioner Durham stated that there are pocket/neighborhoods in Sunnyvale where this size, bulk and entry design of this proposed "dream home" will fit in perfectly.

Commissioner Durham also concluded at the October 13, 2014 hearing that "at this time, in this place (Cherry Chase neighborhood) is not one of those neighborhoods in Sunnyvale for this design to fit in"

I urge you to review this proposal with careful consideration and deny the project.

Thank you.

Mario Huang

3/5/2015

Dear Planning Committee:

I am writing to voice my concern and objections to the 1026 Lois Ave design plan. Specifically the plan has a floor area ratio of 250% (49.8%). I know this was an issue last time when the plan was submitted before planning commission hearing. The home owner said that there is another property (1058 Lois Ave) having similar FAR. ~~The~~ One planning commission member specifically said during the last hearing that property should not be used as a valid comparison.

I think it is important to adhere to the current city guideline regarding the maximum FAR. Cherry Chase area is a low-density residential area (R0). The city allowed max 43% FAR with a 2-story lot coverage of 40% is already very generous compared to other cities nearby. For example, Palo Alto allows a 2-story lot coverage of 35%

I do not see ~~any~~ any reason for this exception in this case. From their last hearing before planning commission, they explained that they plan to have ~~many~~ many kids. - while they are expecting their first child. I don't think this is a unique situation in the cherry chase neighborhood. ~~This is n~~

While I agree with the home owner to build a nice house, even for 2-stories, I don't see any special reason that the house needs to be larger than the city guideline allows.

I think the city needs to be careful not to send the message that if a property owner wants to build ~~a~~ a nice house, they can do exceed city guideline for ordinary reasons.

Thank you for your consideration.
Sincerely,

A neighbor to 1026 Lois Ave



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

1026 Lois Avenue

1 message

James Smith

Wed, Mar 4, 2015 at 4:51 PM

Reply-To: James Smith

To: "sdivatia@sunnyvale.ca.gov" <sdivatia@sunnyvale.ca.gov>, "council@sunnyvale.ca.gov"

<council@sunnyvale.ca.gov>, "planningcommission@sunnyvale.ca.gov" <planningcommission@sunnyvale.ca.gov>

Good Day,

I am writing to once again express my opposition to the proposed oversized 2-story residential plan at 1026 Lois Avenue.

We seem to have an influx of new buyers who want to challenge the design and principles which have already been established by our City and compromise the privacy of their neighbors. We cannot permit over-scale homes to be built on lots that simply do not support them. This will only create a hodgepodge appearance, creating a patio home type stacked side by side environment. If someone desires a massive dream home, they should purchase in an area where the lot size and neighborhood structure and design fit that profile.

The City already has in place guidelines for remodels and rebuilds. Why is it that a home of this magnitude - WELL exceeding the approved FAR - even considered? Why is a home that exceeds the allowable FAR by such a drastic percentage not rejected without the necessity of the residents having to fight what is already protected by the City codes? If I understand the owners' plans correctly, they have reduced their original plan by .2% - why is this even being considered?

What do we as long time residents of the City need to do to stop this from continuing to happen over and over - to protect what the City already has the power to protect by rejecting a proposal that is OVER the allowable code?

I urge the planning commission to consider this case and future similar cases carefully and exercise their authority to uphold the Codes and values already in place. Should a change be warranted, it should be done in SMALL increments, and by the vote of the residents, not by owners who decide to build massive homes in a neighborhood that neither supports such a home, nor desires the invasion of privacy it will create.

Thank you for your consideration.

Respectfully,
Sheila Smith
834 Lois Avenue
Sunnyvale, CA



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

1026 Lois Ave

1 message

Preeti Naik

Thu, Mar 5, 2015 at 10:38 AM

To: sdivatia@sunnyvale.ca.gov

Hello Shetal,

I am against the proposed project on 1026 Lois Ave.

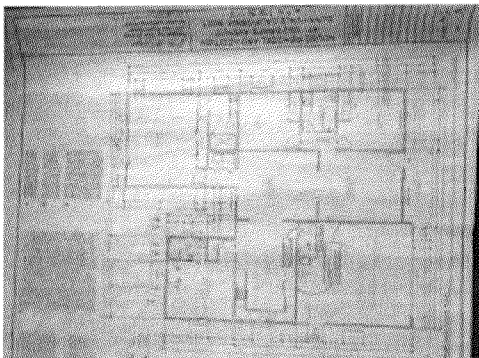
We have a charming neighborhood where the mostly single story houses on the mostly small lots are consistent across most of the neighborhood. Putting in two story huge homes changes this for the worse.

Two story houses in our neighborhood put the two story house right over the next door neighbors' houses because of the small lots (less than 6000sq feet). California has great weather and is a great place to be outside. Having a two story neighbor looking over your backyard takes away your view of the sky and sun as well as your privacy. At 1026 Lois Ave, the owners are trying to put a two story house right over two small-lots and single-story-houses next door neighbors. I am not a next door neighbor in this case but would I would not want someone building a two story home right over my house.

Exceeding the 45% floor area ratio in the case of 1026 Lois makes it even worse.

If they want a big house, they have a option to follow the plan as attached of another house in the neighborhood - 1062 Grape avenue - its a beautiful ~ 2000sq feet 4b3b single story house!

Thank you,
Preeti Naik



ML81316622_23_3.jpg
110K



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

Re: Against Proposed Project on 1026 Lois Ave

1 message

Momoko Ishijima <mishijima@sunnyvale.ca.gov>

Wed, Mar 4, 2015 at 8:37 AM

To: Iztok Marjanović <iztok.marjanovic@sunnyvale.ca.gov>

Cc: Shetal Divatia <sdivatia@sunnyvale.ca.gov>

Hello Iztok,

The project planner for the proposed home at 1026 Lois Ave is Shetal Divatia. I have cc'd her on this message.

Please send future correspondence to Shetal.

Thank you.

MOMOKO ISHIJIMA

Associate Planner

City of Sunnyvale | Planning Division

mishijima@sunnyvale.ca.gov

tel: (408)730-7532

On Wed, Mar 4, 2015 at 4:46 AM, Iztok Marjanović <iztok.marjanovic@sunnyvale.ca.gov>

wrote:

Hello Momoko,

I am still against the proposed project on 1026 Lois Ave.

Two story houses on our neighborhood put the two story house right over the next door neighbors' houses because of the small lots. California has great weather and is a great place to be outside. Having a two story neighbor looking over your backyard takes away your view of the sky and sun as well as your privacy. The small lots in the neighborhood put a two story house right over a next door neighbor. I am not a next door neighbor in this case but would I would not want someone building a two story home right over my house.

We have a charming neighborhood where the mostly single story houses don't feel "crowded" on the mostly small lots and are consistent across most of the neighborhood. Putting in two story homes changes this for the worse.

Exceeding the 45% floor area ratio in the case of 1026 Lois makes it even worse.

Thank you,
Iztok Marjanovic



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

1026 Lois Avenue

1 message

Annie Shiau

Wed, Mar 4, 2015 at 10:59 AM

To: Shetal Divatia <sdivatia@sunnyvale.ca.gov>

Cc: PlanningCommission@sunnyvale.ca.gov, council@sunnyvale.ca.gov

Good morning,

I am writing to express my opposition regarding the proposed 2 story project at 1026 Lois Avenue.

The small lots in our neighborhood place homes right next to its neighbors as it is, adding a second story makes it worse.

This project goes against several points of the Design Principles set by the city:

“Respect the Scale, Bulk and Character of the Homes in the Neighborhood” – This structure is proposing to exceed the R-0 lot coverage allowance of 40% for a 2 story home by nearly 10%. In an area where the average FAR is 27.5% (data spreadsheet attached), this proposed 49.8% FAR at 1026 Lois is disrespecting the scale and bulk of the homes in our neighborhood. This proposed 2 story structure will negatively impact the character of our predominately ranch style home neighborhood.

“Design Homes to Respect Their Immediate Neighbors” – Proposing a structure that is designed to exceed the FAR by nearly 10% is displaying some level of disregard to its immediate neighbors. With the second story, the privacy and views of the immediate neighbors of this proposed structure will be compromised.

“Preserve Mature Landscaping” – In the first public hearing for this project, File #: 2014-7624 (APN: 198-34-011, October 13, 2014). The applicants proposed to take down the tree in the backyard near the side fence on the left (fence separating 1026 and 1022 Lois). If this item is still in the proposal, it violates this Design Principal.

I urge the planning commission to consider this case carefully and not approve this deviation from the current city code.

Gratefully,

Annie

2 attachments



Neighborhood Floor Area Ratio Table.pdf
217K



Single Family Zoning Requirements- FINAL.PDF
305K



Shetal Divatia <sdivatia@sunnyvale.ca.gov>

1026 Lois Ave APN 198-34*011**Travis Larry**

To: sdivatia@sunnyvale.ca.gov

Sat, Feb 28, 2015 at 9:36 AM

Dear Ms. Divatia,

I am writing to you in regard to the proposed plan to build a 2993 square foot 2 story home at 1026 Lois Avenue. My family and I live off of Lois Avenue. We have lived in this neighborhood since 1989. We would like to voice our concern over this proposal as we do not agree that 2 story homes belong in the Cherry Chase neighborhood.

If the owner of this property wanted to have a large 2 story home, he could have purchased property in a different part of Sunnyvale (Las Palmas Park area) or a different city. There are many 2 story communities nearby. The Cherry Chase neighborhood is not one of them.

Allowing this proposed home to be built and surrounded by 1 story homes will detract from the look of the rest of the neighborhood. Homes are being constantly remodeled in this neighborhood and owners are keeping them to 1 story. Why can't this owner do the same?

If the city allows this owner to build a 2 story home it will set precedence for other neighbors to do the same. My husband and I do not want to live next to a 2 story home. We realize that there are a few other homes nearby that are 2 stories tall and they clearly do not fit in with the rest of the neighborhood.

We implore you to seriously consider this proposal. A building of this size is not right for our neighborhood. Now is the time for the city of Sunnyvale to take a stand on 2 story home construction in the Cherry Chase neighborhood and not allow it to happen now or in the future.

Sincerely,

Susan L.

Shetal Divatia <sdivatia@sunnyvale.ca.gov>

To: Travis Larry <travcrx@aol.com>

Mon, Mar 2, 2015 at 12:18 PM

Hello Travis Larry,

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Planning Commission

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- 2 [14-0959](#) **File #:** 2014-7624
Location: 1026 Lois Avenue (APN: 198-34-011)
Zoning: R-0
Proposed Project: A new two-story home with a total floor area of 2,996 square feet (2,569 square feet living area and 427 square feet garage) resulting in 50% floor area ratio.
Applicant / Owner: BO Design (applicant) / Haiyan Gong (owner)
Environmental Review: A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.
Project Planner: Elise Lieberman, (408) 730-7443, elieberman@sunnyvale.ca.gov

Gerri Caruso, Principal Planner, presented the staff report.

Comm. Harrison confirmed with Ms. Caruso that staff recommends reducing the entry and living room plate heights to 10 feet.

Comm. Klein confirmed with Ms. Caruso that the changes in sill height adequately address the neighbors' privacy concerns, and that there were no questions from neighbors or issues with the balcony.

Comm. Rheaume asked if the long windows on the left elevation are part of the stairway, and verified with Ms. Caruso that half-round windows are in the living room, and discussed the proposed removal of a tree in the rear of the home.

Comm. Durham confirmed with Ms. Caruso that the balcony on the second floor would not be counted in the Floor Area Ratio (FAR) if it is covered. Comm. Durham stated that removing the tree would reduce privacy, and commented on reducing the size of the home.

In response to Comm. Rheaume's earlier question, Trudi Ryan, Planning Officer, explained that the long window on left elevation is part of the stairway.

Chair Melton confirmed with Ms. Caruso that the applicant is aware that staff is recommending denial of the design review and that an appeal of a decision would go to City Council unless the project is redesigned.

Chair Melton opened the public hearing.

Frank Gong, the property owner, gave a presentation on the proposed project.

Chair Melton discussed with Mr. Gong reducing the size of the home and lowering

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the roofline.

David Mokhber, a nearby Sunnyvale resident, discussed his concern about the mass of the proposed building and potential privacy issues. Comm. Durham and Mr. Mokhber discussed using frosted windows to add privacy.

Jeanne Waldman, a nearby Sunnyvale resident, discussed her opposition to the proposed project and said the general feel of the neighborhood is to keep it single-story. Comm. Simons and Ms. Waldman discussed the option for a single-story overlay district.

Ganesan Venkataraman, a nearby Sunnyvale resident, commented on his preference to maintain a single-story neighborhood and discussed his privacy concern.

Judy Barnes, a nearby Sunnyvale resident, discussed her concern with privacy and a decrease in surrounding property value.

Brian Burnhardt, a nearby Sunnyvale resident, discussed his concern with the size of the proposed home and the potential for it to decrease the property value of nearby houses.

Mr. Gong addressed the neighbors' concerns and encouraged his neighbors to work with him. He said he is amenable to changing the windows and to further compromise.

Chair Melton closed the public hearing.

Comm. Durham confirmed with Ms. Caruso that the second floor would have to be reduced 70 square feet to meet 35% FAR, and that the maximum size of the first floor would allow an additional 180 square feet.

Comm. Harrison and Ms. Ryan discussed the number of design reviews in predominately single-story neighborhoods, and those with proposals with greater than 35% second-to-first floor ratio that have been approved by the Planning Commission.

Comm. Rheume confirmed with Ms. Caruso that the design meets all code requirements and that the first to second story ratio is in the Sunnyvale Single-Family Homes Design Techniques. Ms. Ryan added that reducing the second story by 70 square feet would only reduce the entire FAR to 49%.

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Comm. Harrison confirmed with Ms. Ryan that if the first floor is increased, the ratio of the first to second floor would change, and Ms. Ryan added that the concern is with the apparent bulk of the high ceiling living room.

Comm. Simons moved Alternative 1 to deny the design review.

Comm. Klein seconded.

Comm. Simons said this is legally a two-story neighborhood in which residents can build anything up to the design requirements and not have a public hearing, except that this application has come above those recommendations, triggering a public hearing. He said we try to balance existing neighborhood character with changing character, and one thing that is changing is that people tend to avoid buying 800 or 1200 square foot homes ripe for being expanded. He added that those who bought houses in the 80s or at other times made slight modifications rather than giant changes with increases in square feet and that is changing. He said this neighborhood is like an Eichler neighborhood rather than a regular ranch neighborhood that has larger lots and a few two-story homes. He noted that people tend to think two-story homes will not encumber their privacy much. Giving direction to the applicant, he explained he does not like designing from the dais, he likes to see what something looks like and review that rather than give out arbitrary numbers to meet the neighborhood. He mentioned a previous non-controversial application where a bunch of the development was a basement, which was not visible to neighbors. He said that this neighborhood should be sensitive to that fact that anyone can build a two-story house if they meet certain criteria, and he recommends that if the neighborhood wants to remain single-story that residents look into working with staff on the single-story overlay district.

Comm. Klein said he lives relatively close and within a historic district so he knows the community fairly well and understands that there are quite a few single-story homes. He suggested that if the neighbors want to maintain the character of their neighborhood to work with staff to get a majority of homeowners to go through the process for the single-story overlay, which will take time and will involve cost, but that if enough people request it, it is feasible and has been done in other neighborhoods. He said to the applicant that he too does not want to give full direction but that there are obvious changes that need to be done on the home, such as meeting the second story requirements in terms of ratio and ensuring that it fits in with the surrounding homes, which is one of the reasons the guidelines are in place. He said the applicant does have the right to build a second story but that it should stay within the hard rules and general guidelines of the City, and that the

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applicant is encouraged to work with staff to come up with the best design. He said he applauds the applicant for working with the neighbors on the privacy issue, and during the next step of the process, which he assumes is a redesign of the project, he suggests reaching out to neighbors to get their feedback, and he hopes that the process will help build a final project in compliance with the rest of the neighborhood. He added that this neighborhood is in transition as much of Sunnyvale is and that two-story homes are coming to many one-story neighborhoods, and that he appreciates the neighbors coming out.

Comm. Durham thanked the applicant and residents for coming out to speak, which takes a lot of time and effort. He said to the applicant that it is hard to be an icebreaker, and that there are two-story houses in the neighborhood already, two of which are within the same block as the applicant's house which seem to have been added soon after being built. He added that the size, scale and style of this project bothers him more than the second story, and he would like to see it brought in nearer to the look of the neighborhood, so he will be supporting the motion.

Comm. Harrison said she appreciates everyone coming out and demonstrating their care for Sunnyvale and its quality, and said to the applicant the rules are there to balance the rights of the individual home owner to improve their property as they see fit and the rights of the neighborhood with regard to respecting the scale, bulk and character of the homes in the neighborhood. She said that she cannot make the finding, and that there may be areas in Sunnyvale where the first-to-second floor ratio does exceed the 35% but that they are not approved frequently in single-story neighborhoods, so she will be supporting the motion.

Comm. Rheaume said he will be supporting the motion, and loves everyone's passion for preserving their neighborhood. He said the property owner has the right to build a second story, but he does not think asking the applicant to chop 70 square feet from the house is the right way to do this either. He said he could not make the findings for all of the windows and the balcony on the second story, and that the applicant is plowing the road and with a few tweaks can have that dream home. He said it is about the quality of the design and that you can have a one-story home of higher quality than a two-story home.

Chair Melton said he will be supporting the motion, and thanked the applicant and members of the public for speaking. He said to the applicant this will come as a disappointment and that he has mentioned numerous times the concept of his dream home and he understands that. He said he hopes the applicant continues to work on the design that achieves a greater fit in the neighborhood, and that he is hoping that the next time the applicant returns, the letters from the neighbors

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expressing opposition to the project will turn around and express their love of the project. He said there are neighborhoods in Sunnyvale where your dream home would be a perfect fit, but that in this neighborhood and at this time it is not one of those places. He stated that he cannot make the finding of neighborhood compatibility, and suggested that if you are the first on your block to add a second story, to take seriously the guidelines about meeting the 35% second to first floor ratio. He added that there is one house five houses to the south that is a two-story and that he would not view that as a maximum potential number because he is not sure that house fits into the neighborhood.

MOTION: Comm. Simons moved Alternative 1 to deny the design review.

Comm. Klein seconded. The motion carried by the following vote:

Yes: 6 - Chair Melton
Commissioner Durham
Commissioner Harrison
Commissioner Klein
Commissioner Rheaume
Commissioner Simons

No: 0

Absent: 1 - Vice Chair Olevson

3

[15-0289](#)**File #:** 2014-7624**Location:** 1026 Lois Avenue (APN: 198-34-011)**Zoning:** R-0**Proposed Project:**

DESIGN REVIEW to allow construction of a new two-story home with a total floor area of 2,993 square feet (2,566 square feet living area and a 427-square foot garage) resulting in 49.8% floor area ratio (FAR).

Applicant / Owner: BO Design (applicant) / Haiyan Gong (owner)**Environmental Review:** A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.**Project Planner:** Shétal Divatia, (408) 730-7637, sdivatia@sunnyvale.ca.gov

Shetal Divatia, Senior Planner, presented the staff report.

Comm. Rheume and Trudi Ryan, Planning Officer, discussed the maximum floor area ratio (FAR) allowed on the site and confirmed that a proposed FAR above 45 percent requires Planning Commission review. Comm. Rheume and Ms. Divatia discussed the onsite trees proposed for removal.

Vice Chair Olevson verified with Ms. Divatia that since the previous denial of this application, the applicant has redesigned the project in an attempt to address the concerns discussed, but still wanted to pursue getting the proposed FAR of 49.8 percent.

Chair Melton and Ms. Divatia discussed the plate heights for the first and second stories, and Chair Melton suggested thinking about the appropriate language for a potential Condition of Approval (COA) that would require the edge of the eave of the roof of the first floor to match the height of neighboring houses.

Comm. Simons discussed with Ms. Divatia potentially using pervious material for the driveway.

Chair Melton opened the public hearing.

Frank Gong, the project applicant, addressed the Commissioners' questions and gave a presentation on the proposed project.

Comm. Rheume discussed with Mr. Gong the plan to remove the trees in the backyard.

Comm. Harrison confirmed with Mr. Gong that he is amenable to planting two 36-inch box trees on the site and to using pervious paving.

Sheila Smith, a nearby Sunnyvale resident, discussed her opposition to the proposed project.

Annie Shiau, a nearby Sunnyvale resident, discussed her opposition to the proposed project.

Lorraine Nishihara, a nearby Sunnyvale resident, discussed her opposition to the proposed project.

Mark Pool, a nearby Sunnyvale resident, discussed his opposition to the proposed project.

Aava Mokhber, an adjacent neighbor, discussed her opposition to the proposed project.

Iztok Marjanovic, a nearby Sunnyvale resident, discussed his opposition to the proposed project.

Ganesan Venkataraman, a nearby Sunnyvale resident, discussed his opposition to the proposed project.

David Klebanov, a nearby Sunnyvale resident, discussed his opposition to the proposed project.

Mr. Gong addressed several of the neighbors' concerns.

Chair Melton closed the public hearing.

In response to an earlier inquiry, Ms. Ryan suggested options for aligning the eave line of the proposed home with neighboring homes, and noted that existing homes may have been built on slabs closer to ground level and that this home is proposing a higher foundation.

Comm. Harrison discussed with Ms. Ryan the length of time the design guidelines have been in place regarding recommendations such as the ratio of second to first story, lot coverage and second floor additions.

Comm. Rheume moved Alternative 2 to approve the Design Review with modified Conditions of Approval:

- 1) To plant two 36 inch-box sized replacement trees on the site; and
- 2) Use pervious paving for the driveway.

Comm. Simons seconded, and offered friendly amendments to remove COA PS-2, to lower the eave line by one foot, and potentially lower the foundation of the first floor to bring it closer to, or at the same height as the neighboring eave lines.

Comm. Rheume accepted, and thanked the neighbors for being passionate about their neighborhood, and the applicant for speaking about what is important to him. He said some projects in your neighborhood can get personal, but that we have to go back to the guidelines that have been set and if the neighbors truly believe this should be a single story neighborhood then a single story overlay should be pursued to prevent second stories from being built there. He said he can make the findings, and that he believes this is a high quality project with quality materials and craftsmanship being used as stated in finding 2.2.6. He noted that the project does meet the setback requirements, the second story has been reduced to 35 percent of the first floor, the porch in the back has been removed and privacy issues have been addressed. He said this project will help the neighborhood, and he thinks it is great that the neighbors are looking out for the neighborhood, but that he does not think the second story is the bad guy here. He said making sure that a quality product is being put in the neighborhood is key, and he hopes the other Commissioners support the motion and he looks forward to seeing the outcome.

Comm. Simons noted that the second floor has been greatly reduced, and said monster homes in the past were two story houses that were straight up and down like a large vertical monolithic building, but that this project is now more like a layer cake, which means you cannot build certain styles of homes in Sunnyvale without requesting Variances. He said the biggest negative of this project is the loss of mature trees, which will change the character of the neighborhood, and that in the long term mature large species trees added to the front and back may provide some mediation of the loss that comes with a larger house. He added that what is attempted to be compromised over the years, and on which one former City Councilmember had a big influence, is allowing large houses to be built on smaller lots, and that the goal of this is having people invest in the City who want larger scale houses and are able to expand them. He noted that this is a 6,000 square foot lot with a large house being built on it, but it meets the design guidelines, and that people have referred to 45 percent as a limit, but that it really is a trigger for a public hearing. He added that he can make the findings, and recommended to the neighbors to seek a single story overlay if second stories are truly the issue.

Comm. Klein said he will be supporting the motion, and that ultimately this project goes back to the design guidelines. He said the applicant is not asking for any deviations from City laws, and that the guidelines were set to deal with second story issues and the massing of large single family homes that would be directly visible from all sides. He said these guidelines reduce the second story to 35 percent, and that when this project initially came to the Planning Commission in October one of the main reasons it was denied was that the applicant was asking for something beyond the design guidelines. He said the applicant has handled the privacy issues, the height of the building and massing of the second story, which were the main concerns, and that while he feels for a neighborhood in transition, the rules allow for a variety of homes. He said this applicant is asking for nothing more than would be allowed by anyone else in the neighborhood, and if 80 percent of the neighborhood supports a single-story overlay district, obtaining that is the next step. He added that we do not have a single-story overlay district in front of us, and that the application meets all the rules. He applauded Comm. Harrison's addition of a second tree and noted that there is a relatively large tree at the street. He said from a streetscape standpoint he likes the community and that a second story addition in this spot will not be that noticeable due to the number of trees, which will help the home fit in with the community.

Vice Chair Olevson said he will not be supporting the motion, and that the applicant has made a lot of changes to fit everything that is black and white, but that the guidelines also say to respect the scale, bulk and character of the adjacent neighborhood and he does not think it does. He said he is not opposed to second stories in neighborhoods as they are becoming more common, but that regarding the visual appearance of the proposed home when compared to adjacent homes, the plate heights are much higher and he cannot visualize that potentially bringing the first or second floor down will make it blend into the neighborhood. He added that this is a nice design and a good use of the space, but he cannot get over the requirement to fit in with the character of the neighborhood.

Comm. Harrison confirmed with Ms. Ryan that the proposed height of the crawl space would be at least the minimum required by the Building Code. Comm. Harrison offered a friendly amendment that the two 36 inch-box sized replacement trees on the site be, at maturity, long-lived, large scale species trees that provide shade.

Comms. Rheaume and Simons accepted.

Comm. Harrison said she will be supporting the motion and can make the findings,

specifically in that it is keeping with design technique 3.4A for neighborhoods that are predominantly single story.

Comm. Durham thanked the public for speaking on behalf of their neighborhood, and said he was insulted by the initial reading of the proposed 49.8 percent FAR, but saw the proposed changes, including to the second floor look and feel with the living room size reduced, which probably accounted for all of the FAR change. He said the applicant has dropped the height of the living room which took away from the roofline, and brought the second story down to 35 percent. He said he wishes this were a slightly smaller structure, which will be double the average in the neighborhood without counting the other two 2-stories down the street which would likely not be approved today because of the way they were constructed. He added that many of the objections he had before have been countered with this redrawing, which is less intrusive, and he will be supporting the motion.

Chair Melton said he will be supporting the motion and can make the findings, and that when he got the staff report he pulled up the drawings from October and saw that the applicant has come a long way to get past a threshold of compatibility with the neighborhood, which is a finding he can make. He said the proposal last time was ostentatious and totally incompatible with the neighborhood. He said so many things have been ratcheted down like the different roof, the reduced number of multiple horizontal eave lines and the toned down bay window. He noted that these elements might have fit in a different Sunnyvale neighborhood, but not here. He noticed while walking down the street that there are two 2-story houses to the south on Lois Avenue which are examples of what not to do, and that there is no way those two projects would be approved today under the guidelines because the massing is in your face and the second story is right on the street. He stated he is now comfortable with the massing, and also noted design guideline 3.4A that discussed what to do if you want to be first person with a second story in a predominantly single story neighborhood. He said if you are the first you can exercise your right, which the applicant has, and that by math the FAR will almost always be higher than every other house in the neighborhood, and that is why we have these single-family home design guidelines. He added that he respects the view points of all the neighbors who came out to speak, that he appreciates their passion and hopes it can be funneled positively into the future.

MOTION: Comm. Rheume moved Alternative 2 to approve the Design Review with modified Conditions of Approval:

- 1) PS-1, plant two 36 inch-box sized replacement trees on the site that, at maturity, will be long-lived, large scale species trees;
- 2) Use pervious paving for the driveway;

- 3) Remove Condition of Approval PS-2; and
- 4) Lower the eave line approximately one foot, and potentially lower the foundation of the first floor to bring the eave line closer to or at the same line as the neighboring eave line.

Comm. Simons seconded. The motion carried by the following vote:

Yes: 6 - Chair Melton
Commissioner Durham
Commissioner Harrison
Commissioner Klein
Commissioner Rheaume
Commissioner Simons

No: 1 - Vice Chair Olevson

4 [15-0287](#) **Standing Item:** Potential Study Issues for 2016

Comm. Rheaume requested information for a potential study issue on Floor Area Ratio and setbacks for single-family planned developments.

Comm. Simons said he learned at the Planning Commissioners Academy that a number of cities have made a consistent choice to paint antennas or towers "Disney green," making them less noticeable. He recommended exploring this technique as a consistent choice for future towers.

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

Comm. Simons inquired as to whether any Commissioner is interested in discussing the 2015 Planning Commissioners Academy, to which Chair Melton responded that he is interested and said he could wait two weeks to hear about it to allow the Commissioners to gather their thoughts.

-Staff Comments

Ms. Ryan discussed Planning related City Council items.

INFORMATION ONLY ITEMS

Comm. Klein confirmed with Ms. Ryan that the public outreach meeting for the Lawrence Station Area Plan will be on March 10, 2015 from 6:30 - 8:00 p.m. in the West Conference Room at Sunnyvale City Hall.

March 20, 2015

City of Sunnyvale

456 W Olive Ave,

Sunnyvale, CA 94086

To Whom This May Concern:

This is an appeal to the Planning Commission's approval of the 1026 Lois Avenue project, File #: 2014-7624 Location: 1026 Lois Avenue (APN: 198-34-011), which took place during the public hearing on March 9th, 2015.

During the initial hearing of this matter on October 13th, 2014, the Planning Commission denied a Design Review for a two-story home with a 50% FAR at 1026 Lois Ave. In effect, the FAR that the Planning Commission specifically outlined as problematic during the October 13th, 2014 hearing was not completely addressed in the revised design presented during the subsequent March 9th, 2015 hearing.

Furthermore, even with design revisions outlined on Page 3 of the staff report following the March 9th, 2015 hearing, this proposed project still violates several of the Design Principles set forth by the city as stated in "Things to Know for Additions or New Construction of Single-Family or Duplex Homes" (last revised May, 2014). We are in R-0 zoning district and we strongly feel that the resubmittal of this application should have been flagged at the staff level.

Planning Commission chose to disregard an overwhelming neighborhood opposition to this project, both in written and verbal forms expressed prior to and during the March 9th, 2015 hearing. Planning Commission also chose to reward builder's disrespectful behavior towards the norms of the Cherry Chase community, disregarding the key human element of encouraging good neighborly relations.

Following are the items we feel violate city construction codes and show blatant disregard of the community spirit we all cherish so much in our beloved Cherry Chase neighborhood:

2.2.2 Respect the scale, bulk and character of homes in the adjacent neighborhood

- The proposed home is at 50% FAR. It not only exceeds the generous 45% FAR per the R-0 zoning. This proposed home will no doubt stand out as it nearly doubles the FAR in a neighborhood where the average FAR is 25.56% (per data sheet provided by the city).
- This proposed home is a 2-3 progression leap to what is currently in the neighborhood, displaying blatant disrespect to the scale, bulk and character of the neighborhood.
- The plans depict 10' tall wall plates for the first story that are at least 2' taller than the adjacent houses. Given the higher finished floor height, the wall plates will be more likely 3' taller than the adjacent homes. This is a significant change in scale and must be considered.
- Streetscape elevation on Page A-4 appears to be drawn at a smaller scale to minimize the height difference. It also shows the eave line of the adjacent homes at about 9' high where it is probably closer to 8' high. This is deceptive and disguises the height difference between the new construction and the adjacent homes.
- During the hearing, questions were raised by commissioners regarding the eave height. Staff was not certain whether or not the homes in the neighborhood were built on slab foundations or not. This oversight may have changed the outcome of their decision.

2.2.3 Design homes to respect their immediate neighbors

Although the balcony feature has been removed, neither the staff nor the applicant took a proactive role in addressing the other privacy screening issues. These include:

- No fencing or tree diagrams in the proposal to address privacy screening issues.
- The finished first floor is set at 22 inches from grade, considerably higher than the adjacent homes, making any fencing ineffective. This greatly compromises adjacent neighbors' privacy. A 6' tall fence would in effect be 4' tall from the floor. Therefore, someone on the first floor could easily look over the fence. This fence height would stand at the same height as the middle of the window. Not a desirable feature.

- There are three (3) rather large windows, rearward facing, on second story of the proposed home. Privacy screening solutions are not addressed for the rearward facing neighbors.
- With the 10' tall walls on the higher floor level, many more of the windows will be visible over the top of the fence. This will exacerbate the impression of a privacy impact and look bulky from the side with 4'-5' of the first floor visible above the fence.
- The combined noise levels (decibels) generated by the two (2) outside air conditioning units on the north side of the property and the way to mitigate it with consideration to the adjacent neighbor is not addressed.

2.2.7 Preserve mature landscaping:

- The proposal includes the removal of a protected tree. Mature trees add value and character to a neighborhood. The Planning Commission suggested that the applicant replace the protected tree with the **possibility** of two (2) 36" box trees. These new box trees will pale in comparison to the shade and character the historic tree currently provides.

Pertinent facts presented to the Planning Commission on this project during the recent March 9th, 2015 hearing were simply not true or dismissed. We urge the city to accept this appeal and to overturn the decision made by the Planning Commission until the owner of the 1026 Lois Ave property addresses all the above-mentioned concerns and deviations.

Thank you very much.

Sincerely,

Neighbors

DAVID KLERANOV 1034 LOIS AVE
 TATYANA KLERANOV 1034 LOIS AVE
 Jeanne Waldman 1050 Manhattan Ct
 CLAUDIA, MILAGROS RICHTER 794 LOIS AVE
 LEE + MARY PERKINS 799 LOIS AVENUE
 Lorraine Nishikawa 703 Raymond Ave
 Annie + Mario Huang 802 LOIS AVE
 Paul Clark + Yyou Chen 1030 Lois Ave
 GANESAN VENKATARAMAN 1023 MANGO AVE
 DAVID & MARYAM Mokher 1022 LOIS AVE
 Iztok Marjanovic 1050 Manhattan Ct
 Joan Costor 1053 Manhattan Ct
 Earl Aldridge 1057 Manhattan Ct

See + Mary Perkins
 Lorraine Nishikawa
 Annie Smith
 P. Clark
 V. Ganesan
 D. Mokher
 Y. Chen
 Joan Costor
 Earl Aldridge

From: **Jeanne Waldman** [REDACTED]
Date: Thu, Mar 12, 2015 at 7:51 AM
Subject: 1026 Lois Ave
To: sdivatia@sunnyvale.ca.gov, PlanningCommission@sunnyvale.ca.gov, council@sunnyvale.ca.gov

Hi,

I heard that the plans went through, so I'd like to know how to appeal. All the immediate neighbors - on both sides and behind - are against the bulk and size of the house and the lack of privacy they will have as a result, yet it still passed. As homeowners, I think it is our right to understand how that is possible - that it goes well over the guidelines, everyone objects, yet it still passes. We were all in shock with the system.

The homeowner said that his neighbor supports it, but that is not true. She wrote a letter the day of the hearing saying she was opposed.

Thanks,
Jeanne

----- Forwarded message -----

From: **Mark Pool** [REDACTED]
Date: Tue, Mar 24, 2015 at 8:58 PM
Subject: 1026 Lois Ave: Two Story Proposal
To: council@sunnyvale.ca.gov, griffith@dweeb.org, ghendricks@sunnyvale.ca.gov, whittum@gmail.com, jdavis@sunnyvale.ca.gov, taraforcouncil@gmail.com

To: City Council
Members

March 24, 2015

City of Sunnyvale
456 W Olive Ave,
Sunnyvale, CA 94086

Re: 1026 Lois Ave: Two Story Proposal

Dear Distinguished City Council Members,

This letter is in response to the Planning Commission's approval of the 1026 Lois Avenue project, File #: 2014-7624, Location: 1026 Lois Avenue (APN: 198-34-011), on March 9th, 2015.

You have likely heard from many neighbors concerned about this proposal. Many neighbors have taken civic action by attending meetings and writing to express their desire to not approve this project. We know of only 1 neighbor who is not opposed to the 2 story construction. He believes one should not dictate to another what can and cannot be done to his house. What this gentleman fails to see is this new home owner is doing just that: the ONE (family) is negatively impacting the neighborhood because of his actions. The One is dictating upon the majority.

The general Cherry Chase neighborhood was constructed about 1954, as single story ranch style homes. Hundreds of families have purchased their home in this planned single story ranch style home neighborhood. The ambience is such that previous remodelers have retained the single story ranch home.

We choose to live in the Cherry Chase neighborhood because of the ranch style homes. Families purchase homes in the neighborhood because of the ambience, the good schools, the quiet neighborhood, and the ranch style homes.

Ignoring their impact on neighbors and environment, one family wants to radically change and destroy that which makes the neighborhood so appealing and attractive. Their desire to build a 2 story structure will destroy the essence of the neighborhood. They are caging the song bird that sings so elegantly, and by caging the song bird, they kill it.

We ask City Council to not let one person dictate to hundreds. The 2 story will severely impact eight immediate neighbors and forever scar the site of many more (2 to side, 2

corners, 1 back, and 3 across street). As Council members you know how hard it is to foster and grow a neighborhood, and how quickly it can be destroyed.

The 1026 Lois owners are not listening to neighbors up and down Lois Avenue who have voiced their disapproval. The greater Cherry Chase neighborhood is 94% single story. It was once 100% single story.

We are not against change in the neighborhood, changes have occurred over the 60 years. Of the homes in the surrounding neighborhood:

- 47 % retain their original floor plan.
- 41 % have upgraded by adding an additional Bedroom/Bathroom/family room, while retaining the original house.
- 6 % have torn down the original and built a new house, single story.
- 6 % have added a 2nd story; while retaining the original house. At that, those 2 story homes were done 20-40 years ago, and would not fit current design guidance's.

Previous tear down/rebuilders designed and built to blend their large single story homes into the neighborhood.

The current house is approximately 1000sf. On that lot, one could build to approximately 2700sf and remain single story. Going three times the original (3X) means a 2 story. This proposed house does not respect the immediate neighbors, does not blend with the single story neighborhood. It is taking a huge step in scale.

Sunnyvale has its neighborhoods. Other cities, such as San Francisco, have their neighborhoods. Neighborhoods are predominately defined by the architecture parlance, habitat's and districts. Like other communities, Sunnyvale should retain our neighborhoods. Bird Land, Cherry Chase, Snail, Washington Park, Taaffe, etc. are distinct and unique housing stock.

The family could have purchased in other Sunnyvale neighborhoods, neighborhoods which were planned for and suit their 2 story desires. There are several planned 2 story neighborhoods in Sunnyvale: Los Palmas, Bird land, near The Dalles, near Homestead, to name a few. Allowing this project to continue is a first step on a slippery slope towards obscuring neighborhood identity.

The decision of the Planning Commission to allow 2 story construction, we believe, is against the spirit of "Sunnyvale, Single Family Home Design Techniques" (Cannon Design Group) of 2003. As you are aware, the documents provide planning and construction guidance to:

- Protect property owner livability and investments by discouraging inappropriate and out of scale adjacent homes.

- Maintain a sense of neighborhood by encouraging new development that is compatible in scale and character with existing housing.
- Encourage thoughtful planning and design that respects the privacy of neighbors.

In addition, the guidance stipulates builders and planners to: RESPECT THE SCALE, BULK AND CHARACTER OF HOMES IN THE ADJACENT NEIGHBORHOOD.

Buildings should be sympathetic to the predominant building forms and scale of their neighborhoods, including but not limited to, height, bulk, character, building form, roof form and orientation, window treatments, materials, and colors. Architectural styles, elements, and shapes need not necessarily be the same as those on adjacent and nearby homes, but improvements should avoid unnecessary visual conflicts.

DESIGN HOMES TO RESPECT THEIR IMMEDIATE NEIGHBORS. Every project should be respectful of adjacent homes and neighbors. New development should avoid privacy, noise, light and visual conflicts with adjacent uses to the maximum degree possible. Special care should be given to avoid tall blank walls and building volumes immediately adjacent to one story forms on adjacent parcels, and to the placement and treatment of windows and site landscaping to minimize views into neighboring homes, windows and private outdoor spaces.

We have invested in our homes over many decades, in some cases several generations. The ambience enjoyed for over 60 years by three generations can be wiped out by this 2 story house. We believe the City of Sunnyvale wants to encourage and help retain neighborhood identity and harmony. Our homeowners develop attachments to the visual qualities of our surroundings. We ask for a house that is a single story ranch home, as other builders have done.

We placed hope on the Planning Commission to represent us and ensure that the special qualities of the neighborhood are respected. We now depended on the City Council to represent us and ensure that the special qualities of the neighborhood are respected.

We ask that you deny the proposed two story project at 1026 Lois Avenue.

Sincerely,

Mark Pool
[REDACTED] Lois Ave
Sunnyvale, CA

Attached: same letter in pdf

----- Forwarded message -----

From: J Smith [REDACTED]
 Date: Fri, Mar 27, 2015 at 10:32 AM
 Subject: unbridled "progress"?
 To: "council@sunnyvale.ca.gov" <council@sunnyvale.ca.gov>
 Cc: James Smith [REDACTED]

Honorable City Council-

I am writing this letter in hopes that somebody with the authority and experience necessary to evaluate a situation will take a moment and conduct a review. This particular situation involves a Sunnyvale property (1026 Lois Ave.) that has been an item of discussion for two separate Planning Commission hearings. The first, last October, denied a design review for the 2-story home. The second, on March 9, 2015, reversed direction and approved the project, citing modifications the homeowner had made to the plans (though no reduction in size) and requesting a couple of trees be planted to replace the mature vegetation he will be removing. During the second hearing when neighbors voiced their disapproval for the project, mentioning the average FAR for the neighborhood, the FAR that has been the accepted norm for the area, and the departure from past practice of incremental change this represents- they were admonished by a board member advising that the 45% FAR is NOT a law, only a guideline. He then proceeded to explain that a FAR of up to 80% is possible! I am not opposed to progress, but I admire progressive change that respects the interests of the entire neighborhood. I am not disputing that the new homeowner has a right to build a new home. I do question his mentality when he proclaims that he will "drag the rest of us into the 21st century". I do question the wisdom of the Planning Commission in allowing an individual to rebuild a home triple the size of the original, disregarding the appearance of the other homes in the neighborhood, and certainly I am concerned when the authority in the room doesn't know the construction design of the existing homes- evidenced by remarking that the existing homes have slab foundations, which is untrue.

I am concerned that the Planning Commission did not have all of the facts or conduct a thorough review before granting the homeowner's request.

I am concerned that the new home will stand out in stark contrast to the rest of the neighborhood, in effect devaluing any improvements or remodels of surrounding homes because they do not match the bulk and opulence of this new home.

I am concerned that the privacy of the neighbors is not being given fair consideration. The new home, by design, will look down on all of the rest of the neighborhood, with eaves 2 feet higher- windows and sight lines higher, making fences nothing more than a feature at the very bottom of their view.

I am concerned with the attitude of the new homeowner. He is not interested in compromise and considers himself and his effort the very definition of progress. The size of his new home will not only reduce privacy, but it will require 2 air conditioning units- which will be located at the side of the new home, right outside the neighbors' bedroom window!

I am concerned that the new homeowner's disregard for the atmosphere of the neighborhood and the wishes of his neighbors will be as polarizing socially, as his home will be polarizing visually.

Submitted with concern,

James K. Smith
 [REDACTED] Lois Ave.
 Sunnyvale, CA 94087

CITY MANAGER TO MAYOR:

- ☐ No Action Required
☐ Suggest we discuss
☐ Letter in process for Mayor's signature
☐ Referred to _____
☐ Invitation
☐ Recognition Request
☐ WARN Act Notice
☐ Mayor's cc Copy
☐ Other Comments to Mayor: _____

MAYOR'S DIRECTION / COMMENTS / INQUIRY:

Date of Mayor's Request/Comments: _____

- ☐ Mayor requires a copy of this document.
☐ Mayor requires original. (Returned after creation of file copy).

City Manager Comments or Direction to Staff:

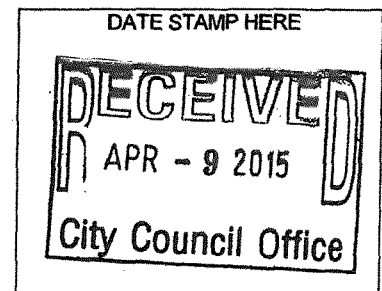
☐ OPERATIONAL ITEM FOR INPUT INTO CRM. Lead Department: _____ CRM #: _____

(If no due date indicated, then response time in compliance with Council Policy Number: 7.3.13, Section G.)

INFORMATION FROM COUNCIL EXECUTIVE ASSISTANT:

NOTE: Per Admin. Policy, this information will be retained in Council Files.

- ☒ Other Council have also received via (circle one): mail, hand-delivery.
☒ All Council Received except Larsson.
☐ Specific Council Received: _____
☐ Exec. Asst. has also distributed to, or copied, Council
☐ Other Distribution: CDD
 Additional Comments: _____



Per previous email to Council.
 All Council Received email 4-9-15.
 G. Larsson did not receive hard copy.

Sheila Smith
[REDACTED] Lois Avenue
Sunnyvale, CA 94087

April 5, 2015

Via email and Personal Delivery

Sunnyvale City Council
456 W. Olive Avenue
Sunnyvale, CA 94088-3707
council@sunnyvale.ca.gov

RE: 1026 Lois Avenue

Honorable City Council Members,

I am writing regarding the proposed home at 1026 Lois Avenue. I understand an Appeal has already been filed and I believe the project should be carefully reviewed and rejected for the following reasons:

Simply put, this home does not meet the *Sunnyvale Single Family Home Design Techniques* (hereinafter "Design Techniques" or "Design guidelines," pertinent pages are attached as Exhibit 1 for your convenience and reference).

I will attempt to go through the Design Techniques and address for the Council the areas that I note the home does not comply.

Section 1 - Introduction.

The bulk, scale and character of this home does not comply with the neighborhood. This is outlined in Section 1.2 of the Design Techniques on page 3. A copy of the neighborhood FAR comparisons, a sketch of the proposed home design, along with a sketch of the proposed home and adjacent homes are attached as Exhibit 2 for your review. While I have been schooled on the definition and use of "FAR," this is the guideline that is used when comparing sizes of homes in neighborhoods, and for that reason I am using it as a basis for comparison here.

Section 2 - Community Expectations.

"Larger homes are a natural transition that can be accomplished, but they *should not be allowed to overwhelm their neighbors.*" (Exhibit 1, page 5)

Clearly this home will overwhelm it's neighbors. See Exhibit 2 - FAR comparisons and home sketches; Exhibit 4 - home comparisons; Exhibit 5 - Streetscape; Exhibit 6 - Pictures of homes - note not only the main entry differences, but the extended front window absent from the existing neighborhood homes.

Honorable Council Members

April 5, 2015

Page 2

Section 2.1 Neighborhoods Patterns

“When looking at proposals for new homes and significant additions to existing homes, the planning staff and Planning Commission will consider the general scale and character of the neighborhood. **The fact that one or more homes of a different scale and character have in the past been constructed in the area does not negate the need and desirability of relating new homes to the majority of homes nearby.**” (Exhibit 1, page 5)

Section 2.2 Basic Design Principles

3. Design Homes to Respect Their Immediate Neighbors

Not only does this home overwhelm the size of the neighborhood because of its size, it proposes **two** air conditioning units which are located just feet from the neighbor's bedroom windows - this will be a privacy noise issue. (Exhibit 1, page 9) Further the home is proposed on a heightened foundation. This will bring the interior window height to a level that will enable the residents to look over the 6' fences while standing in their home. (This will be discussed later.)

7. Preserve Mature Landscaping

While this issue was addressed at the Planning Commission hearings in October and again on March 9, 2015, the majority of the mature trees/vegetation will be removed from this lot. The Commission in March recommended that **two** 36" box trees (“long living, shade producing”) be planted in the front yard and one in the back yard. In reviewing the *Recommended Conditions of Approval and Standard Development Requirements* (Exhibit 3 attached), the recommendation is for “a” (indication one?) 36" box tree in the front yard only. Why was this recommendation different from what was suggested during the Commission hearing?

Section 2.3 Review Criteria

“When the city reviews the formal application, all site planning and design factors will be reviewed and evaluated. However, special attention will be given to the following:

- Orientation of building forms and ***roof ridges compared to the neighborhood.***
- ***House height and bulk compared to adjacent homes.***
- ***Heights of first and second floor eaves compared to adjacent homes.***
- ***Roof type, pitch, overhangs, and complexity compared to the neighborhood.***

Honorable Council Members
 April 5, 2015
 Page 5

the more modest scale of nearby homes. Entries to new homes and major additions *as well as designed to blend into the surrounding neighborhood.*

- B. *Provide an entry porch if that is a common feature of homes in the neighborhood.* Match the design to the style of the home.
- F. Design entry canopy columns to be consistent with the architectural style of the house, *but avoid bulky columns and walls in neighborhoods characterized by small scale porch or roof support columns.*
- I. Where a particular home entry type is typical of the neighborhood (e.g., roof covering eave parallel to the street), design any new entry form to be consistent with that entry type. *Avoid bold, formal entry changes in neighborhoods with modest, recessed entries.*

(Emphasis added - Exhibit 1, page 6, 14-15, See photo page 18, 3.4 L)

Please see Exhibit 6 - This is a picture of the proposed home, as well as the neighboring homes. Take note of the drastic difference in the entry proposed. I was unable to obtain a measurement of the entry doors from the plans, but not only is the entry out of character for the neighborhood, (the homeowner has proposed a double door in contrast to the neighborhood single door entries), but the door clearly appears to be oversized in height, creating a "grand" entrance. This does not blend with the character and design of the neighborhood.

4.1 - Examples

4.1 - Common Problems

"Fitting new homes and second story additions into established neighborhoods, especially one story home neighborhoods, *requires thoughtful consideration* of many factors such as relative *building size and scale, mutual privacy between neighbors, and general design character*. When seeking to develop home plans that are suitable for the unique circumstances of one's family, *it is often easy to forget how the changes may affect the neighborhood.*

The illustrations and text on this and the facing page show some of the conditions *that should be avoided.*

(Emphasis added; Exhibit 1, pages 32-34)

Honorable Council Members
April 5, 2015
Page 6

You may feel that the neighbors are overreacting. I would ask you to review the photos of the home just around the corner from my home at 811 Mulberry, Sunnyvale (Exhibit 7 attached), or please Google the home. This is a nice home. But, I respectfully ask, how was it approved? How did it get built in this neighborhood? It simply does not fit in. It does not comply with the Single Family Home Design Techniques. Even if the neighbors did not voice an objection, why was this home permitted by the City?

Should homes continue to be approved and built that not just push the limits of the Design guidelines, but clearly disregard them, the surrounding original homes and neighborhood will become worth nothing more than the lot they sit on, rendering the home structures valueless. The homes will be sold and bought for the lot they sit on and all the original charm and character that makes our City unique will be forever lost.

I ask the Council to protect the value of the neighborhoods and the rights of the residents. If this homeowner truly wants the large style dream home, he can certainly have that in Sunnyvale - he might consider Chair Melton's recommendation and purchase a home in a larger neighborhood better suited to the type of home he desires. But to completely overbuild and overshadow this neighborhood is wrong and exactly what the Design Techniques were written to prevent.

Thank you for your time and consideration.

Respectfully submitted,



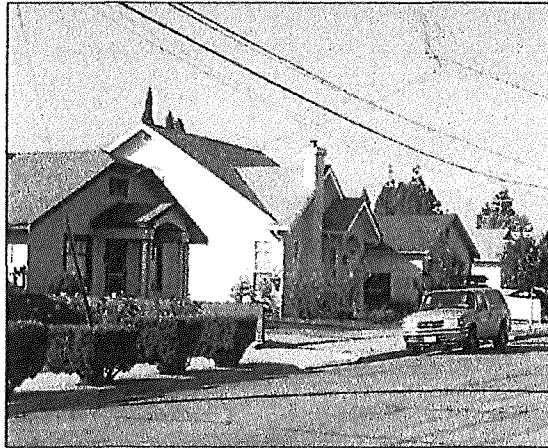
Sheila Smith

Enclosures

Service list: Councilmember Glenn Hendricks (ghendricks@sunnyvale.ca.gov)
Councilmember and Mayor Jim Griffith (griffith@dwecb.org)
Councilmember David Whittum (whittum@gmail.com)
Councilmember Pat Meyering (pat.meyering@gmail.com)
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Sunnyvale

Single Family Home Design Techniques



January 13, 2003



Prepared by
CANNON DESIGN GROUP
Sausalito

1. Introduction

The design techniques contained in this document are set forth to assist property owners, developers and city staff in working together to retain and enhance the special qualities of Sunnyvale's varied neighborhoods. They have been developed from an examination of the existing conditions within the city, and from recognized sound site planning and design practices.

1.1 APPLICABILITY

The techniques apply to:

- All new single family homes
- One and two story additions to single family homes

They are in addition to and subordinate to the zoning regulations applicable to the parcel on which the home sits.

1.2 PURPOSE

These techniques are intended to accomplish the following:

- provide guidance for property owners and their design professionals in planning and designing new single family homes, or in expanding their existing homes.
- promote increased property values through residential renovations and expansions which are attractive and encourage other neighborhood upgrades.
- protect property owner livability and investments by discouraging inappropriate and out of scale adjacent homes.
- maintain a sense of neighborhood by encouraging new development that is compatible in scale and character with existing housing.
- encourage thoughtful planning and design that respects the privacy of neighbors.
- streamline the development review and approval process by more clearly communicating community expectations to property owners and developers.

1.3 ORGANIZATION

Section 1: Introduction - discusses the applicability of the design techniques and summarizes their purpose.

Section 2: Community Expectations - provides an overview of typical Sunnyvale neighborhoods, and sets forth basic planning and design principles underlying the techniques. The Basic Design Principles represent an expression of overall intent, and will be used in determining planning and design suitability in the absence of techniques which might address specific conditions. This section also sets forth parameters for application review and approval.

Section 3: Design Techniques - contains techniques that apply to site layout, general building form and other elements that affect the impact of new residential development and additions to existing homes in the adjoining neighborhood.

Sections 4: Examples - addresses common problems, and shows examples of successful infill development.

Sections 5: Glossary - contains narrative and graphic explanations of terms used in this document.

1.4 SUBMITTAL REQUIREMENTS

The submittal of accurate and complete drawings, along with adequate photographs of the site and surrounding neighborhood, is extremely important to the understanding of the applicant's proposal and intent. Inaccurate and incomplete materials will invariably lead to delays in the review and approval process. The minimum submittal requirements are outlined on the following page.

SUNNYVALE SINGLE FAMILY HOME DESIGN TECHNIQUES COMMUNITY EXPECTATIONS

2. Community Expectations

The review and approval of additions to existing homes and new homes involves a balancing of the concerns and interests of the applicant with those of surrounding neighbors who have invested in their homes over the years and developed understandable attachments to the visual qualities of their surroundings. The review process seeks to accommodate the applicants' unique needs while ensuring that the special qualities of the neighborhood are respected.

Increasingly, larger homes, constructed new or achieved through remodelings and additions, are becoming the norm in Bay Area communities. Many are located in older neighborhoods which were developed at a time when smaller homes were common and styles were more modest in their outward appearance. The City of Sunnyvale believes that larger homes are a natural transition that can be accommodated, but that they should not be allowed to overwhelm their neighbors.

This section seeks to assist applicants in seeing the community with fresh and informed eyes, and in understanding some of the architectural elements that are important in determining the unique character and scale of individual neighborhoods. It sets forth the Basic Design Principles on which the techniques are based, and outlines the criteria that will be emphasized in reviewing individual applications.

In applying the various design techniques described in these guidelines, judgement may be exercised to resolve design challenges to assure that the overall principles are met.

2.1 NEIGHBORHOODS PATTERNS

Neighborhoods are often not uniform in scale and texture, but generally recognizable by a preponderance of a similar architectural style, site plan layout or home size. The City of Sunnyvale has a wide variety of neighborhood patterns and architectural styles developed over many decades - often in relatively large groupings of similar homes developed as a part of subdivisions of their day. Yet, overall there is a sense of small scale and relative informality that is common to most neighborhoods in the city.

When looking at proposals for new homes and significant additions to existing homes, the planning staff and Planning Commission will consider the general scale and character of the neighborhood. The fact that one or more homes of a different scale and character have in

the past been constructed in the area does not negate the need and desirability of relating new homes to the majority of homes nearby.

The design principles that are set forth in this section and the design techniques that follow are intended to allow flexibility and diversity in the development of improvements on individual lots while respecting the unique scale and bulk of the surrounding neighborhood. Specifically, the community expects to see new development respect the scale of their neighbors along both sides of their block fronts, and avoid conditions where new development overwhelms nearby homes.

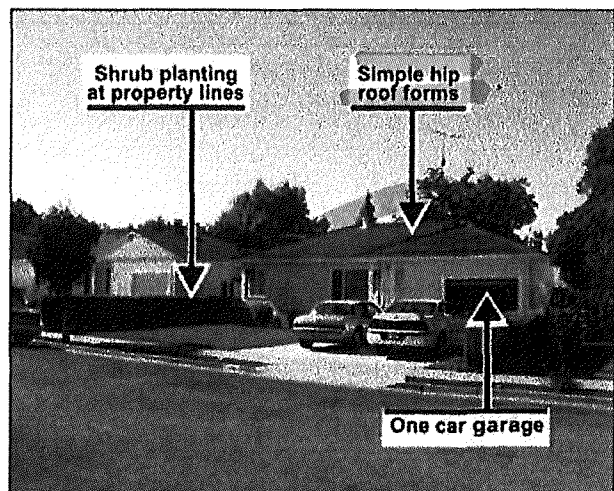
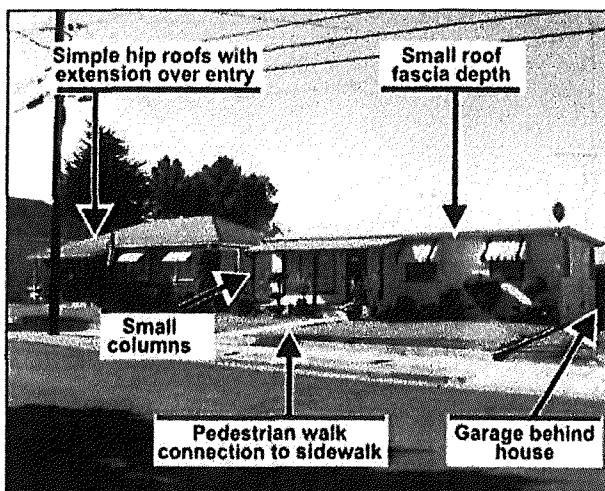
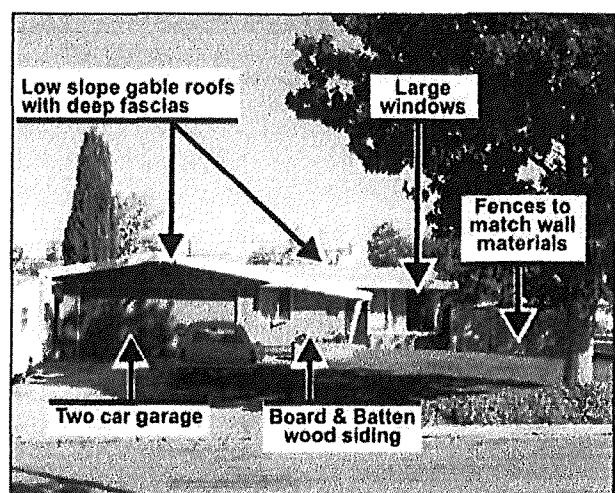
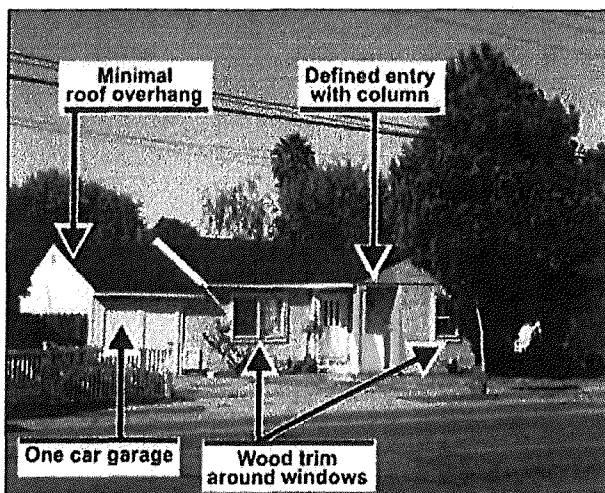
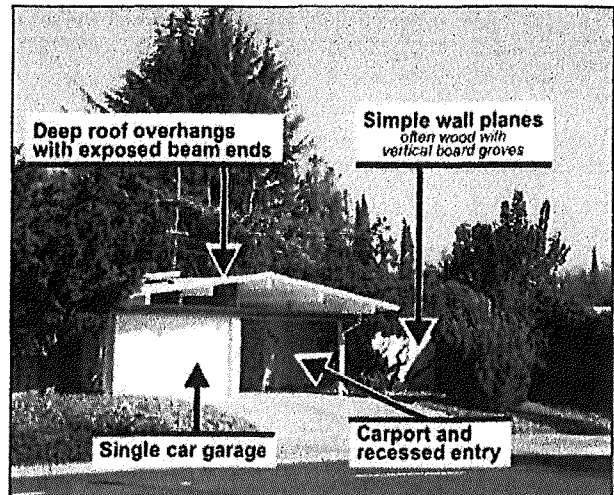
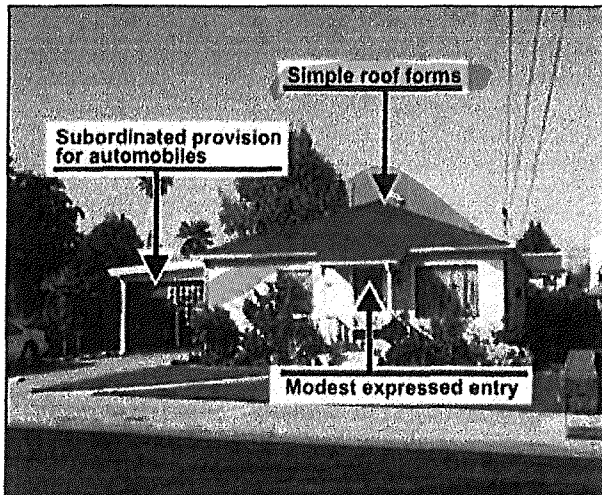
The photographs on the following pages provide examples of Sunnyvale's rich residential diversity and show examples of some of the features that contribute to their scale and architectural character. Applicants should familiarize themselves with these examples and look for similar features in their neighborhoods to guide them in the preparation of site plans and architectural designs.

These features need not necessarily be copied in the new home design, but should be respected to avoid new construction that detracts from the neighborhood. Features that are often consistent within a neighborhood include the following:

- Front yard setbacks, fencing and landscaping
- Garage location, size and treatment
- Roof types, orientation, slopes, eave heights, and overhangs
- Second floor size and placement
- Entry treatment and scale
- Exterior wall complexity
- Window types, size and proportions
- Exterior building materials
- Decorative elements

SUNNYVALE SINGLE FAMILY HOME DESIGN TECHNIQUES
COMMUNITY EXPECTATIONS

Typical Sunnyvale home styles



SUNNYVALE SINGLE FAMILY HOME DESIGN TECHNIQUES COMMUNITY EXPECTATIONS

2.2 BASIC DESIGN PRINCIPLES

These design principles should be respected in all residential projects. They are the touchstones upon which all of the following design techniques are based, and, since design guidelines cannot anticipate every condition that might occur, they will be used in addressing conditions not specifically covered in the more detailed sections that follow.

1. REINFORCE PREVAILING NEIGHBORHOOD HOME ORIENTATION AND ENTRY PATTERNS

Maintain a sense of neighborhood by facing residences and home entries to primary public or private streets, providing convenient pedestrian access from the street, and including front windows, where common, to provide "eyes on the street" in order to enhance neighborhood safety.

2. RESPECT THE SCALE, BULK AND CHARACTER OF HOMES IN THE ADJACENT NEIGHBORHOOD

Buildings should be sympathetic to the predominant building forms and scale of their neighborhoods, including but not limited to, height, bulk, character, building form, roof form and orientation, window treatments, materials, and colors. Architectural styles, elements, and shapes need not necessarily be the same as those on adjacent and nearby homes, but improvements should avoid unnecessary visual conflicts.

3. DESIGN HOMES TO RESPECT THEIR IMMEDIATE NEIGHBORS

Every project should be respectful of adjacent homes and neighbors. New development should avoid privacy, noise, light and visual conflicts with adjacent uses to the maximum degree possible. Special care should be given to avoid tall blank walls and building volumes immediately adjacent to one story forms on adjacent parcels, and to the placement and treatment of windows and site landscaping to minimize views into neighboring homes' windows and private outdoor spaces.

4. MINIMIZE THE VISUAL IMPACTS OF PARKING

Wherever possible, garages and their paved access drives should be subordinate to, rather than dominating, the entry and architecture of the house. In cases where garages are a major part of the street front in a neighborhood, existing patterns may be followed, but steps should be taken to soften the visual impact of the garage fronts. Visual elements might include landscape divider strips in the paving between garage entries, dividing double garage faces into individual doors, adding landscape trellises and lattices to soften garage fronts with landscaping and taking steps to provide special emphasis on the front entry.

5. RESPECT THE PREDOMINANT MATERIALS AND CHARACTER OF FRONT YARD LANDSCAPING

In neighborhoods where there is a discernible landscape character along street fronts, new home landscaping should take that into consideration. Where front landscape areas are primarily composed of living plant materials, that pattern should be repeated.

6. USE HIGH QUALITY MATERIALS and CRAFTSMANSHIP

Quality materials require less maintenance to remain attractive over time, and they convey a sense of pride in one's home.

7. PRESERVE MATURE LANDSCAPING.

Wherever possible, mature trees should be protected during construction and integrated into new landscape plans.

EXCEPTIONS

Design guidelines cannot address every possible condition for every type of neighborhood or architectural style in the City. Although the principles set forth on this page and the guidelines contained in the following sections will be applicable for most cases, there may be unique characteristics of individual neighborhoods or specific sites. Where conflicts between the principles and guidelines in this document are in conflict with the specific characteristics of a neighborhood, reviews and approvals will be based on the most appropriate methods of fitting new construction into the context of existing neighborhoods.

SUNNYVALE SINGLE FAMILY HOME DESIGN TECHNIQUES
COMMUNITY EXPECTATIONS

2.3 REVIEW CRITERIA

The intent of the review process is to reinforce the positive qualities of existing neighborhoods and to balance the rights and expectations of applicants and their neighbors.

Applicants are encouraged to meet with neighbors to discuss their construction plans, and seek to mitigate concerns prior to formal application for approval. Doing so at an early date can often resolve problems before substantial sums are expended on the services of design professionals. Also, applicants are encouraged to meet informally with the city planning staff at any early date to determine if there are any immediately apparent problems with the design proposals.

When the city reviews the formal application, all site planning and design factors will be reviewed and evaluated. However, special attention will be given to the following:

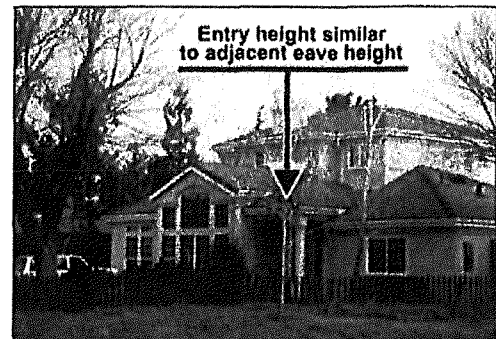
- Structure setbacks compared to the neighborhood
- Orientation of building forms and roof ridges compared to the neighborhood
- Location and setback of garage and extent of visible garage doors compared with extent of first floor house facade
- Potential privacy intrusions on neighboring properties
- House height and bulk compared to adjacent homes
- Heights of first and second floor eaves compared to adjacent homes
- Height and setback of second floor walls
- Location, extent and treatment of any two story wall elements
- Roof type, pitch, overhangs, and complexity compared to the neighborhood
- Entry size, scale and treatment compared with the neighborhood
- Window type, proportions and sizes compared to adjacent homes
- Front yard landscape treatment
- Extent of paving in front setback compared to the house facade width
- Solar access intrusions on adjacent homes' windows and active yard space
- Materials
- Exterior details (e.g., trim and other architectural elements such as railings)

3.3 ENTRIES

Design entries to be in scale and character with the neighborhood

Often, large new homes built within neighborhoods of smaller homes create visual discord through the use of tall, formal entries which are in stark contrast to the more modest scale of nearby homes. Entries to new homes and major additions should be appropriate to the architectural style of the house as well as designed to blend into the surrounding neighborhood.

- A. Locate home entries so that they are visible from the street.
- B. Provide an entry porch if that is a common feature of homes in the neighborhood. Match the design to the style of the home.
- C. Maintain a first floor elevation similar to other homes in the area. For example, provide a number of steps up to the entry only if adjacent homes have elevated entries.
- D. Eave lines at entries should match or be within approximately twenty-four inches of the height of entry eaves in the neighborhood (i.e., close to the first floor eave height). In no case should front entry eaves be substantially higher than the first floor eaves.
- E. Match roof orientation of entries to those predominant in the neighborhood. For example, if entries are normally recessed under an eave line which is parallel to the street, avoid using a bold gable entry.
- F. Design entry canopy columns to be consistent with the architectural style of the house, but avoid bulky columns and walls in neighborhoods characterized by small scale porch or roof support columns.
- G. Provide a walkway from fronting sidewalks to the entry. Unless it is the pattern of the neighborhood, avoid using driveways as the sole pedestrian walkway.



Do This



Or This



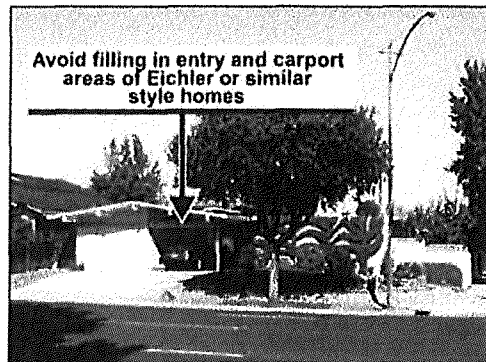
Or This



Avoid This

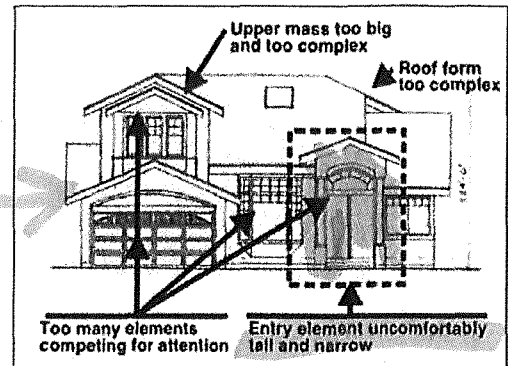
SPECIAL TECHNIQUES FOR ADDITIONS:

- H. If the existing home has a porch at the entry, retain that feature. If the home has no entry porch, but other homes in the area do, consider adding an entry porch.
- I. Where a particular home entry type is typical of the neighborhood (e.g., roof covering eave parallel to the street), design any new entry form to be consistent with that entry type. Avoid bold, formal entry changes in neighborhoods with modest, recessed entries.
- J. Recessed front entries of Eichler homes and other similar flat and shed roof styles should be maintained and not enclosed. Entries should continue to be integrated within and under the roof lines of the house.

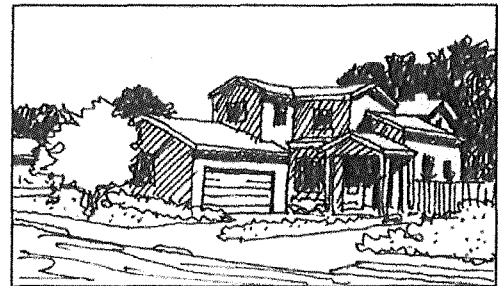


3.3.J *Maintain distinctive carports and entries on Eichler and similar style homes*

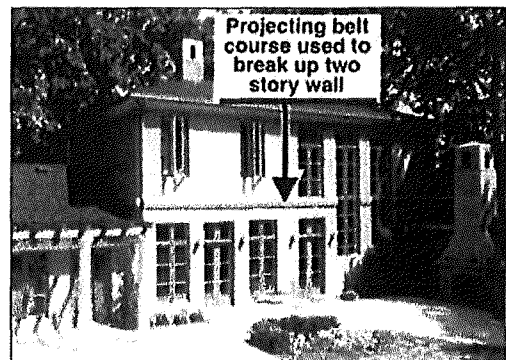
- K. Relate second floor elements to first floor masses. Avoid large projecting forms on the second floor when first floor elements are modest in size and scale.
- L. Avoid too many visually competing building elements on front facades (e.g., bold entry, projecting garage and living room bay window create an overly complex facade).
- M. Floor plans should be kept relatively simple and coordinated with the massing of the first floor volumes. Second floor plans that require complex roof forms should be avoided in neighborhoods with simple roof forms.
- N. Second floor decks and balconies should be well integrated into the overall design of the home. They should avoid the appearance of being tacked onto the home. Some ways of achieving this integration include using columns with caps and bases, providing a hierarchy of posts and balusters (larger posts at intervals infilled with smaller balusters), and care in relating balcony and deck edges to other facade elements. Avoid locating decks and balconies along narrow side yards.
- O. Consider the use of more than one wall material to separate first and second floor building elements. Lighter appearing materials should be used on upper floors while heavy materials (e.g., stone) are appropriate for the ground floor. Alternatively, subtle changes of color between ground and second floor areas can reduce the visual bulk of homes so long as color changes are made at trim pieces or other natural dividing lines between the floors.
- P. The use of projecting horizontal molding can break up taller wall surfaces and give the home more of a horizontal composition to reduce its apparent visual height.



3.4.K Avoid too many competing elements
3.4.L and large second floor masses



3.4.M Avoid busy and complex roof forms in neighborhoods with simple roofs



3.4.F Projecting belt courses can help to break up tall wall planes

3.5 ROOFS

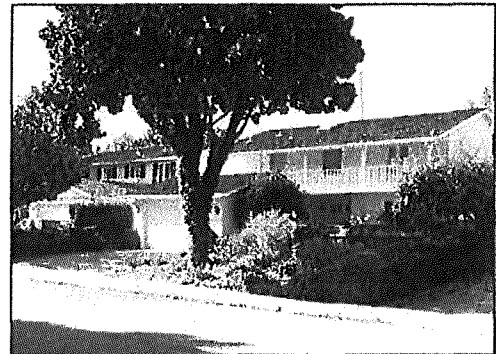
Relate roofs to those on nearby homes.

Frequently, an architect will work closely with the applicant to tailor floor plans to a family's unique desires without proper attention to the building form and bulk until the plan is completed. The attempt to adapt building and roof forms to work with the plan generally results in overly complex second story wall and roof forms which are greatly out of character with the simplicity of older nearby houses. In neighborhoods of homes with simple roof shapes, new homes should follow these guidelines.

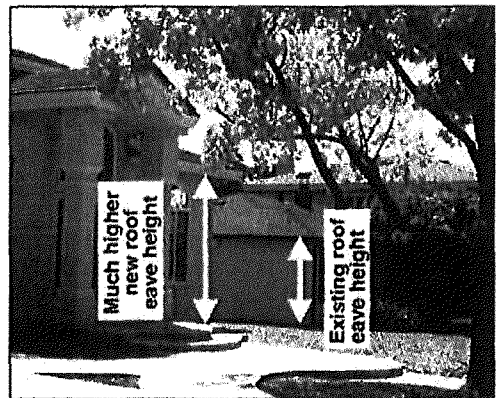
- A. Avoid overly complex floor plans with visually busy walls and roof forms.
- B. Develop floor plans that can be covered by simple roof forms.
- B. Use roof forms, orientations and ridge heights similar to those in the adjacent neighborhood. For example, where nearby homes along a street front have prominent gables facing the street, include gable elements of a similar scale and pitch facing the street on the new home or addition.
- D. Use roof pitches that are similar to those on older homes in the immediate neighborhood.
- E. Keep first and second floor eave heights at the same general height as adjacent homes to minimize the visual bulk of the new construction. The recent desire for taller interior ceiling heights should be achieved through interior open spaces or cathedral ceilings, rather than taller exterior walls and higher eave heights, unless the taller heights are consistent with adjacent homes.
- F. Combinations of forms (e.g., gable roofs with hip roofs) are acceptable, but generally avoid the use of more than two roof forms (e.g., avoid using gables, hips and shed roof forms together).
- G. Roof overhangs should be consistent with those in the neighborhood.



3.5.A Avoid complex roof forms like this



Especially if nearby homes have simple roofs like this



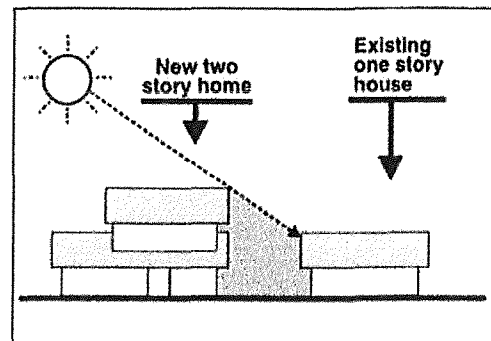
3.5.E Avoid large disparities in new roof eave heights compared to adjacent homes

3.6 PRIVACY AND SOLAR ACCESS

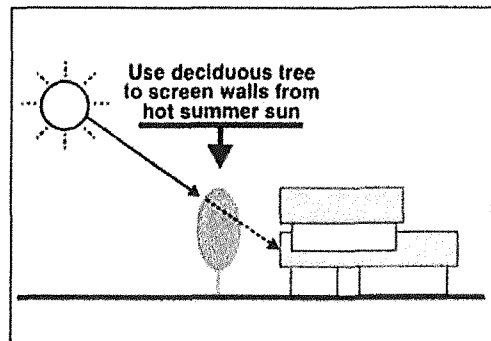
Design homes to respect the privacy and sun access of neighbors

One of the major concerns expressed by existing residents of neighborhoods when new two story homes are constructed is that of privacy intrusion. Neighbors have adjusted to each other over a period of time, and landscaping has often been strategically planted to ensure privacy between homes. New and larger homes raise the prospect of new windows near those of neighboring homes, loss of privacy in outdoor yard spaces and the blockage of sunlight from windows and yard spaces. While the elimination of all potential conflicts may not be possible, privacy intrusions of new construction on existing homes should be mitigated wherever possible.

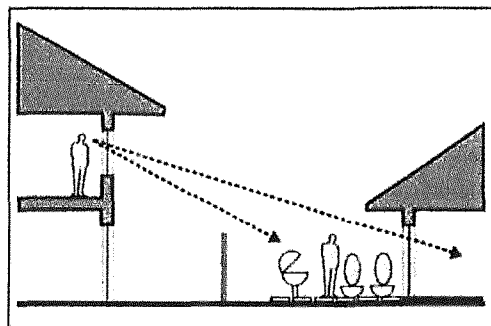
- A. New homes and additions to existing structures should be located to minimize blockage of sun access to living spaces and actively used outdoor areas on adjacent homes.
- B. Where possible, locate windows and landscaping to minimize energy costs.
- C. Windows should be placed to minimize views into the living spaces and yard spaces near neighboring homes. When windows are needed and desired in side building walls, they should be modest in size and not directly opposite windows on adjacent homes. Where possible, second floor windows that might intrude on adjacent property privacy should have sill heights above eye level or have frosted or textured glass to reduce visual exposure. Bay windows should be avoided on side walls where they would intrude on adjacent residents' privacy.
- D. Second floor balconies and decks should be used only when they do not intrude on the privacy of adjacent neighbors. As a general rule, balconies and decks that are more than two feet above grade should try to maintain a distance of ten feet from side property lines and twenty feet from rear property lines when the adjacent use is single family residential. When allowed, the design of railings should be tailored to the privacy concerns of neighbors (e.g., balcony or deck sides overlooking adjacent windows or actively used yard space should be solid in form). Open railings should only be used where privacy concerns are minimal.



3.6.A Avoid second floor masses in locations that would block sun access to adjacent homes

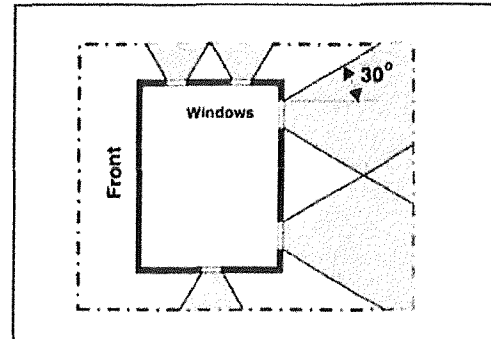


3.6.B Use landscaping to minimize energy usage



3.6.C Avoid placing windows in locations that would look into adjacent windows or active yard spaces, where possible

- E. Landscaping may be used to mitigate privacy concerns so long as the landscaping does not deny solar access to living spaces and actively used yard areas of neighboring homes. If landscaping is used for privacy screening purposes, it should be of sufficient size and of an appropriate species to provide such privacy within a two year time frame. Trees should be twenty-four inch box size and eight feet minimum in height at the time of planting. Shrubs should be fifteen gallon in size and six feet minimum height at planting. As a general rule, privacy landscaping on the applicant's property should be placed with a cone-of-vision defined by a thirty degree angle from the side window jambs of second story windows.
- F. Exterior lighting can also create a sense of privacy loss. All exterior light fixtures should utilize shields to ensure that light is directed to the ground surface and does not spill light onto neighboring parcels or produce glare when seen from nearby homes. Decorative residential light fixtures should be chosen rather than strictly utilitarian security lighting fixtures.
- G. Finished floor elevations shall be consistent with the neighborhood character to minimize first floor privacy impacts on adjacent properties.



3.6.E Landscaping should be used as needed in the shaded areas to mitigate privacy intrusions on adjacent properties

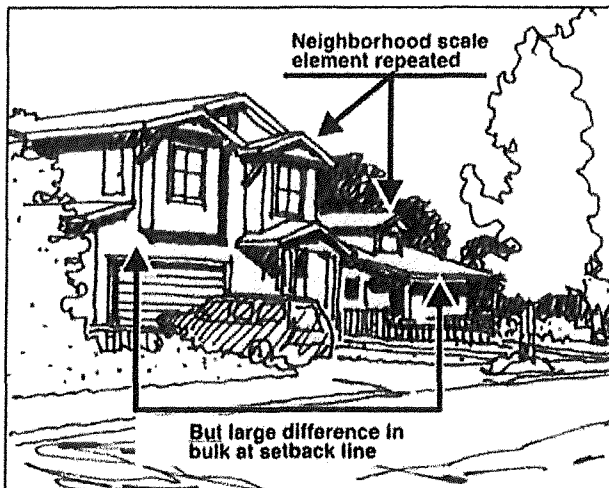
4. Examples

Successful infill development is usually the result of a careful sensitivity to and consideration of neighborhood patterns and scale. Problems and conflicts, on the other hand, are often the result of ignoring the surroundings or inherent conflicts in floor plan layouts or internal space volumes (e.g., extra high floor to ceiling heights) which produce building forms and sizes that are greatly at variance with the neighborhood. The examples of common problems and sensitive infill development included in this section are intended to assist applicants in anticipating some of the problems and emulating some of the principles of successful infill.

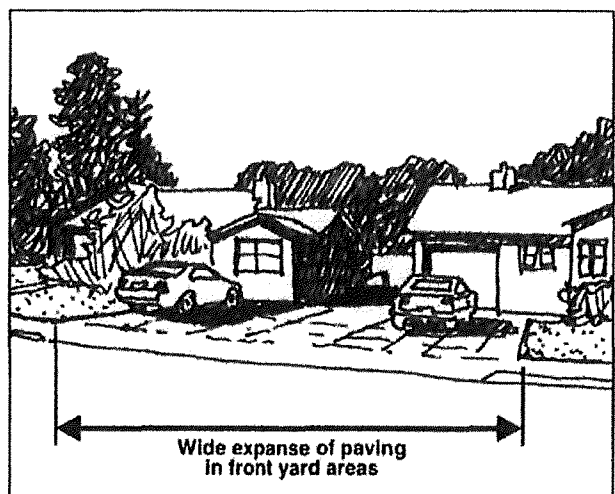
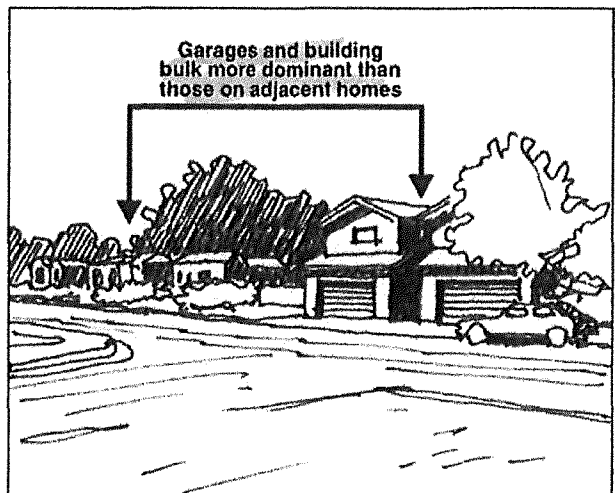
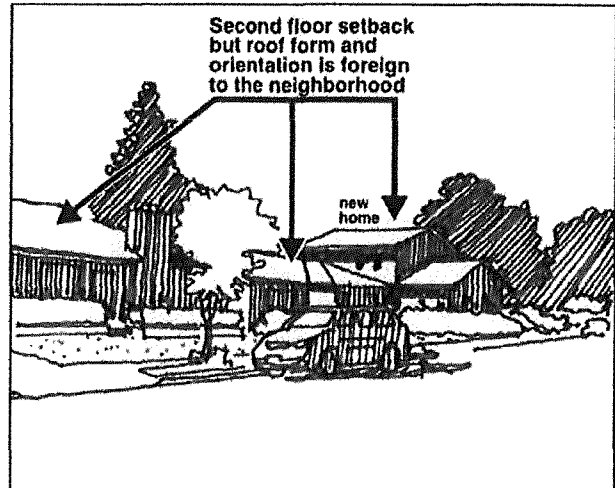
4.1 COMMON PROBLEMS

Fitting new homes and second story additions into established neighborhoods, especially one story home neighborhoods, requires thoughtful consideration of many factors such as relative building size and scale, mutual privacy between neighbors, and general design character. When seeking to develop home plans that are suitable for the unique circumstances of one's family, it is often easy to forget how the changes may affect the neighborhood.

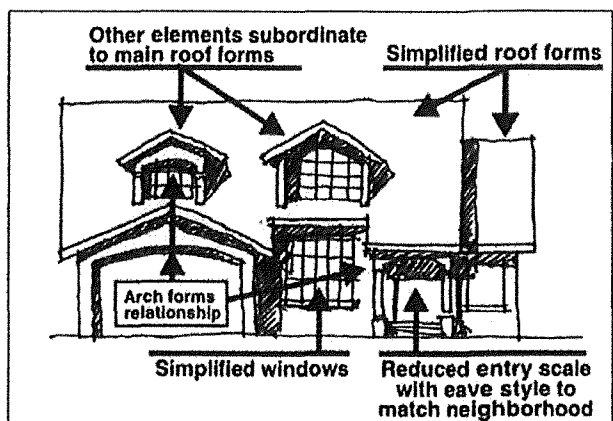
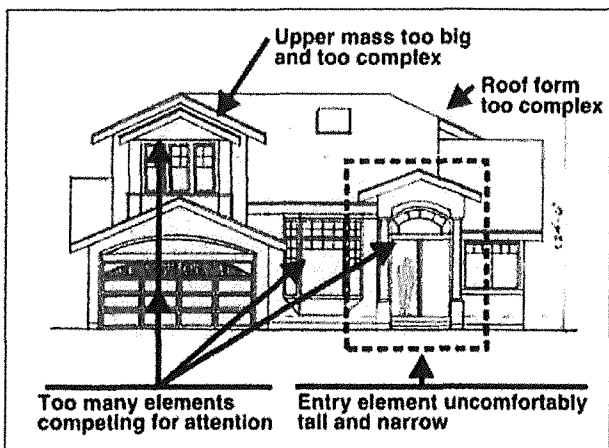
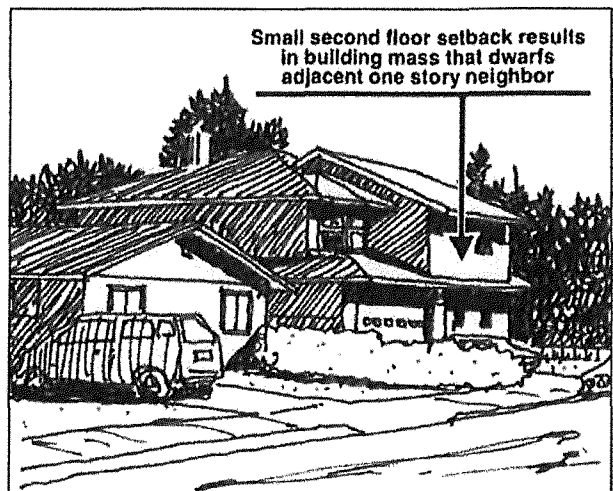
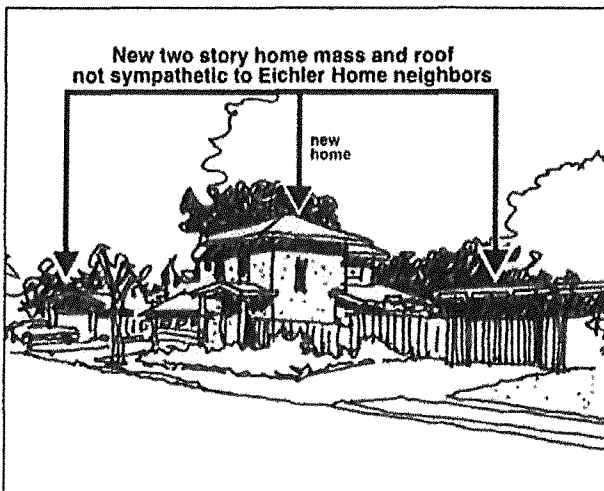
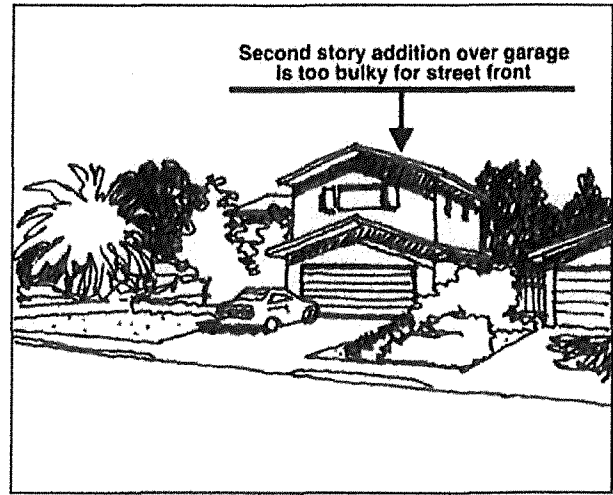
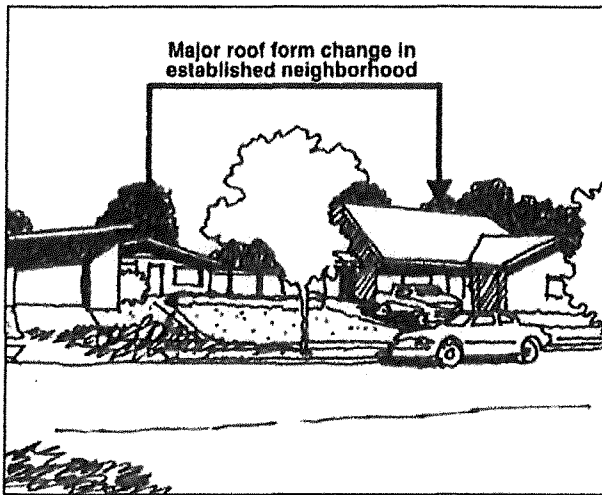
The illustrations and text on this and the facing page show some of the conditions that should be avoided.



Common Problems



Common Problems



An example of design elements out of scale with both the house and the neighborhood

Example of one way the proposal to the left might be improved

4.2 SUCCESSFUL INFILL EXAMPLES

When sensitively designed to respect the scale and bulk of adjacent homes, infill development can fit comfortably into older, established neighborhoods even when it is substantially larger than other homes. Factors often found on these successful infill projects are shown on the illustrations on this page.

Techniques that have been used to achieve this compatibility often include some of the following:

- Utilization of similar roof forms and pitches
- Use of similar scale entries
- Keeping first floor eave heights similar to neighboring homes
- Using first floor roof elements to break up two story walls
- Limiting second floor area and volume
- Setting back second floor walls substantially from first floor walls below
- Using window shapes, types and sizes similar to those in the neighborhood
- Placing larger garages to the rear of lots or using side-loaded garages to limit garage door presence on the street facade
- Using modular pavers and/or separating larger driveways into smaller segments

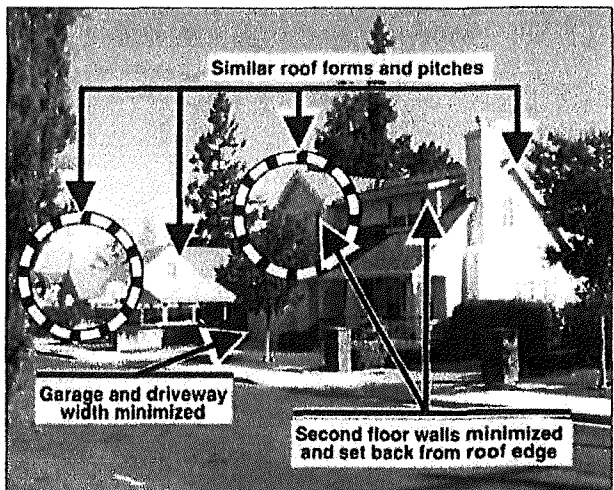
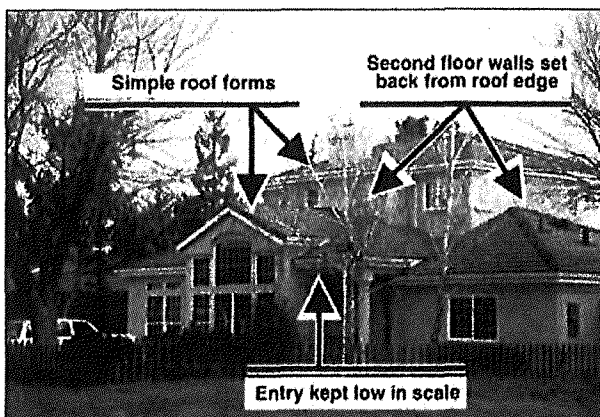
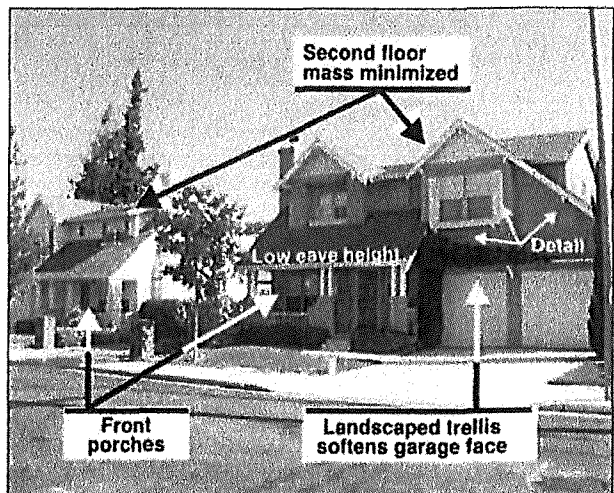
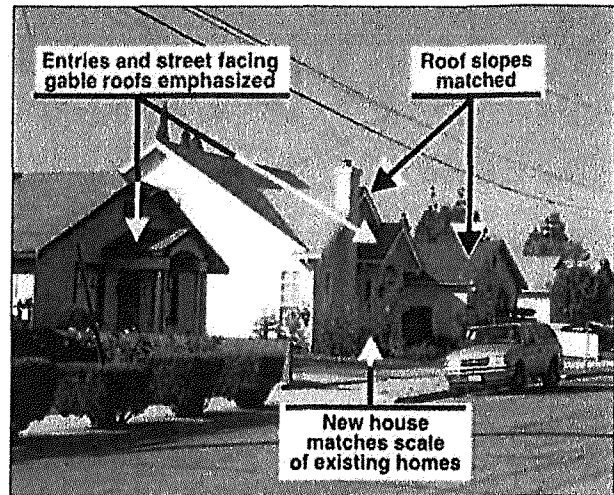


EXHIBIT 2

FAR for Neighborhood - 1026 Lois Ave

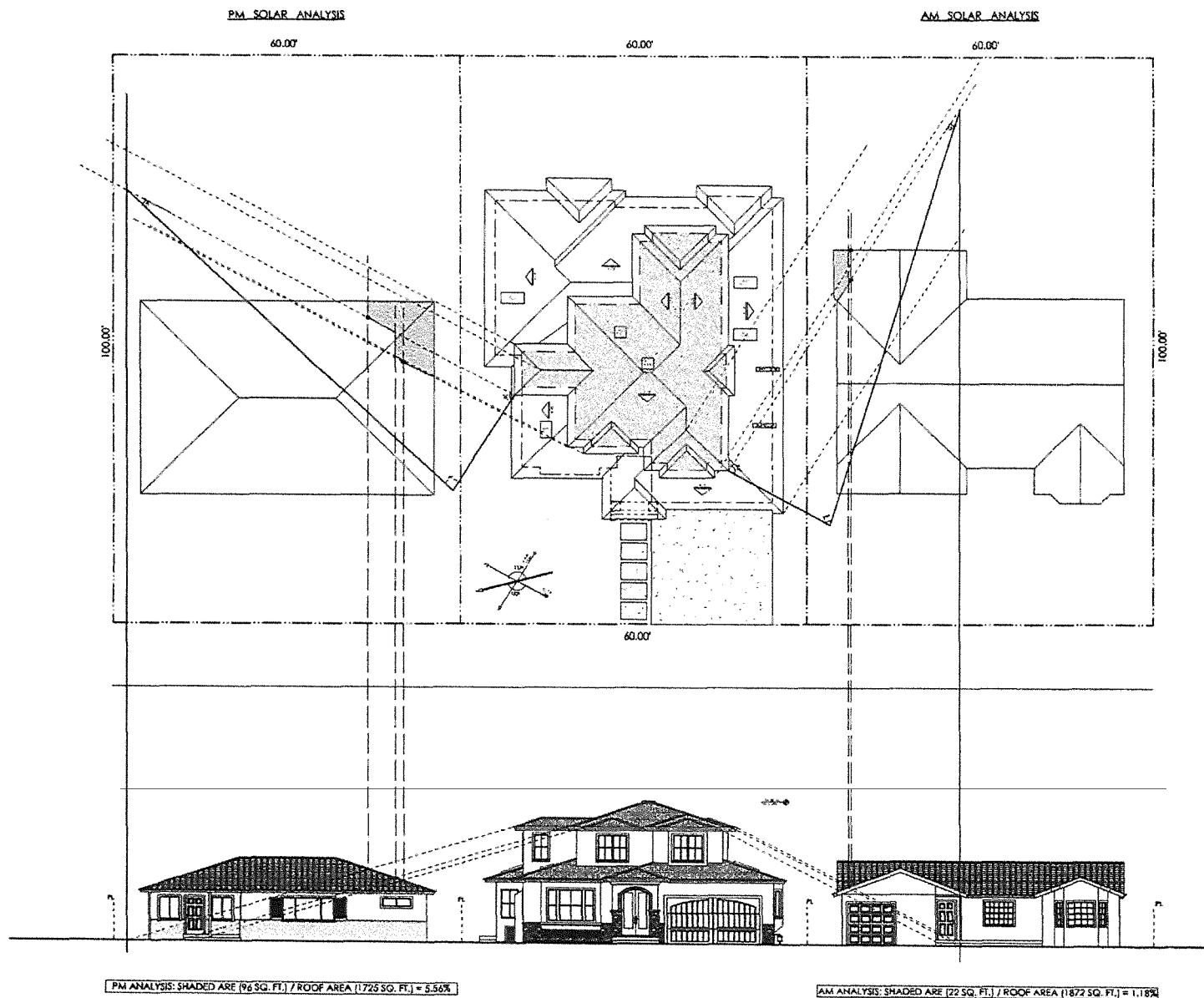
Attachment 3

Page 1 of 2

Street Address			LandSqFt	Total Floor Area	FAR
1066	Lois	Av	6000	2425	40
1062	Lois	Av	6000	1774	30
1058	Lois	Av	6000	2930	49
1054	Lois	Av	6000	1991	33
1050	Lois	Av	6000	2411	40
1046	Lois	Av	6000	1201	20
1042	Lois	Av	6000	1699	28
1038	Lois	Av	6000	1356	23
1034	Lois	Av	6000	1486	25
1030	Lois	Av	6000	1706	28
1026	Lois	Av	6000	2983	50
1022	Lois	Av	6000	1192	20
1018	Lois	Av	6000	1691	28
1014	Lois	Av	6000	1700	28
1010	Lois	Av	6000	1654	28
1006	Lois	Av	6000	1564	26
1002	Lois	Av	6414	1356	21
1051	Merrimac	Dr	6261	1356	22
1055	Merrimac	Dr	6000	1666	28
1059	Merrimac	Dr	6000	1700	28
1063	Merrimac	Dr	6000	1698	28
1067	Merrimac	Dr	6130	1486	24
1071	Merrimac	Dr	6634	1356	20
1075	Merrimac	Dr	7050	2022	29
1074 W	Knickerbocker	Dr	6000	1486	25
1070 W	Knickerbocker	Dr	6000	2220	37
1066 W	Knickerbocker	Dr	6000	2319	39
1062 W	Knickerbocker	Dr	6000	1549	26
1058 W	Knickerbocker	Dr	6000	1501	25
1054 W	Knickerbocker	Dr	6000	1192	20
1050 W	Knickerbocker	Dr	6261	1474	24
1051	Lackawanna	Ct	6261	1356	22
1055	Lackawanna	Ct	6000	1201	20
1059	Lackawanna	Ct	6000	1799	30
1063	Lackawanna	Ct	6000	1660	28
1067	Lackawanna	Ct	5750	1516	26
1071	Lackawanna	Ct	9750	1795	18
1074	Lackawanna	Ct	7650	1486	19
1070	Lackawanna	Ct	9550	1569	16
1066	Lackawanna	Ct	6000	1720	29
1062	Lackawanna	Ct	6000	1356	23
1058	Lackawanna	Ct	6000	1486	25
1054	Lackawanna	Ct	6000	1845	31
1050	Lackawanna	Ct	6261	2130	34
1051	Manhattan	Ct	6261	2036	33
1055	Manhattan	Ct	6000	1489	25

FAR for Neighborhood - 1026 Lois Ave

Street Address			LandSqFt	Total Floor Area	FAR
1059	Manhattan	Ct	6000	1356	23
1063	Manhattan	Ct	6000	1747	29
1067	Manhattan	Ct	6037	1201	20
1071	Manhattan	Ct	9737	1577	16
1074	Manhattan	Ct	7838	1950	25
1070	Manhattan	Ct	9737	1804	19
1066	Manhattan	Ct	6037	1322	22
1062	Manhattan	Ct	6000	1356	23
1058	Manhattan	Ct	6000	1702	28
1054	Manhattan	Ct	6000	1533	26
1050	Manhattan	Ct	6261	1334	21
1067	Lois	Av	7931	1486	19
1068	Merrimac	Dr	6123	1798	29
1057	Hickorynut	Ct	7118	1486	21
1061	Hickorynut	Ct	7250	1356	19
1065	Hickorynut	Ct	11790	2309	20
1069	Hickorynut	Ct	11287	1501	13
1068	Hickorynut	Ct	8575	1907	22
1064	Hickorynut	Ct	8909	2497	28
1060	Hickorynut	Ct	7200	1486	21
1056	Hickorynut	Ct	6414	1356	21
1058	Merrimac	Dr	6000	1988	33
1054	Merrimac	Dr	6000	1129	19
1055	Lois	Av	6212	1972	32
1059	Lois	Av	9260	2255	24
1063	Lois	Av	10086	2188	22
1074	Lois	Av	6350	1356	21
1070	Lois	Av	6000	1726	29



REVISIONS BY
ATTACHMENT 6
PAGE 9 OF 9

BOD esign
21060 HOMESTEAD RD., SUITE 130
CLIPPERTON, CA 95014
Tel: (408) 771-5935
EMAIL: contact@bod-e.com



THESE PLANS ARE INTENDED ONLY FOR THE ORIGINAL SITE FOR WHICH THEY WERE DESIGNED AND ARE THE PROPERTY OF ALL DESIGN. THESE PLANS ARE PROTECTED UNDER COPYRIGHT LAW AND MAY NOT BE REPRODUCED OR REPRODUCED IN WHOLE OR IN PART WITHOUT THE EXPRESSED WRITTEN CONSENT OF ALL DESIGN. ANY USE OF THESE PLANS ON OTHER SITES IS PROHIBITED WITHOUT THE CONSENT OF ALL DESIGN. ANY DISCREPANCY OR CONFLICT ON THESE PLANS SHALL BE THE RESPONSIBILITY OF THE USER. IN QUESTION, ALL WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS.

SHEET TITLE:

SOLAR STUDY

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.,
SUNNYVALE, CA

DATE: 1.22.2015
SCALE: 1/8" = 1'
DRAWN BY: BOD
JOB NO: D-1405-02
SHEET:

A-5

EXHIBIT 3

**RECOMMENDED
CONDITIONS OF APPROVAL AND
STANDARD DEVELOPMENT REQUIREMENTS
MARCH 9, 2015**

**Planning Application 2014-7624
1026 Lois Avenue**

Design Review Permit for a new two-story home with a total floor area of 2,993 square feet (2,566 square feet living area and 427 square feet garage) resulting in 49.8% floor area ratio (FAR).

The following Conditions of Approval [COA] and Standard Development Requirements [SDR] apply to the project referenced above. The COAs are specific conditions applicable to the proposed project. The SDRs are items which are codified or adopted by resolution and have been included for ease of reference, they may not be appealed or changed. The COAs and SDRs are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Applicable mitigation measures are noted with "Mitigation Measure" and placed in the applicable phase of the project.

In addition to complying with all applicable City, County, State and Federal Statutes, Codes, Ordinances, Resolutions and Regulations, Permittee expressly accepts and agrees to comply with the following Conditions of Approval and Standard Development Requirements of this Permit:

GC: THE FOLLOWING GENERAL CONDITIONS AND STANDARD DEVELOPMENT REQUIREMENTS SHALL APPLY TO THE APPROVED PROJECT.

GC-1. CONFORMANCE WITH APPROVED PLANNING APPLICATION:

All building permit drawings and subsequent construction and operation shall substantially conform with the approved planning application, including: drawings/plans, materials samples, building colors, and other items submitted as part of the approved application. Any proposed amendments to the approved plans or Conditions of Approval are subject to review and approval by the City. The Director of Community Development shall determine whether revisions are considered major or minor. Minor changes are subject to review and approval by the Director of Community Development. Major changes are subject to review at a public hearing. [COA] [PLANNING]

Attachment 5
Page 2 of 5**GC-2. PERMIT EXPIRATION:**

The permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not exercised, unless a written request for an extension is received prior to expiration date and is approved by the Director of Community Development. [SDR] [PLANNING]

GC-3. TITLE 25:

Provisions of Title 25 of the California Administrative Code shall be satisfied with dependence on mechanical ventilation. [SDR] [BUILDING]

PS: THE FOLLOWING CONDITIONS SHALL BE MET PRIOR TO SUBMITTAL OF BUILDING PERMIT, AND/OR GRADING PERMIT.

PS-1. Modify the site plan to include a 36 inch-box sized replacement tree to be planted at the site.

PS-2. Modify elevations to reduce the second story plate height to 8 feet (where 9 feet is proposed).

BP: THE FOLLOWING CONDITIONS SHALL BE ADDRESSED ON THE CONSTRUCTION PLANS SUBMITTED FOR ANY DEMOLITION PERMIT, BUILDING PERMIT, GRADING PERMIT, AND/OR ENCROACHMENT PERMIT AND SHALL BE MET PRIOR TO THE ISSUANCE OF SAID PERMIT(S).

BP-1. CONDITIONS OF APPROVAL:

Final plans shall include all Conditions of Approval included as part of the approved application starting on sheet 2 of the plans. [COA] [PLANNING]

BP-2. RESPONSE TO CONDITIONS OF APPROVAL:

A written response indicating how each condition has or will be addressed shall accompany the building permit set of plans. [COA] [PLANNING]

BP-3. BLUEPRINT FOR A CLEAN BAY:

The building permit plans shall include a "Blueprint for a Clean Bay" on one full sized sheet of the plans. [SDR] [PLANNING]

Attachment 5
Page 3 of 5**BP-4. TREE PROTECTION PLAN:**

Prior to issuance of a Demolition Permit, a Grading Permit or a Building Permit, whichever occurs first, obtain approval of a tree protection plan from the Director of Community Development. Two copies are required to be submitted for review. The tree protection plan shall include measures noted in Title 19 of the Sunnyvale Municipal Code and at a minimum:

- a) An inventory shall be taken of all existing trees on the plan including the valuation of all 'protected trees', using the latest version of the "Guide for Plant Appraisal" published by the International Society of Arboriculture (ISA).
- b) All existing (non-orchard) trees on the plans, showing size and varieties, and clearly specify which are to be retained.
- c) Provide fencing around the drip line of the trees that are to be saved and ensure that no construction debris or equipment is stored within the fenced area during the course of demolition and construction.
- d) The tree protection plan shall be installed prior to issuance of any Building or Grading Permits, and shall be maintained in place during the duration of construction and shall be added to any subsequent building permit plans. [COA] [PLANNING/CITY ARBORIST]

BP-5. BEST MANAGEMENT PRACTICES:

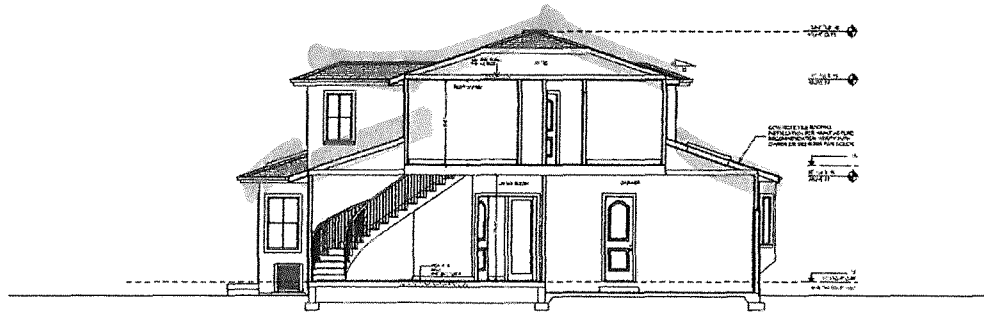
The project shall comply with the following source control measures as outlined in the BMP Guidance Manual and SMC 12.60.220. Best management practices shall be identified on the building permit set of plans and shall be subject to review and approval by the Director of Public Works:

- a) Storm drain stenciling. The stencil is available from the City's Environmental Division Public Outreach Program, which may be reached by calling (408) 730-7738.
- b) Landscaping that minimizes irrigation and runoff, promotes surface infiltration where possible, minimizes the use of pesticides and fertilizers, and incorporates appropriate sustainable landscaping practices and programs such as Bay-Friendly Landscaping.
- c) Appropriate covers, drains, and storage precautions for outdoor material storage areas, loading docks, repair/maintenance bays, and fueling areas.
- d) Covered trash, food waste, and compactor enclosures.

Attachment 5
Page 5 of 5

- i. Substitute electrified or hybrid equipment for diesel- and gasoline-powered equipment where practical.
- ii. Use alternatively fueled construction equipment on-site, where feasible, such as compressed natural gas (CNG), liquefied natural gas (LNG), propane, or biodiesel.
- iii. Avoid the use of on-site generators by connecting to grid electricity or utilizing solar-powered equipment.
- iv. Limit heavy-duty equipment idling time to a period of 3 minutes or less, exceeding CARB regulation minimum requirements of 5 minutes. [COA] [PLANNING]

EXHIBIT 4



A-A CROSS SECTION
R. J. J. J. J.



STREETSCAPE ELEVATION
R. J. J. J. J.

REVISIONS
BY
ATTACHMENT 6
PAGE 8 OF 9

BOQ sign

21340 HOMESTEAD RD. SUITE 130
CUPERTINO, CA 95014
Tel: (408) 771-1000
Email: contact@boc-s.com

BRIDGE



THIS PLAN IS A PART OF THE
PROJECT AND IS NOT TO BE
USED FOR ANY OTHER PROJECT.
IT IS THE RESPONSIBILITY OF THE
OWNER TO OBTAIN ALL NECESSARY
PERMITS AND APPROVALS FROM
THE APPROPRIATE AGENCIES.
THE OWNER SHALL BE RESPONSIBLE
FOR OBTAINING ALL NECESSARY
PERMITS AND APPROVALS FROM
THE APPROPRIATE AGENCIES.
THE OWNER SHALL BE RESPONSIBLE
FOR OBTAINING ALL NECESSARY
PERMITS AND APPROVALS FROM
THE APPROPRIATE AGENCIES.

BRIDGE

PROPOSED SECTION /
STREETSCAPE
ELEVATION

NEW CONSTRUCTION FOR

FRANK & HELEN

1026 LOIS AVE.
SAN JOSE, CA

DATE: 1/11/18
SCALE: AS NOTED
SHEET NO: 822
JOB NO: > 45607
USER:

A-4

EXHIBIT 5

1026 LOIS AVE.
SUNNYVALE, CA



1051 MANHATTAN CT.

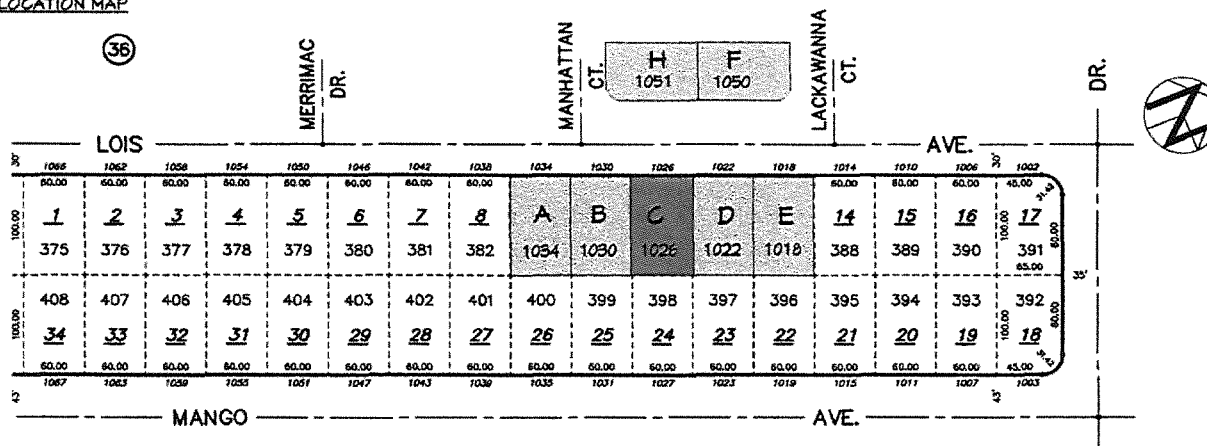
H



1050 LACKAWANNA CT.

F

LOCATION MAP



1034 LOIS AVE.

A



1026 LOIS AVE.

C



1022 LOIS AVE.

D



1018 LOIS AVE.

E

STREETSCAPE ELEVATION

REVISIONS BY
ATTACHMENT 6
PAGE 1 OF 9

BOD design

21040 HOMESTEAD RD., SUITE 130
CUPERTINO, CA 95014
Tel: (408) 771-5935
EMAIL: cori@bod-a.com

NO. 101



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SHEET TITLE

Streetscape
Elevations

NEW CONSTRUCTION FOR:

FRANK & HELEN

1026 LOIS AVE.
SUNNYVALE, CA

DATE: 1/23/2015
SCALE: 1/8" = 1'-0"
DRAWN BY: BOD
JOB NO: D-1405-02
SHEET:

ORIGINAL

1026 LOIS AVE.
SUNNYVALE, CA



1051 MANHATTAN CT.

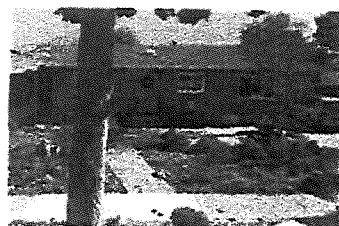
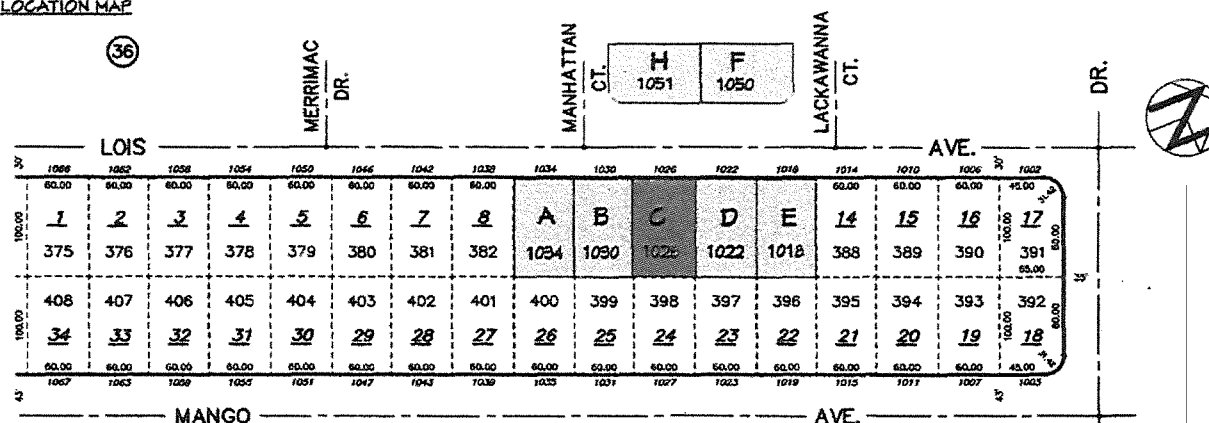
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1050 LACKAWANNA CT.

F

LOCATION MAP



1018 LOIS AVE.

E



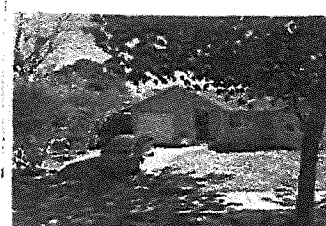
1022 LOIS AVE.

D



1026 LOIS AVE.

C



1034 LOIS AVE.

A

STREETSCAPE ELEVATION

MODIFIED

REVISIONS BY
ATTACHMENT 6
PAGE 1 OF 9

BOD esign

21042 MONTECALDO RD., SUITE 150
CUPERTINO, CA 95014
Tel: (408) 771-3935
Email: contact@bode.com

NO DATE



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SHIRT TITLE

Streetscape
Elevations

REV. CONSTRUCTION FOR:

FRANK & HELEN

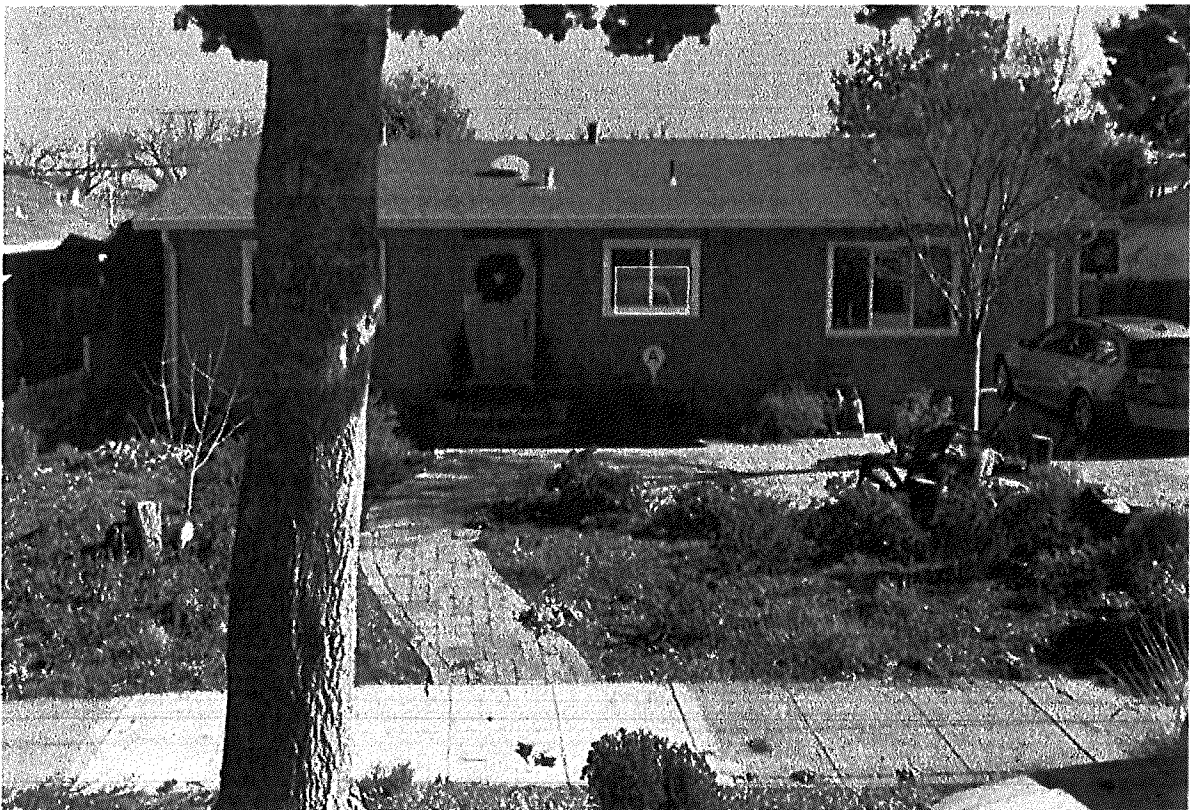
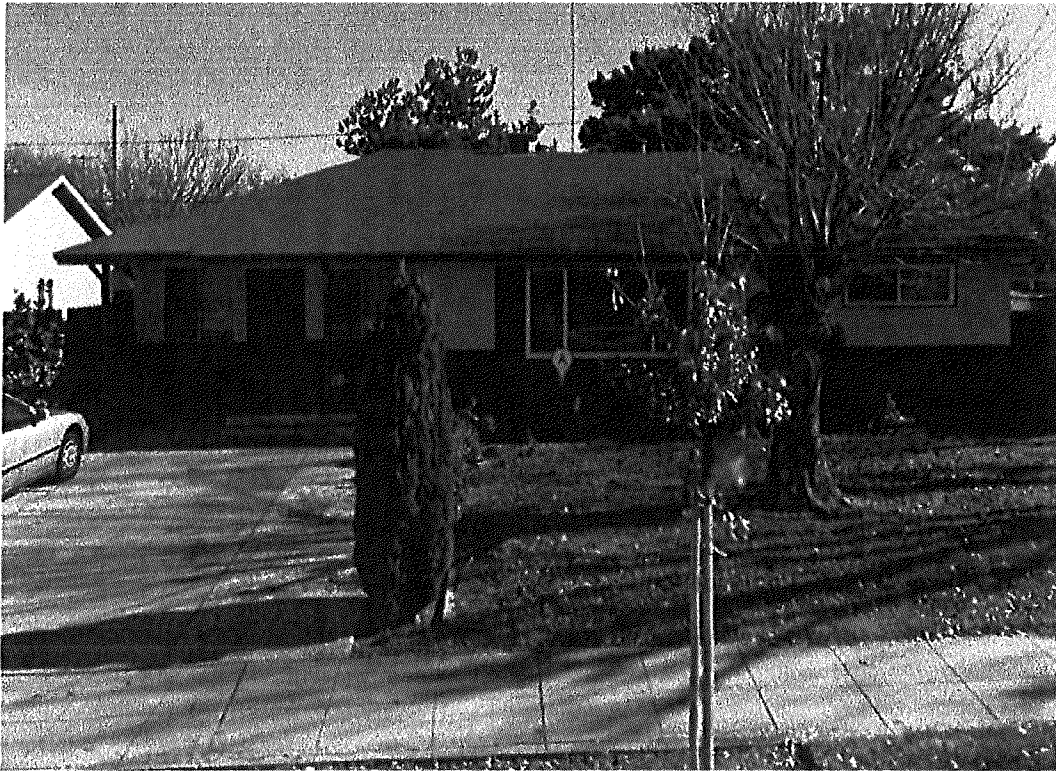
1026 LOIS AVE.
SUNNYVALE, CA

DATE: 12-20-15
SCALE: 1/8" = 1'-0"
DESIGN BY: BOD
JOB NO: D-1425-02
SHEET:

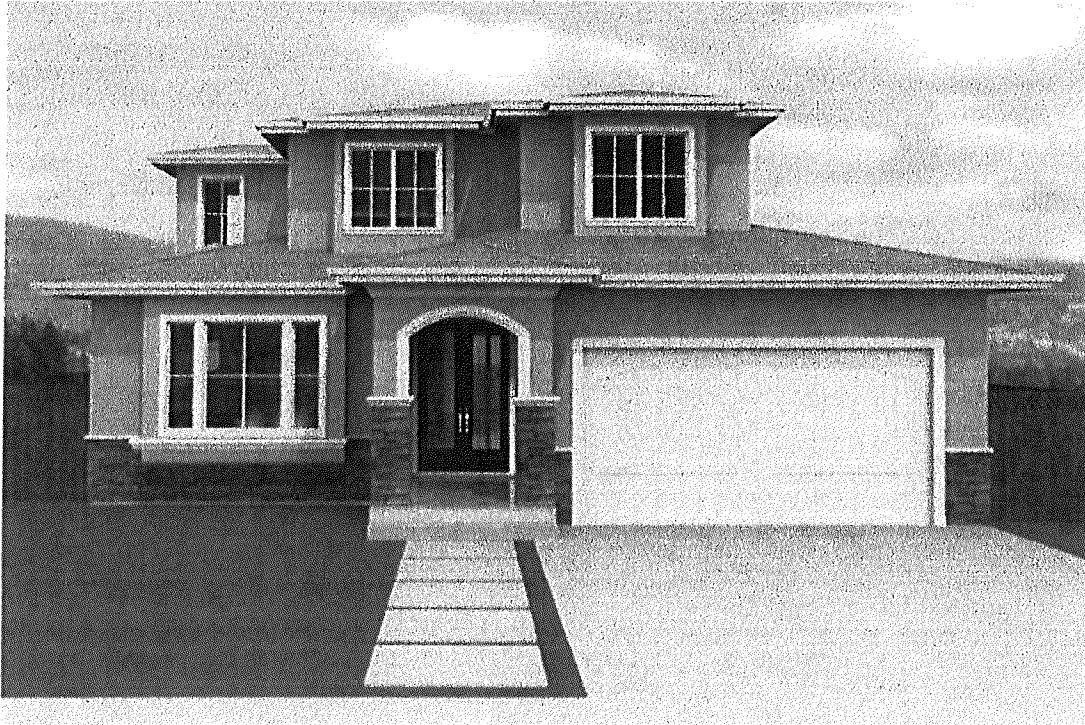
NO DATE

EXHIBIT 6

1022 Lois Ave



1018 Lois Ave



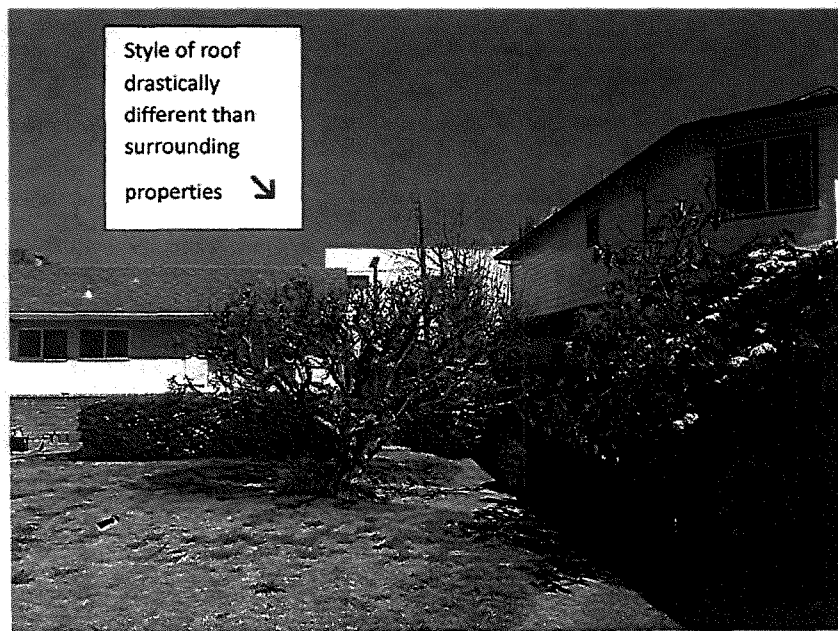
Proposed Home



EXHIBIT 7



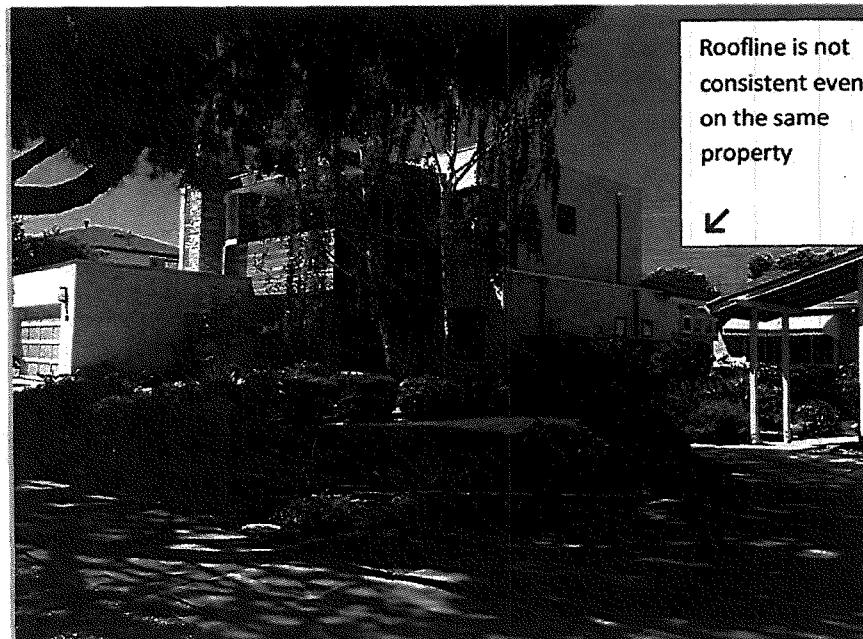
Visual conflict- Out of character with its surroundings



Visual conflict –Mismatched roofline/style with surrounding neighbors



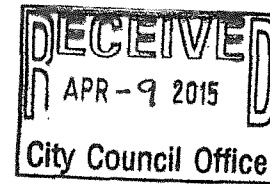
Visual conflict – Mismatched entry



811 Mulberry's rear roofline does not match its own front roofline

Smith
834 Lois Avenue
Sunnyvale, CA 94087

Councilmember and Mayor
Jim Griffith
Sunnyvale City Council
456 W. Olive Avenue
Sunnyvale, CA 94088-3707



April 15, 2015

Sunnyvale City Council
 456 West Olive Avenue
 Sunnyvale, CA 94088

Esteemed City Council members,

Despite overwhelming objection, the Planning Commission approved the proposed project at 1026 Lois Avenue at the March 9th, 2015 hearing (APN: 198-34-011).

In a recent email correspondence with Mayor Griffith regarding this project, “Decisions like this are always a balancing act between respecting the concerns of the broader community versus respecting the right of any property owner to fully enjoy his own property”.

As the broader community, our concerns were not respected during the March 9th, 2015 hearing. No “balance” was achieved that evening. The Planning Commission chose to support the property rights of the applicant versus respecting the broader community.

The guidelines and techniques outlined in the “Sunnyvale, Single Family Home Design Techniques” prepared by Cannon Design Group in 2003 are intended to ensure that **the required care is given in the design of new construction to avoid overwhelming the neighborhood with structures that are at great odds with the scale and bulk of existing nearby homes and to minimize their impact on the livability of their immediate neighbors.** The Planning Commission’s decision to approve this 1026 Lois Avenue project conflicts with the following points in the document:

- Protect property owner livability and investments by discouraging inappropriate and out of scale adjacent homes
 - Facts as we evaluate the **scale** of the proposed structure at 1026 Lois Avenue: The nearby homes average a 25.56% FAR. The applicant is proposing a 50% FAR, nearly doubling the average neighborhood FAR. The average FAR of the adjacent neighbors of the proposed property is 24%. These numbers and the fact that the neighborhood consists of predominately single story homes, clearly demonstrate that this proposed structure is **inappropriate and out of scale** in the neighborhood. The Neighborhood Data Sheet provided by the City of Sunnyvale is attached
 - The applicant has expressed the fact that there are two story homes nearby. Those homes were modified between 20-40 years ago and would not be allowed under current guidelines. These homes by –and –large still made an attempt to fit in the neighborhood architecture and ambiance. The entry ways are minimal and roof lines are simple and compatible with the nearby homes.
 - The Planning Commission conditioned the second floor plate from 9’ high to 8’ high. While this will lower the height of the house by 1’; the first story massing and heights are more perceptible from the ground level. The visual experience from a neighbor's perspective to this large structure needs to be addressed.

- **Maintain a sense of neighborhood by encouraging new development that is compatible in scale and character with existing housing**
 - We have expressed over and over again as a community that this “dream home”, even in its modified 50% FAR version, is **not compatible in scale and character with nearby housing where the average FAR is 25.56%.**
 - **The applicant’s approach with proposing *his* “dream home” is out of line with the ethos of our established neighborhood.** As a community, we enjoy our neighborhood because of the **mutual respect** we have for each other as property owners. **Enjoying our modest size ranch homes is a common denominator that brings us together.** We did not ask for nor do we need the applicant to “bring us into the future” by assuming we will enjoy having our neighborhood turn into a massive home/hodgepodge community.
 - Chair Melton concluded at the October 13, 2014 hearing that there are neighborhoods in Sunnyvale where the 1026 Lois project be a fit in and that **Cherry Chase is not the place for this 50% FAR project.** The applicant resubmitted the application with 49.8% FAR for the March 9, 2015 hearing. **Mass and bulk were shifted around. However, the overall size of this structure remains the same –overwhelming the surrounding homes.**
- **Encourage thoughtful planning and design that respect the privacy of neighbors**
 - All the immediate homes near the proposed project are single story. From the invasion of privacy, compromised view of the skyline and trees perspective, this proposed 50% FAR, 2 story structure places the properties that are adjacent, behind and in front of the proposed structure at a disadvantage. These are **key issues that directly impact the rights of the nearby property owners to fully enjoy *their* properties.**
 - At the March 9th, 2015 hearing, the applicant took the liberty to decide on behalf of the immediate neighbors that privacy will “really not” be an issue. It is extremely disrespectful and bothersome that he makes this nonchalant statement regarding this critical issue as he is not the one being impacted.
 - **The first floor design unreasonably impacts privacy.** The finished floor is set at 22” from grade, much higher than the adjacent homes, making any fencing ineffective. A 6’ tall fence would in effect be 4’ tall from the floor and thus someone on the first floor could easily look over the fence. A 6’ tall fence would be at the same height as the middle of the window.
 - Per A-3 of the plans, the proposed structure features three (3) large rearward facing windows on the second story. **The privacy issue to the rear facing neighbors and solutions to mitigate this issue has been neglected.**
 - **The noise generated from the two (2) air conditioning units and the impact these units have to the adjacent neighbor were not thoughtfully and proactively addressed by staff, the Planning Commission and the applicant.** As the applicant fully enjoys the cooling system inside the proposed structure, no consideration has been given to the adjacent neighbor and their rights to fully enjoy their property while the two cooling units at proposed structure are running. This impacts the livability of the adjacent neighbors.

According to the “Things to Know for Additions or New Construction of Single-Family or Duplex Homes”, ***The Design Review process in place is to improve the quality of residential design, enhances and protects existing neighborhoods and promotes an orderly and attractive community.*** As we have expressed as a community, the ones who are living in close proximity to this proposed structure, this project is not a design that will fit in our neighborhood and the applicant’s approach is not in line with the ethos of our neighborhood. **So far, the Design Review Process for 1026 Lois Avenue has taken the direction to where our existing neighborhood is not protected and if the proposal for this massive structure is approved, there will no doubt be a disruption in order and a negative precedence set.**

The applicant has expressed his strong will to move our neighborhood into the 21st century by proposing to build **his** “dream home” that doubles the average home size in the neighborhood. He has also made it clear that it would be “criminal” if he does not move this project forward as he has implied that our neighborhood is outdated. The Cherry Chase community is based on our appreciation for its bucolic ambiance and modest sized homes with ample space around us. If this type of neighborhood is too outdated for the applicant, it is up to him to locate a neighborhood that is more updated for his needs.

Established neighborhoods and communities do not happen overnight. To build and foster a neighborhood such as Cherry Chase takes several decades and a deep appreciation for what the neighborhood has to offer.


Cherry Chase’s highly regarded reputation is largely due to its unique charm and character. The residents display pride and respect for its orderly, modest and minimal profile homes. This is reflected when residents, regardless whether they are long time residents or new property owners, need to expand or modify their homes, they carefully evaluate what fits in the existing neighborhood and what the neighbors want, thus promoting neighborhood harmony and improving residential values.

Staff and the Planning Commission allowing one family, one house to move the neighborhood forward at a pace that **doubles** the neighborhood average square footage, therefore setting a dangerous precedence, is not acceptable. If we continue down this slippery slope, where the staff and Planning Commission opt to support the property rights of one resident and ignore the voices of the community, Sunnyvale will soon become Cupertino-ized in the context of hodgepodge designs in its residential neighborhoods.

It is now up to elected city officials to protect the orderly appearance, character and special qualities of our neighborhood.

We ask that you deny this proposal.

Respectfully,

Annie Shiao
 Lois Avenue
 Sunnyvale, CA 94087

Attachment: FAR for neighborhood 1026 Lois Avenue as provided by the City of Sunnyvale

Street Address			LandSqFt	Total Floor Area	FAR
1066	Lois	Av	6000	2425	40
1062	Lois	Av	6000	1774	30
1058	Lois	Av	6000	2930	49
1054	Lois	Av	6000	1991	33
1050	Lois	Av	6000	2411	40
1046	Lois	Av	6000	1201	20
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1038	Lois	Av	6000	1356	23
1034	Lois	Av	6000	1486	25
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1014	Lois	Av	6000	1700	28
1010	Lois	Av	6000	1654	28
1006	Lois	Av	6000	1564	26
1002	Lois	Av	6414	1356	21
1051	Merrimac	Dr	6261	1356	22
1055	Merrimac	Dr	6000	1666	28
1059	Merrimac	Dr	6000	1700	28
1063	Merrimac	Dr	6000	1698	28
1067	Merrimac	Dr	6130	1486	24
1071	Merrimac	Dr	6634	1356	20
1075	Merrimac	Dr	7050	2022	29
	W				
1074	Knickerbocker	Dr	6000	1486	25
	W				
1070	Knickerbocker	Dr	6000	2220	37
	W				
1066	Knickerbocker	Dr	6000	2319	39
	W				
1062	Knickerbocker	Dr	6000	1549	26
	W				
1058	Knickerbocker	Dr	6000	1501	25
	W				
1054	Knickerbocker	Dr	6000	1192	20
	W				
1050	Knickerbocker	Dr	6261	1474	24
1051	Lackawanna	Ct	6261	1356	22
1055	Lackawanna	Ct	6000	1201	20
1059	Lackawanna	Ct	6000	1799	30
1063	Lackawanna	Ct	6000	1660	28
1067	Lackawanna	Ct	5750	1516	26

1071	Lackawanna	Ct	9750	1795	18
1074	Lackawanna	Ct	7650	1486	19
1070	Lackawanna	Ct	9550	1569	16
1066	Lackawanna	Ct	6000	1720	29
1062	Lackawanna	Ct	6000	1356	23
1058	Lackawanna	Ct	6000	1486	25
1054	Lackawanna	Ct	6000	1845	31
1050	Lackawanna	Ct	6261	2130	34
1051	Manhattan	Ct	6261	2036	33
1055	Manhattan	Ct	6000	1489	25
1059	Manhattan	Ct	6000	1356	23
1063	Manhattan	Ct	6000	1747	29
1067	Manhattan	Ct	6037	1201	20
1071	Manhattan	Ct	9737	1577	16
1074	Manhattan	Ct	7838	1950	25
1070	Manhattan	Ct	9737	1804	19
1066	Manhattan	Ct	6037	1322	22
1062	Manhattan	Ct	6000	1356	23
1058	Manhattan	Ct	6000	1702	28
1054	Manhattan	Ct	6000	1533	26
1050	Manhattan	Ct	6261	1334	21
1067	Lois	Av	7931	1486	19
1068	Merrimac	Dr	6123	1798	29
1057	Hickorynut	Ct	7118	1486	21
1061	Hickorynut	Ct	7250	1356	19
1065	Hickorynut	Ct	11790	2309	20
1069	Hickorynut	Ct	11287	1501	13
1068	Hickorynut	Ct	8575	1907	22
1064	Hickorynut	Ct	8909	2497	28
1060	Hickorynut	Ct	7200	1486	21
1056	Hickorynut	Ct	6414	1356	21
1058	Merrimac	Dr	6000	1988	33
1054	Merrimac	Dr	6000	1129	19
1055	Lois	Av	6212	1972	32
1059	Lois	Av	9260	2255	24
1063	Lois	Av	10086	2188	22
1074	Lois	Av	6350	1356	21
1070	Lois	Av	6000	1726	29



★ Subject Site: 1026 Lois Ave (APN: 198-34-011)
 File # 2014-7624

Legend

0 75 150 300 Feet

2nd Story Homes



City of Sunnyvale

Agenda Item

15-0458

Agenda Date: 5/12/2015

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to be in Effect through June 30, 2016 Declaring a Continued Water Emergency, Increasing Stage 1 Water Reduction Target from 15 Percent to 30 Percent, Re-Implementing Stage 1 Water Restrictions, Adding Additional Water Use Restrictions Including Enforcement Actions as Recommended by the State Water Board, and Approving Budget Modification No. 45 adding \$230,000 for Water Conservation and Enforcement Efforts, and Amending the Master Fee Schedule to Add Administrative Fines; Find the Action Exempt from CEQA pursuant to Guideline 15378(b)(2)

REPORT IN BRIEF

The State is requiring water providers and water users take actions to reduce water use. This report presents the actions recommended by staff to both meet the State mandates and go beyond the requirements. Sunnyvale is required to set a goal of reducing water use by 16%. Staff is recommending setting a more ambitious goal of 30% to be in line with goals set by the Santa Clara Valley Water District and to match our neighboring cities, and to send a message about the importance of water conservation.

Sunnyvale has already taken many of the actions required by the State. The additional required actions are to prohibit water use during and within 48 hours after a rain, to require hotels to offer the option of non-laundering, to implement requirements on new buildings, and to prohibit irrigation on street medians. In addition, staff is recommending limiting the number of days watering is allowed to two days per week, and four actions with a budgetary impact totaling \$230,000:

\$ 35,000	Additional outreach
\$100,000	Additional turf removal incentives
\$ 15,000	Additional incentives for gray water installations
\$ 80,000	Enhanced enforcement

BACKGROUND

State Actions

On July 15, 2014, the State Water Board issued a resolution mandating that water suppliers take a set of actions designed to reduce water consumption. Failure to take actions such as these can result in fines against the City of up to \$10,000 per day. Further, any individual who violates these regulations may be cited for an infraction under California Water Code Section 1058.5 and fined up to \$500 per day.

On March 17, 2015, the State Water Board proposed, on April 29 updated, and on May 5 adopted a revised emergency regulation which includes prohibitions on certain outdoor irrigation and urban water uses and an order for all urban water suppliers to implement conservation measures and

provide monthly data on water production, per capita use, outdoor water restrictions, enforcement efforts, and water conservation programs and services.

Specifically, these regulations require the following:

- Only serve drinking water in restaurants upon request (already in effect in Sunnyvale).
- Prohibit the application of potable water to outdoor landscapes in a manner that causes runoff (already in effect in Sunnyvale)
- Prohibit the application of potable water to driveways and sidewalks (already in effect in Sunnyvale)
- Prohibit the use of potable water in a fountain or other decorative water feature, except where the water is part of a circulating system (already in effect in Sunnyvale)
- Prohibit the use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut off nozzle (already in effect in Sunnyvale).
- Prohibit landscape watering two days after rain.
- Require hotels to offer an option of not laundering towels and linens daily.
- Require all newly constructed homes and buildings that irrigate with potable water to be consistent with regulations or other requirements established by the California Building Standards Commission.
- Prohibit irrigation of turf on public street medians with potable water

One item in the initial proposed regulations was dropped in the updated regulations:

- Limit the number of days that outdoor watering is allowed.

As mentioned previously, failure to comply by a water agency is subject to a fine of up to \$10,000 per day, and the Board again set a fine of up to \$500 for individuals violating any of the above prohibitions.

On April 1, 2015, following the lowest snowpack level on record, Governor Brown issued an Emergency Executive Order (EEO) which imposes additional drought restrictions and directed the State Water Board to impose restrictions to achieve a statewide 25% reduction in potable urban water use. The Governor's EEO establishes goals and identifies measures for the Board to impose restrictions in order to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016 compared to the amount used in 2013. These restrictions take into account the relative per capita water usage of each water suppliers' service area, and require that those areas with high per capita use achieve proportionally greater reductions than those with low use.

On April 18, 2015 the State Water Board set targets for individual water agencies varying from 8% to 36%. These targets took into consideration individual agencies' past conservation efforts. Sunnyvale's overall conservation target was set at 16%. The State Water Board developed emergency regulations to implement the EEO's directive on May 5, 2015.

Water Wholesaler Actions

The Environmental Services Department operates and maintains the City of Sunnyvale's potable water supply system. The City purchases approximately half of its potable water from the Santa Clara Valley Water District (SCVWD), which imports its water from the State Water Project in the Sacramento Delta and the Federal Central Project San Luis Reservoir located on Hwy 152 southeast of Gilroy, and half from the San Francisco Public Utilities Commission's (SFPUC) Hetch Hetchy

Reservoir located in Yosemite National Park. The City also has seven active wells and one stand-by well that can produce seven million gallons per day (mgd), and the wastewater plant can produce recycled water for irrigation applications. Due to production limitations and increased chemical requirements, the City has scaled back its recycled water production. Plans are under way to improve production reliability and construction is scheduled to be completed in the summer of 2016. There are approximately 29,500 connections to the City's potable water system. In FY 2013/14 potable water use averaged 18.4 mgd. Residential water use accounts for 61 percent of the total system demand, with the remainder used by commercial, industrial, institutional, and large landscape irrigation accounts.

On March 24, 2015 the SCVWD Board of Directors voted to request that all water retailers in Santa Clara County reduce water demand to a level 30% below 2013 levels.

The Hetch Hetchy reservoir, which is the primary source of water for the SFPUC system, has not seen as large a decline as other statewide supplies, primarily due to the unique nature of its watershed. In fact, Hetch Hetchy had 63,000 acre feet more water on April 1, 2015 than it did same time last year. (An acre-foot (AF) is one acre covered by one foot depth of water or 325,851 gallons, which is approximately the amount of water used annually by four Sunnyvale households.) Therefore, the SFPUC stated that with the Governor's EEO directing the State Water Board to develop mandatory conservation across the State to achieve a 25% reduction is sufficient and it will not request further action from its customers system-wide.

City Actions

The City's Water Shortage Contingency Plan, as incorporated into the City's Urban Water Management Plan (UWMP), was adopted by Council on June 28, 2011(RTC 11-138).

On June 24, 2014, the Sunnyvale City Council declared a Water Shortage Emergency (RTC 14-0534) and called for 15% water reduction target, and on August 26, 2014, the Council adopted a resolution implementing Stage 1 Water Use Prohibitions (RTC 14-0751). These actions put Sunnyvale in compliance with the 2014 State mandates.

Sunnyvale residents and businesses continue to respond well to the request to save water and, for the last twelve months water use in Sunnyvale, were down on average 13.6% as compared to the same period in 2013. The City was able to achieve this conservation level even though the economy experienced a robust expansion over the last two years. The City also cut its own water use at certain City facilities by 34% through December 2014, and in spite of a very dry January through March, the City was able to achieve 26% savings. These savings represent use at parks (irrigation and buildings), school open space maintained by the City, medians and open space/landscaping at special use areas including the Community Center, Civic Center, Corporation Yard, and Water Pollution Control Facility. This was accomplished by reducing irrigation times, draining three of four ornamental ponds, increasing irrigation system maintenance, and reducing the amount of ornamental turf at City parks and open spaces.

EXISTING POLICY

General Plan- Environmental Management Chapter

Goal EM-2 Water Conservation

Promote more efficient use of the City's water resources to reduce the demands placed on the City's water supplies

Policy EM-2.1 Lower overall water demand through the effective use of water conservation programs in the residential, commercial, industrial and landscaping arenas.

The proposed Action is also consistent with the requirements of Section 10632 of the California Water Code, and Section 5 of the City's 2010 Urban Water Management Plan (UWMP).

ENVIRONMENTAL REVIEW

The proposed action would continue the implementation of Stage 1 of the City's Water Shortage Contingency Plan based on the water reduction goals set by the water providers. The action implements the City's UWMP and ongoing efforts to conserve water.

The proposed action is exempt from review under CEQA as part of the City's continuing administrative activities to implement the UWMP (CEQA Guidelines section 15378(b)(2)), and because it can be seen with certainty that the action would have no significant negative effect on the environment (CEQA Guidelines section 15061 (b)(3)). A reduction in water usage will reduce potential environmental effects associated with water use, by reducing surface water import, as well as reducing energy consumption and other impacts associated with water production, distribution, and treatment.

DISCUSSION**The Existing City of Sunnyvale Ordinance**

The Municipal Code Chapter 12.34.020 currently defines several nonessential water uses that are prohibited at all times, including:

- (a) Allowing or maintaining broken or defective plumbing, sprinklers, watering or irrigation systems which permit the escape or leakage of potable water.
- (b) Using potable water in any manner which causes or permits the flooding of any premises, or any portion thereof, or which causes, allows or permits water to escape from any premises or any portion thereof and flow into gutters, streets, or any surface water drainage system.
- (c) Using any hose or similar device using potable water for washing automobiles, trucks, buses, boats, trailers, equipment, recreational vehicles, mobile homes or other vehicles or machinery, unless the hose or device is equipped with a positive automatic shutoff valve.
- (d) Using potable water to wash sidewalks, driveways, filling station aprons, patios, parking lots, porches or other paved or hard surfaced areas, unless there is a positive automatic shutoff valve on the outlet end of the hose.
- (e) The service of water by any restaurant or other eating or refreshment establishment to any patron, except upon the specific request by a patron for such services.

(f) Installation of any single pass cooling process in new construction.

(g) Any use of non-potable water not in compliance with all federal, state and local laws, rules and regulations.

(h) During the period of time when daylight savings is in effect, no person shall use, permit or allow the use of potable water to irrigate any outdoor landscaping at any time between the hours of 9:00 a.m. and 6:00 p.m., unless the person using, permitting or allowing the use of the water is using a bucket, hand-carried container, or a hose equipped with an automatic positive self-closing valve.

(i) No person shall use, permit or allow the use of potable water to irrigate any outdoor landscaping or other vegetated area more than fifteen minutes per day per station when using a landscape irrigation system or a watering device that is not continuously attended, except for landscape irrigation systems that exclusively use very low-flow drip-type irrigation systems when no emitter produces more than two gallons of water per hour, and weather-based controllers or stream rotor sprinklers that meet a seventy-one percent efficiency standard.

The Existing Sunnyvale Water Shortage Conservation Plan

On June 26, 2011 (RTC 11-138), the City Council approved the City's 2010 Urban Water Management Plan (UWMP). In anticipation of water shortages with varied severities, a Water Shortage Contingency Plan (WSCP) was included as Section 5.3 of the UWMP. The WSCP includes a four stage water shortage conservation plan. Each stage includes specific water conservation actions and use restrictions designed to reduce water use by successively greater amounts. Implementation of the stages is cumulative; meaning that implementation of a higher stage shall also incorporate all of the previous stages. Reduction requirements for each stage are based on a target percent reduction of water usage.

The following details the use restrictions and prohibitions for each stage of reduction:

Water Shortage Contingency- Mandatory Prohibitions

Stage No.	Prohibition
Stage 1 25%	<ul style="list-style-type: none"> • Flooding or runoff on sidewalks, streets or gutters • Cleaning sidewalks, driveways, buildings, patios, parking lots or other paved/hard surfaced areas • Using a hose without a positive automatic self-closing valve for washing cars, buses, boats, or trailers • Use of decorative fountains • Water waste due to broken/defective plumbing, sprinkler, watering or irrigation systems • Restaurant water service unless requested • Landscape irrigation during daylight hours • Hydrant flushing (unless for public health or safety)
Stage 2 35%	<ul style="list-style-type: none"> • All of the above • New installations of plants, shrubs, trees, lawns other growing things • Landscape for mounds, hardscape okay but cannot include living plant materials • New swimming pool or pond construction • Filling or refilling swimming pools (can replace water loss due to evaporation) • Outdoor watering December through March.

Stage 3 45%	<ul style="list-style-type: none"> • All of the above • Watering turf, grass or dichondra lawns (can provide minimal water for sports playing fields) • Watering at golf courses except for tees and greens
Stage 4 50% or greater	<ul style="list-style-type: none"> • All of the above • Landscape irrigation with potable water of any City-owned premises or businesses where recycled water is available for connection. • Utilization of potable water for any City operation where recycled water could be used.

Currently, with the adoption last year of the 15% reduction goal, all the prohibitions shown under Stage 1 are in effect and are consistent with the State Water Board directives. The only Sunnyvale water use prohibition that differs slightly than that of the State Water Board is the use of decorative fountains. While the State Water Board allows the use of fountains with circulating systems, Sunnyvale's prohibition does not specifically make such an exception. However, staff believes that allowing the use of fountains with recirculating water systems would be consistent with state law and with the goals of the Sunnyvale Water Shortage Contingency Plan. At this time, therefore, staff does not propose to take enforcement action. However, staff is recommending draining the Community Center Fountain (CCF) as long as the drought is still in effect. Even though the CCF recirculates its water when it is in operation, it does experience water loss due to evaporation especially during the summer months. Discontinuing the operation of the CCF also sends a strong message about the severity of the drought. Water savings at the Community Center was over 21% between February 2014 and March 2015 when compared to the same period in the preceding year. The City has already discontinued the operation of three other water ponds at Serra Park, Las Palmas Park, and Braly Park and was able to achieve more than 53% in water saving during the same period at these facilities.

Proposed Actions for Council

Staff is recommending a 30% water use reduction goal and a series of actions related to this goal that go beyond the legal requirements as expected to be set by the State Water Board. Establishing a goal in Sunnyvale is complicated by the fact that our two wholesalers have set different goals. As stated above the SCVWD has established a 30% goal, and the SFPUC has decided that the State mandates and goals are adequate. In addition small portions of Sunnyvale are served by Cal Water who has a different mandate from the State. However Cal Water customers have to abide by the water use restrictions as set by the City Council.

Staff is recommending a 30% goal for a number of reasons. First, SCVWD has asked the water retailers including Sunnyvale to adopt a 30% goal, and most neighboring cities are taking actions beyond the legal requirements. Second, Sunnyvale City Council has expressed desire to be aggressive in water reduction and the 30% goal (rather than a 16% goal) sends a strong message about Sunnyvale's commitment to leading the drought response efforts regionally. Third, since the City has nearly reached the 16% goal in 2014, a more aggressive goal is appropriately in line with the additional actions proposed.

Staff is also recommending actions above and beyond the State requirements. It should be said that the correlation between actions and the water use reduction is not strong. The impact of a particular action on water use can vary widely based on many variables, such as the composition of the community (residential-commercial mix, etc.), the responsiveness of the community, the extent to which demand has been hardened by past actions, and, of course, the weather. Given that

Sunnyvale has been good at conserving in the past, the impact of the State mandated actions may be less here than in other places.

Taking all of this into account, coupling the mandated actions with more aggressive outreach efforts, enforcement actions, and the continuation of water conservation and rebate programs will help greatly towards achieving the 30% target. Staff also recognizes that achieving a 30% target will be more challenging as the economy continues to be robust with employment at a historical high when compared to 2013.

As a point of clarification, there has been some confusion around the State about how the various water use reductions have been calculated by the State. First, the percentage by which a city must reduce was calculated based on that city's residential water use between the months of July 2014 and September 2014. Sunnyvale used 5,800 acre-feet of water during that period, of which 61% (3,538 acre feet) was for residential. This calculates to 85.2 gallons per capita per day. Based on this usage rate, which is quite good, the State placed Sunnyvale in the tier of cities that have to reduce water use by 16%.

However, how a city meets the 16% water use reduction goal is based on a different time period and different set of water users. The State is mandating that cities reduce total water (residential *and non-residential*) by the rate established (16% for Sunnyvale) during the period June 2015 through February 2016 compared to the water used monthly in 2013. Sunnyvale used 15,994 acre feet in the matching months in 2013. Therefore, Sunnyvale's target for June 2014 through February 2015 is 16% below that, or 13,435 acre feet. During the period February 2014 to December 2014, Sunnyvale used 13.5% less water than in 2013. So, to meet the State target, Sunnyvale would only have to reduce water use by another 2.5% more this year compared to last year to meet the 16% goal. Again, the staff recommendation is to set a target of 30% reduction which results in a goal of another 16.5% reduction compared to the previous year, or 11,196 acre-feet in total.

Mandated Actions

To be fully compliant with the expected State Board Directives the following measures are presented for Council consideration and action. Under Water Code Section 1845, if the City fails to comply with the drought restrictions, the State can issue a cease and desist order. Any entity that violates the cease and desist order could be fined up to \$10,000 per day.

- Set a city-wide water reduction target. The mandated target set by the State is 16%. As noted, staff is recommending a goal of 30% city wide to send a strong message about the severity of the drought.
- Prohibit application of potable water to outdoor landscapes during and within 48 hours of measurable rainfall.
- Require hotels to offer the option of not laundering towels and linens daily.
(This requires operators of hotels and motels to provide guests with the option of choosing not to have towels and laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom.)
- Require all newly constructed homes and buildings that irrigate with potable water to be consistent with regulations or other requirements established by the California Building Standards Commission.
- Prohibit irrigation of turf on public street medians with potable water.

Additional Recommended Action

One restriction was in the State initial proposed actions, but excluded from the updated actions. Staff is recommending the adoption of these restrictions to achieve the 30% goal and to be consistent with other cities in the County.

- Limit irrigation to 2-days per week according to the following schedule. This schedule is consistent with a countywide effort to standardize mandatory watering schedules during the drought, and has been agreed to by all Santa Clara County water service providers:

Odd Address - Monday and Thursday

Even Address - Tuesday and Friday

No Address - Monday and Thursday

Note: During the period when daylight savings time is in effect, Sunnyvale customers are already prohibited from irrigating between 9:00 AM and 6:00 PM

The following activities are exempted from the two day schedule:

- Watering by hand or drip irrigation
- Watering for fire protection and environmental mitigation projects
- Watering nursery/garden center plants for sale
- Watering of City-maintained multi-purpose recreation fields and golf courses as long as City facilities as a whole meet the 30% target

Conservation Program Enhancements

Enhancements to the existing conservation programs are also recommended to make additional progress toward meeting the 30% reduction target. These enhancements include additional public outreach, additional rebates, and financial incentives for gray water systems.

An increase in public outreach will be required to promote new conservation measures. An increase of \$35,000 to the water conservation budget will allow for improved outreach materials including bill inserts, articles in the Quarterly Report, ad space in publications, and outreach events.

Bay Area Water Supply and Conservation Agency (BAWSCA) and SCVWD offer additional conservation programs to help Sunnyvale reach a 30% reduction goal. Cost sharing with SCVWD on its Landscape Rebate program will help reduce potable water use by increasing incentives for City residents and businesses to replace water demanding turf with drought tolerant landscaping. By cost sharing \$1 per square foot to SCVWD's current \$2 rebate, the City can help remove 100,000 square feet of turf with a \$100,000 investment, depending on the demand for the rebate. Availability of the rebate will be capped at \$100,000.

Gray water systems are allowed under the plumbing code. Systems that only use gray water discharged for a clothes washing machine do not require a plumbing permit, but systems that use other plumbing fixtures (i.e. tub/shower or bathroom lavatory) do require a plumbing permit which costs \$121. Currently a rebate of up to \$200 is offered by SCVWD. In order to encourage such systems and ensure the systems are properly designed and installed, staff is proposing to pay the

building permit for all such systems through December 1, 2015 as a pilot project. The City's Community Development Department prepared a brochure last month for Sunnyvale's residents and businesses that provides information on such systems. An additional \$15,000 will be required to fund the pilot program.

Enforcement Actions

Customers who waste water are normally reported by concerned citizens via e-mail or a phone call. To inform these customers of the need to conserve water, letters are sent to remind them about the drought citing also the City ordinance in an effort to obtain their cooperation. Door hangers that provide drought related information to customers, have also been prepared and are being utilized by ESD staff should they observe water being wasted while they are on duty in the field and meter readers leave door hangers when they observe high usage or water being wasted as they read meters throughout the City.

Enforcement mechanisms such as installing flow restrictors are available as described in Municipal Code Chapter 12.34.040.

In addition to other available remedies, which would include citing for an infraction under California Water Code Section 1058.5, staff recommends that the City Council authorize the Director of Environmental Services or designees to issue administrative citations for violations of these water use restrictions as follows:

- Written warnings for the first two violations
- \$250 citation for third violation
- \$500 citation for any additional violations

The City's administrative citation process is a non-criminal process governed by Chapter 1.05 of the Municipal Code. Administrative citations can be an effective tool for resolving many types of Municipal Code violations outside of the criminal court system, especially ongoing violations involving neighborhood and property issues.

Two additional temporary personnel at a total cost of \$80,000 are recommended to provide assistance with public outreach and enforcement. These staff could report to Sunnyvale or become attached to the SCVWD enforcement unit. Staff has contacted the SCVWD to gauge their interest in overseeing and scheduling the work tasks for the temporary personnel funded by the City. According to SCVWD staff this raises some legal issues that they need to look into. In either case, the two temporary personnel would focus on outreach, education, and issuing citations for repeat violators. They would perform patrols throughout the City to ensure compliance with water use prohibitions.

Other Possible State Actions

The following measures are under consideration by the State Water Board and have not been finalized at the time this report was prepared:

- Impose restrictions to require commercial, industrial, and institutional properties to reduce water use consistent with targets
- DWR shall update the State Model Water Efficient Landscape Ordinance through expedited regulation

- The California Energy Commission shall update efficiency standards for water using appliances via emergency regulations
- Urban water suppliers shall provide monthly information on usage, conservation, and enforcement on a permanent basis
- The State Water Board shall consider adopting regulations or taking appropriate enforcement actions to promote compliance
- DWR shall provide technical assistance to the State Water Board and give priority in grant funding to public agencies for actions necessary to comply with local ordinances
- Implement a Statewide initiative to get to replace 50 million square feet of lawns with drought tolerant landscape
- State permitting agencies shall prioritize review of local supply projects and programs

Other Possible City Actions

Increasing the conservation goal from Sunnyvale's current goal of 15% to the proposed goal of 30% does not trigger any additional actions in Sunnyvale's UWMP since the City would still be in Stage 1 based on the goals set by the water providers. A goal of 35% would trigger the Stage 2 actions. The City could implement any of the additional actions listed in Stage 2, 3, and 4. And, there are other water conservation actions that the City could take in addition to the actions listed in Stage 2, 3, and 4.

The following list is presented to give the Council an idea of what the other possibilities are. Staff is not recommending these actions at this time. Most of these actions will draw significant criticisms and complaints, and will require staff resources and additional funding to implement. The funds to implement any action would draw monies away from the infrastructure projects which are already underfunded. Further, this is a particularly difficult year for the Water Supply and Distribution Fund, since wholesale water rates are increasing so significantly. If any of these actions are of interest, staff can perform an analysis of any of these actions for future consideration by the Council.

- Send water budgets (allocations with no penalty) to all customers, providing them with information on how much water they need to use to achieve the 30% goal.
- Require all new pools to have covers to minimize evaporation.
- Remove additional turf at City facilities.
- Require all houses and commercial buildings be retrofitted with water conservation devices on resale.
- Require all single family dwellings (including high density units) have a water meter (Staff recognizes that there may be limitations on the feasibility in some situations).
- Implement water rationing, which is water budgeting accompanied by penalties.
- Ban new garbage disposals.
- Accelerate the recycled water program by extending recycled water pipelines alignments identified in the Feasibility Study approved by Council in 2013 and other alignments as requested by potential customers.

FISCAL IMPACT

The FY 2015/16 Recommended Budget includes a proposed 20% increase in water rates. A public hearing will be held on water rates on June 9, 2015, with Proposition 218 compliant rate notices mailed in April. Built into the assumption on water rates is an approximate 15% reduction in water sales and purchases. A larger reduction would result in lower revenue, as well as lower expense. Both the SFPUC and the SCVWD have agreed to lower contractual minimums which will help control

expenses.

Funding for conservation programming and enforcement will total \$230,000. Budget Modification No. 45 has been prepared to appropriate one time funding to a new project from the Water Supply and Distribution Fund Rate Stabilization Reserve, which will allow for the segregation of the funding from core water supply and distribution operations, and roll the funding over year to year if it is not fully expended in the current fiscal year. As this is a one-time expense, it can be absorbed by the Rate Stabilization Reserve and adjusted for in the FY 2016/17 budget and water rate setting cycle.

Budget Modification No. 45
FY 2014/15

	Current	Increase/ (Decrease)	Revised
Water Supply and Distribution Fund			
<u>Expenditures:</u>			
New Project: Water Conservation Programming and Enforcement	\$0	\$230,000	\$230,000
<u>Reserves:</u>			
Rate Stabilization Reserve	\$ 3,330,411	\$(230,000)	\$3,100,411

PUBLIC CONTACT

A Public Hearing Notice was posted in the Sunnyvale Sun on May 1, 2015 as required under Water Code Section 352.

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

ALTERNATIVES

1. Adopt a Resolution presented as Attachment 1, to be in effect through April 30, 2016, continuing the implementing of Stage 1 Water Use Prohibitions as outlined in the City of Sunnyvale Water Shortage Contingency Plan and declaring a water shortage of 30% city wide and limiting use of potable water for landscape and turf irrigation to two scheduled days per week, prohibiting landscape watering within two days of rain, and requiring hotels to offer patrons the option of not laundering linens on a daily basis, and imposing a \$250 citation for a third violation and \$500 citation thereafter for violating these prohibitions, and amend the Master Fee Schedule to add administrative fines.
2. Approve Budget Modification 45 providing \$230,000 for water conservation enhancements and water waste enforcement.
3. Adopt Alternative 1 but declare a water shortage of 25% rather than 30% to account for the fact that the SFPUC adopted a lower goal.
4. Provide other direction to staff.

STAFF RECOMMENDATION

Alternatives 1 and 2 : 1) Adopt a Resolution presented as Attachment 1, to be in effect through June 30, 2016, continuing the implementing of Stage 1 Water Use Prohibitions as outlined in the City of

Sunnyvale Water Shortage Contingency Plan and declaring a water shortage of 30% city wide and limiting use of potable water for landscape and turf irrigation to two scheduled days per week, prohibiting landscape watering within two days of rain, and requiring hotels to offer patrons the option of not laundering linens on a daily basis, and imposing a \$250 citation for a third violation and \$500 citation thereafter for violating these prohibitions, and amend the Master Fee Schedule to add administrative fines, and 2) Approve Budget Modification 45 providing \$230,000 for water conservation enhancements and water waste enforcement.

Prepared by: Mansour Nasser, Water & Sewer Systems Division Manager

Reviewed by: John Stufflebean, Director, Environmental Services Department

Reviewed by: Manuel Pineda, Director, Public Works Department

Reviewed by: Hanson Hom, Director, Community Development Department

Reviewed by: Grace Leung, Director, Finance Department

Approved by: Robert Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Proposed Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE DECLARING A CONTINUED WATER EMERGENCY, INCREASING THE WATER REDUCTION TARGET FROM 15 PERCENT TO 30 PERCENT, RE-IMPLEMENTING STAGE 1 WATER USE PROHIBITIONS OUTLINED IN THE WATER SHORTAGE CONTINGENCY PLAN, IMPOSING ADDITIONAL DROUGHT RESTRICTIONS, AND AMENDING RESOLUTION NO. 650-14 (THE MASTER FEE SCHEDULE) TO ADD ADMINISTRATIVE FINES FOR VIOLATION OF THESE RESTRICTIONS

WHEREAS, in California, water is a precious and limited resource that must be used wisely; and

WHEREAS, California is currently facing one of the most severe droughts on record; and

WHEREAS, the City of Sunnyvale's 2010 Urban Water Management Plan ("UWMP") was approved in June 2011, and includes a Water Shortage Contingency Plan ("WSCP") that sets forth four water conservation stages, attached hereto as Exhibit A, designed to reduce overall water shortage usage; and

WHEREAS, on January 17, 2014, Governor Brown proclaimed a drought state of emergency, calling on local urban water suppliers and municipalities to implement their local water shortage contingency plans immediately and calling on all Californians to reduce their water usage by 20 percent; and

WHEREAS, on April 25, 2014, Governor Brown issued an executive order to strengthen the state's ability to manage water and habitat effectively in drought conditions and called on Californians to redouble their efforts to conserve water; and

WHEREAS, on June 24, 2014, the City Council of Sunnyvale adopted Resolution No. 653-14, which declared a water shortage emergency and called for a water reduction target of 15%; and

WHEREAS, the State Water Resources Control Board adopted emergency regulations for urban water conservation at its meeting on July 15, 2014, and again at its meeting on March 17, 2015; and

WHEREAS, on August 26, 2014, the City Council of Sunnyvale adopted Resolution No. 664-14 to implement Stage 1 Water Use Prohibitions outlined in the Water Shortage Contingency Plan; and

WHEREAS, the State Water Resources Control Board adopted additional emergency regulations for urban water conservation at its meeting on March 17, 2015; and

WHEREAS, on April 1, 2015, Governor Brown signed an executive order imposing additional drought restrictions and directed the State Water Board to impose restrictions to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016; and

WHEREAS, Resolution No. 664-14 expires on April 30, 2015, and the City desires to declare a continued water emergency and re-implement Stage 1 water use prohibitions; and

WHEREAS, the City has determined that it is in the best interest of the City to adopt additional regulations and restrictions on the delivery and consumption of water within the City's service area that are needed to comply with the Governor's executive order and State Water Resources Control board regulations; and

WHEREAS, pursuant to California Water Code Section 350 *et seq.*, and Section 375 *et. seq.*, the City Council is authorized to prohibit nonessential use of water upon declaration of a water shortage emergency condition; and

WHEREAS, notice of the time and place of a public hearing on May 12, 2015, by the City Council was duly given as required by Water Code Section 350 *et seq.* and all interested persons were given an opportunity to be heard concerning the proposed declaration of regulations and restrictions on the delivery and consumption of water within the City's service area and to present their respective needs for water to the City Council and such public input has been duly received and considered by the City Council; and

WHEREAS, the City of Sunnyvale adopted Resolution No. 650-14, the Master Fee Schedule, on June 24, 2014; and

WHEREAS, it is intended that the fines for violations established by this Resolution shall be added to Master Fee Schedule (Section 9.10) effective immediately and to be included in succeeding years as long as this Resolution or any subsequent Resolution is in effect;

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

1. That it hereby finds, determines, and declares that a water shortage emergency condition continues to exist and directs the City Manager to implement water demand reduction measures with the goal of reducing water use by 30 percent from 2013 levels, system-wide.

2. That it hereby directs the City Manager to re-implement Stage 1 water use reduction of 30% and water use prohibitions as described in Exhibit A.

3. That in addition to the Stage 1 water use prohibitions (Exhibit A) and the existing restrictions in Sunnyvale Municipal Code Section 12.34.020 (Exhibit B), the City Council hereby adopts the following additional regulations and restrictions on the delivery and

consumption of water within the City's service area:

- A. Use of potable water for landscape and turf irrigation is limited to two days per week according to the following schedule:

Odd Address – Monday and Thursday
Even Address – Tuesday and Friday
No Address – Monday and Thursday
- B. The following activities are exempt from the watering schedule set forth in this resolution:
 - 1) Watering by hand;
 - 2) Watering for fire protection and environmental mitigation projects;
 - 3) Watering plants slated for sale in nursery/garden centers;
 - 4) Watering using drip systems;
 - 5) Watering of City-maintained athletic fields and golf courses as long as City facilities as a whole exceed the 30% target.
- C. Landscape watering is prohibited within two days of rain.
- D. Hotels shall offer patrons the option of not laundering towels and linens on a daily basis.
- E. Use of potable water for irrigation of ornamental turf on public streets and medians is prohibited.
- F. Use of potable water for irrigation outside of newly constructed homes and buildings is prohibited unless be consistent with regulations or other requirements established by the California Building Standards Commission.

3. That in addition to any enforcement remedies authorized by Chapter 12.34 of the Sunnyvale Municipal Code or other applicable laws, the Director of Environmental Services or designee is hereby authorized to issue administrative citations for violation of these water use prohibitions and restrictions pursuant to Ch. 1.05 of the Sunnyvale Municipal Code. The following penalties shall apply to such administrative citations:

- A. First violation: written warning
- B. Second violation: written warning
- C. Third violation: \$250
- D. Fourth and subsequent violations: \$500

4. Section 9.10 of the Master Fee Schedule (Administrative Fines for Violation of Drought Restrictions) is hereby adopted as set forth in Exhibit "C", attached hereto and incorporated herein.

5. The above actions are exempt from review under the California Environmental Quality Act pursuant to the following: CEQA Guidelines Section 15378(b)(2) (continuing administrative activities), Section 15378(b)(4) (creation of government funding mechanisms or other fiscal activities which do not involve any commitment to any specific project); Section 15061(b)(3) (it can be seen with certainty that the action will have no significant effect on the environment).

6. That City staff is directed to increase public education and outreach efforts to increase public awareness of the City's water use prohibitions and restrictions.

7. This resolution shall be in effect from June 1, 2015 through April 30, 2016.

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

Water Shortage Contingency Plan – Mandatory Prohibitions

Stage No. Water Shortage Reduction Usage:	Prohibition
Stage 1 25%	<ul style="list-style-type: none">• Flooding or runoff on sidewalks, streets or gutters• Cleaning sidewalks, driveways, buildings, patios, parking lots or other paved/hard surfaced areas• Using a hose without a positive automatic self-closing valve for washing cars, buses, boats, or trailers• Use of decorative fountains*• Water waste due to broken/defective plumbing, sprinkler, watering or irrigation systems• Restaurant water service unless requested• Landscape irrigation during daylight hours• Hydrant flushing (unless for public health or safety)
Stage 2 35%	<ul style="list-style-type: none">• All of the above• New installations of plants, shrubs, trees, lawns other growing things• Landscape for mounds, hardscape okay but cannot include living plant materials• New swimming pool or pond construction• Filling or refilling swimming pools (can replace water loss due to evaporation)• Outdoor watering December through March.
Stage 3 45%	<ul style="list-style-type: none">• All of the above• Watering turf, grass or dichondra lawns (can provide minimal water for sports playing fields)• Golf courses except for tees and greens
Stage 4 50% or greater	<ul style="list-style-type: none">• All of the above• Landscape irrigation with potable water of any City-owned premises or businesses where recycled water is available for connection.• Utilization of potable water for any City operation where recycled water could be used.

*Except where the water is part of a recirculating system as authorized by Title 23 of the California Code of Regulations, Section 864(a)(4).

EXHIBIT B

SUNNYVALE MUNICIPAL CODE § 12.34.020

12.34.020. Nonessential uses prohibited.

The following uses, methods, types or techniques of uses of water are hereby determined and declared nonessential, and except as expressly provided to the contrary, are hereby prohibited:

(a) Allowing or maintaining broken or defective plumbing, sprinklers, watering or irrigation systems which permit the escape or leakage of potable water.

(b) Using potable water in any manner which causes, allows or permits the flooding of any premises, or any portion thereof, or which causes, allows or permits water to escape from any premises or any portion thereof and flow into gutters, streets, or any surface water drainage system.

(c) Using any hose or similar device using potable water for washing automobiles, trucks, buses, boats, trailers, equipment, recreational vehicles, mobilehomes or other vehicles or machinery, unless the hose or device is equipped with a positive automatic shutoff valve.

(d) Using potable water to wash sidewalks, driveways, filling station aprons, patios, parking lots, porches or other paved or hard surfaced areas, unless there is a positive automatic shutoff valve on the outlet end of the hose.

(e) The service of water by any restaurant or other eating or refreshment establishment to any patron, except upon the specific request by a patron for such services.

(f) Installation of any single pass cooling process in new construction.

(g) Any use of nonpotable water not in compliance with all federal, state and local laws, rules and regulations. Use of reclaimed water from the city's water pollution control plant shall be subject to the discretion of the director of environmental services.

(h) During the period of time when daylight savings time is in effect, no person shall use, permit, or allow the use of potable water to irrigate any outdoor landscaping between the hours of nine a.m. and six p.m., unless the person is using a bucket, hand-carried container, or a hose equipped with an automatic positive self-closing valve.

(i) No person shall use, permit, or allow the use of potable water to irrigate any outdoor landscaping or other vegetated area more than fifteen minutes per day per station when using a landscape irrigation system or a watering device that is not continuously attended, except for landscape irrigation systems that exclusively use very low-flow drip-type irrigation systems when no emitter produces more than two gallons of water per hour, weather-based controllers, or stream rotor sprinklers that meet a seventy-one percent efficiency standard.

EXHIBIT C

Violation of drought restrictions (Reso. ____)	FY 14/15	Charge Code	Object Level 3	Title (Obj. Lvl. 3)
First violation: written warning	\$0	799918	1521	Water Code Violations
Second violation: written warning	\$0	799918	1521	Water Code Violations
Third violation	\$250	799918	1521	Water Code Violations
Fourth and subsequent violations	\$500	799918	1521	Water Code Violations



City of Sunnyvale

Agenda Item

15-0343

Agenda Date: 5/12/2015

REPORT TO COUNCIL

SUBJECT

Approve Changes to the Council Policy on Council Travel and Conferences

BACKGROUND

At its November 25, 2014 meeting, Council approved a reorganization of the policies within Council Policy Manual, Chapter 7, Subsection 3 (Council/staff-Council communications, and Intergovernmental Relations) to make them easier to find and to navigate. Sixteen separate policies were created and placed in new Subsection 4 with titles that are more appropriate and concise.

With Subsection 4 in place, staff has embarked on the second phase of the policy upgrade process: changes to the content of each of the 16 specific policies within the new Subsection 4 in order to bring them in line with current practice.

At its April 7, 2015 meeting, Council approved content changes to the first three of the policies within Subsection 4: 7.4.1 (*Provision of Staff/Administrative Support to Councilmembers*), 7.4.2 (*Council Equipment, Material, and Supplies*), and 7.4.3 (*Council Activity Calendar and Meeting Scheduling*).

This report presents for Council consideration the staff-recommended content changes to the fourth policy within Chapter 7, Subsection 4: 7.4.4, *Council Travel and Conferences* (Attachment 1).

EXISTING POLICY

Council Policy 7.3.1, *Legislative Management - Goals and Policies*

Goal 7.3B: Assure that City policy is established, documented and enacted according to established procedures and legal principles.

Policy 7.3B.2: Maintain official records of City action and policy in a retrievable manner, according to legal convention.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

Staff is proposing changes/edits throughout the fourth organized policy within Chapter 7, Subsection 4: 7.4.4, *Council Travel and Conferences*. These changes serve to address improved clarity and compliance with current practice. An outline of the staff-recommended changes to this policy follows. Please also reference Attachment 1 for a redline of all proposed revisions.

- **Outline of Proposed Changes/Edits to Council Policy 7.4.4, *Council Travel and Conferences* (Attachment 1)**

- Update to the policy purpose for clarity.
- Section I, *Authorized Travel and Conferences*, and Section II, *Unauthorized Travel and/or Conferences*, were merged into a simpler Section I called “*Authorization*.” The benefits of authorized travel and conferences have also been simplified and incorporated into this new section.
- Section III, *Budget*, has been replaced with a new Section II, *Travel Budgets*, in order to more succinctly enumerate and define how Council budgets are established, managed, and maintained.
- The City Manager recently completed a review of the Administrative Policy governing employee travel (Chapter 4, Article 5, *Travel Policy*, Attachment 2). Revisions to the Administrative Policy resulted in a complete overhaul of how employee travel is defined and authorized; now the policy follows the Federal General Services Administration’s (GSA) guidelines and provisions for employee travel. The City Manager is recommending these same guidelines and provisions for Council Policy. Therefore, new Sections III - XI are proposed to replace former Sections IV - VI (*Travel Arrangements*, *Travel Information Packets for Major Conferences*, and *Travel and Conference Expenses*) in Council Policy 7.4.4.
- Deletion of Section VII, *Implementation*, because this section is already referenced in policy 7.4.1 regarding all subsequent policies within Chapter 7, Section 4.
- Updates to references to other relevant Council policies.

Throughout 2015, staff will continue to periodically return to Council with proposed changes to the remaining policies within Council Policy Manual, Chapter 7, Section 4. The next policies proposed to be edited and submitted for Council’s consideration in the fall are 7.4.5 (*Ceremonial Events*), 7.4.6 (*Council Announcements and Speeches*), 7.4.7 (*Council Correspondence*), and 7.4.8 (*Council and Mayor’s Mail and AnswerPoint Email*).

FISCAL IMPACT

None.

PUBLIC CONTACT

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

ALTERNATIVES

1. Approve changes to the Council Policy on Travel and Conferences as presented in Attachment 1.
2. Other direction by Council.

STAFF RECOMMENDATION

Alternative 1: Approve changes to the Council Policy on Travel and Conferences as presented in

Attachment 1 to the report.

The City Manager's goal in updating the Administrative Policy was to increase travel efficiency and effectiveness, reduce costs, promote sustainability, and incorporate industry best practices. The proposed edits to this policy will help to ensure that the Council policies, processes, and procedures for travel are accountable and transparent and will help Councilmembers travel, using public funds, in an effective and efficient manner at the lowest logical travel cost.

Prepared by: Heidi Kirk, Executive Assistant to Council
Reviewed by: Yvette Blackford, Senior Management Analyst
Reviewed by: Robert A. Walker, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. 7.4.4, *Council Travel and Conferences*
2. Administrative Policy Manual, Chapter 4, Article 5, *Travel Policy*

Policy 7.4.4 Council Travel and Conferences

POLICY PURPOSE:

It is the purpose of this policy ~~is to define the City's expectations of Councilmembers who travel in connection with their work responsibilities and to clarify which expenses the City will fund and which expenses are considered the personal responsibility of the traveler. establish guidelines and standards regarding City resources and support for Councilmembers~~ This policy is supplementary to and in no way intended to conflict with the City Charter. For further information on this subject, see:

- ~~City Charter, Section 807 • Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~

POLICY STATEMENT:

The City expects to pay all reasonable costs incurred by Councilmembers traveling on approved City business; travel is a privilege and not a right conferred by election; Councilmembers are expected to use sound fiscal stewardship when expending public funds, and to travel in the most logical and least expensive manner possible.

~~— Purpose and Benefits of Authorized Travel and Conferences—~~

~~Councilmember attendance at conferences and meetings can be both beneficial and cost effective to the City Attendance for one or more of the following reasons; would shall be viewed as an extension of official City responsibilities. Councilmembers may attend conferences and meetings that meet one or more of the following purposes, subject to individual budget limitations and prior Mayoral approval (for Councilmembers) and Vice Mayoral approval (for the Mayor):~~

- ~~A. Voting Delegate: The City is usually may be requested by various intergovernmental agencies to designate an official delegate from among the Council who will cast the City's vote and represent the City's position on business presented before a conference delegation.~~
- ~~B. Committee Membership: Councilmembers may choose to serve on local, state and national committees which provide the opportunity to represent state or City interests in key policy and legislative areas. Meetings are often held in conjunction with annual conferences as a means of saving to save travel costs and encouraging encourage a wider attendance.~~
- ~~C. Education: Most conferences are include workshops and/or seminars, which are used to brief Councilmembers on key legislation, policies or programs impacting local government. Educational sessions may also be designed to provide professional development for Councilmembers, enhancing the performance of their official responsibilities.~~

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~~D. Advocacy: A conference environment offers Councilmembers the opportunity to articulate the City's position on key legislation and funding policies with key elected/appointed officials on both the state and federal levels.~~

~~E. Sharing of City's Expertise: Sunnyvale is widely viewed nationally and internationally as a model in of local government management. Sunnyvale Councilmembers may on occasion be invited to present papers or presentations to during a conference or workshop with the goal of improving the efficiency and performance of government in general.~~

~~F. Affiliations. Each year the Council will assess the benefit of City membership in the following organizations which have traditionally been identified as providing support and service to local governments:~~

- ~~— Association of Bay Area Governments (ABAG)~~
- ~~— Cities Association of Santa Clara County (CASCC)~~
- ~~• League of California Cities (LCC, including Peninsula Division meetings)~~
- ~~• The National League of Cities (NLC)~~
- ~~• Santa Clara County Cities Association (SCCCA)~~
- ~~• U.S. Conference of Mayors (USCM)~~
- ~~• League of California Cities (LCC, including Peninsula Division meetings)~~
- ~~• Association of Bay Area Governments (ABAG)~~
- ~~• Santa Clara County Cities Association (SCCCA)~~

~~G. Conferences. The following conferences and meetings are approved for inclusion by Councilmembers in the annual Council Travel Budget Proposal cited in Section D:~~

- ~~• Annual Meeting (NLC)~~
- ~~• Congressional Cities Conference (NLC)~~
- ~~• Annual Conference (USCM)~~
- ~~• Mid Winter Meeting (USCM)~~
- ~~• Annual Conference (LCC)~~
- ~~• Annual Executive Forum (LCC)~~
- ~~• New Councilmembers Conference (LCC)⁺~~
- ~~• Bi Annual Legislative Conference (LCC)~~
- ~~• General Assemblies (ABAG)~~
- ~~• General membership meetings of the Santa Clara County Cities Association~~

⁺ Newly elected Councilmembers may attend only.

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- ~~Committee/board meetings of NLC and LCC²~~
- ~~Conferences that are of obvious benefit to the City~~
- ~~Councilmember has been invited to present a City/State position~~
- ~~Councilmember is lobbying on behalf of a City/State program~~
- ~~Conferences that provide professional development for Councilmembers in carrying out official City responsibilities~~

I. ~~Unauthorized Travel and/or Conferences.~~

- A. ~~Any Mayor approval (or Vice Mayor for Mayor) is required in advance of any Councilmember All council travel that requires a commitment of City funds. Authorization shall be sought via submittal aor and conference attendance not specifically listed above shall must be considered unauthorized unless approved in advance by the Mayor (or Vice Mayor for Mayor) via a standard Travel Authorization Request (TAR).~~
- B. Any denied travel or conference shall be accompanied by the reason(s) for denial, which shall be limited to the following:
1. Requesting Councilmember has insufficient funds to pay for the intended travel or conference. (See Section II, *Council Travel Budgets*, below.)
 2. The purpose of the intended travel does not meet one or more of the following:
 - a. Represent the City in a Council-approved/ratified Intergovernmental Relations role.
 - b. Advocate official City positions on key legislation, policies or programs.
 - c. Attend a conference or meeting arranged by an organization of which the City is a member.
 - d. Conduct presentations at a conference or workshop with the goal of improving the efficiency and performance of government in general.
 - e. Become better informed regarding key legislation, policies or programs impacting local government.

² ~~Once a Councilmember has obtained Council approval to travel to meetings of a specific NLC or LCC Committee, the Councilmember has authority to fulfill these travel commitments through his/her committee tenure, subject to individual budget limitations. The Councilmember is not required to obtain Council approval annually under this circumstance.~~

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3. Failure to adhere to the provisions of this Council Policy 7.4.4. (i.e., not submitting expense forms or receipts on time).

II. Travel Budgets.

- ~~C.A.~~ ~~The cost of the proposed travel Council shall be established travel budgets by approval of as part of, the annual City budget process, by Council. As a reference, the Council has approved \$6,675 per Councilmember for FY 13/14; the Mayor is to receive an additional \$6,675 for travel associated with Mayoral duties.~~
- ~~D.B.~~ ~~Since Councilmember terms do not coincide with the fiscal year, Councilmember budgets must be prorated. Travel budgets for Councilmembers up for election or due to leave office in any particular year shall be prorated to ensure adequate travel funds are available for incoming Councilmembers. The percentage of travel funds allocated to outgoing/incoming Councilmembers will/shall be determined by staff and based on ensuring the ability of whoever is in office at the time to attend the scheduled dates of the National League of Cities (NLC) Congressional City Conference; the NLC Congress of Cities and Exposition; and the League of California Cities' (LCC) Annual Conference and Exposition. the scheduled dates of the annual conferences, including those mentioned above, plus a~~Any unspent funds originally allocated to ~~the an~~ outgoing Councilmember's ~~respective seats~~ shall be carried over to the incoming Councilmember's budget. The Mayor's budget will be allocated similarly.
- ~~E.C.~~ Each Councilmember will be provided with an update of his/her travel budget, including balance and itemization of expenses ~~compared to the budget~~ on a monthly basis by the Executive Assistant to Council. ~~In addition, t~~The Mayor (who authorizes payment of expenses) will also receive the same information on each Councilmember's expenditures. The Executive Assistant to Council shall send a notification to any Councilmember whose budget is close to being overdrawn, copying inform the Mayor, and the City Manager, and the Assistant City Manager ~~when any Councilmember's budget is close to being overdrawn.~~
- ~~F.D.~~ Councilmembers shall~~are~~ not ~~to~~ exceed authorized amounts budgeted for travel. Any and all travel expenses in excess of a Councilmember's approved budget shall be reimbursed to the City by the Councilmember.
- E. Mid-year increases in travel budgets are discouraged and shall generally ~~will~~ be considered only if Councilmembers can demonstrate that additional amounts are for unforeseen expenses that could not be anticipated prior to the initial adoption of the annual travel budget.

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~~However, it is not always possible to anticipate all the future plans of every organization or group.~~

~~G.F.~~ ~~As such,~~ ~~T~~here are two ways for a Councilmember to increase his/her approved travel budget:

1. ~~First,~~ ~~t~~The adopted travel budget can be amended on a case-by-case basis during the fiscal year by approval of the City Council at a public meeting. Councilmembers desiring an increase in their annual travel budget shall provide an estimate of the additional amounts prior to actual travel or expenditure of funds. Justifications for the budget increase shall also ~~shall~~ be included with the request for additional funds. All increases in travel budgets must be approved by a majority vote of the full Council prior to actual travel or expenditure of additional funds.
2. ~~Second,~~ Councilmembers may choose at any time to relinquish a portion of their unspent travel budget to another Councilmember. Any Councilmember wishing to do so shall notify the Executive Assistant to Council and the City Manager in writing. Otherwise, the remaining balance of unspent funds at the end of the fiscal year shall return to the General Fund.

~~H.G.~~ Any carryover of Council travel budgets from one fiscal year to the next shall require the approval of the Council during the annual carryover process ~~in the summer/fall.~~

~~H.III.~~ Travel Arrangements.

- A. Travel arrangements shall be made as far in advance as possible to obtain the best possible fares and rates. Registration for conferences and training shall be made far enough in advance to take advantage of early (discounted) fees, and to avoid late registration fees. If travel arrangements must be canceled for any reason, the person who made the arrangements shall cancel them in sufficient time to prevent the City from incurring unnecessary costs when possible.
- B. Unless Councilmember's opt to book their own travel, ~~staff the Executive Assistant to the City Council~~ shall makes arrangements for City Council travel including registrations, transportation and lodging, and travel cash advances (if requested by the Councilmember). ~~Travel Information Packets for Major Conferences as noted in Section III. The Executive Assistant to the Council~~ Staff shall prepares a travel information packet for each Councilmember traveling to any of the main annual conferences: the National League of Cities (NLC) spring and fall conferences, the League of California Cities (LCC) annual fall conference, and the U.S.

COUNCIL POLICY MANUAL

Conference of Mayors (USCM) spring and summer conferences. ~~The packet contains either originals of or copies (if already submitted to Councilmember) of the following:~~

- ~~— Transportation ticket~~
- ~~— Hotel reservation~~
- ~~— Conference registration material~~
- ~~— Travel advance funds (if requested)~~
- ~~— Detailed itinerary~~
- ~~— Issue papers, as appropriate~~
- ~~— 10 lapel pins for exchange~~
- ~~— Expense report forms~~

IV. Transportation.

- A. Travelers shall use whatever mode of transportation is the most logical and least expensive. If a Councilmember elects to use a mode of transportation other than the most logical and least expensive, the City shall pay only the cost of the most logical and least expensive mode.
- B. Air Travel. Councilmembers shall not limit their air travel options by specifying an airline. The airline offering the lowest fare for a logical route shall be selected.
- C. Use of Private Vehicles. Councilmembers shall be compensated for the use of their private vehicles for approved business travel at the current IRS standard mileage rate, provided that it is the most logical and least expensive method of transportation. The City shall pay all expenses, such as bridge tolls and parking fees, incurred as the result of a Councilmember's authorized use of a vehicle while traveling on City business. Councilmembers requesting reimbursement for the payment of such expenses shall obtain receipts and submit them with their Travel Expense Reports. To drive a City or privately owned vehicle on City business, Councilmembers must possess a valid California driver's license. A driver of a privately owned vehicle must also carry adequate liability insurance coverage, and be responsible for any damage, service, or repair to the car occurring on the trip, as these costs are included in the City's per mile cost reimbursement.
- D. Train and Other Mass Transit. Councilmembers shall be compensated for train or other mass transit fares and fees provided that it is the most logical and least expensive method of travel.
- E. Ground Transportation at Destination. Supplementary transportation within the destination city shall be accomplished by hotel courtesy buses, local shuttle services or public transportation, if available and logical. Taxi

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or car service may be used when no other convenient, less costly mode of transportation is available.

- F. Rental Vehicles. Rental vehicles shall be used only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical and must be authorized in advance. If a rental vehicle is authorized, Councilmembers shall request the least expensive vehicle category that meets their needs. Optional insurance offered by the rental agency should be declined.

V. Lodging.

- A. The City shall pay lodging expenses for approved travel, including the evening preceding or subsequent to a meeting or business event when the Councilmember would otherwise have to travel from his/her residence before 6 a.m. or after 9 p.m. to reach or return from his or her destination.
- B. When there is not a specific lodging site associated with official City business, the City shall pay for actual lodging expenses up to the General Services Administration (GSA) maximum rate allowed by location (<http://www.gsa.gov/portal/category/21287>). Note that the GSA maximum rate applies to the base room rate only, and does not include taxes. Every effort shall be made to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The lodging should also be clean, safe and appropriate for business travel. Government rates are often available and should be sought.
- C. The City shall pay only for standard single rooms at conference, government or corporate rates. The City shall pay additional charges for a double room only if two Councilmembers share the room. Additional charges arising from the registration or the sharing of a room with a spouse or guest are not reimbursable.
- D. Councilmembers shall notify the Executive Assistant to Mayor and Council regarding any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the Councilmember's personal expense unless failure to cancel the reservation was due to circumstances reasonably beyond the Councilmember's control.

VI. Meals.

- A. The City shall pay for a Councilmember's meals during authorized travel, including tax and tips, up to the per diem amount established by the GSA for the destination location (available at: <http://www.gsa.gov/portal/category/21287> —“Meals Breakdown”), except that the City shall not pay for the following:

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1. Breakfast on the first day of travel.
2. Meals that the Councilmember elects to purchase from another source when the meals are included in the cost of a conference, training registration fee, or hotel stay.
3. Alcoholic beverages.

B. The City shall pay for meals during partial days of travel on a pro-rated basis, as follows:

1. If the partial day includes travel before 8 a.m., the City shall pay for breakfast.
2. If the partial day includes travel between 11 a.m. and 1 p.m., the City shall pay for lunch.
3. If the partial day includes travel after 5 p.m., the City shall pay for dinner.

C. Any meal reimbursement where a Councilmember is not required to travel away from home overnight shall be taxable in the amount of the meal reimbursement under Internal Revenue Code Section 162(a) (2).

VII. Miscellaneous Fees/Business Expenses.

- A. Gratuities/Tips. The City shall pay reasonable and customary gratuities and tips during City business travel. Tips for meals are included in the standard per diem rate.
- B. Business Expenses. The City shall pay for goods and/or services deemed necessary for the completion of official business, such as faxes, copier and computer usage, etc.; for Internet usage at actual cost and for all business telephone calls. Cellular phones are often more cost-effective than using hotel phones directly and should be considered as a primary option. Collect calls should be avoided. Fees which include use of local calls, wireless internet access, or other such amenities shall be covered by the City. The City shall also pay for printed materials, tapes or other training materials that may be available for sale at training, conferences, etc., provided that the materials are of benefit to the City and shall remain the City's property.
- C. Baggage Fees. If the airline charges for all checked baggage, the City shall cover the cost for one checked bag only. Excess baggage charges are not reimbursable.

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- D. Personal Expenses. Personal expenses shall not be paid by the City. In addition to those items identified as personal expenses throughout this policy, personal expenses include personal telephone calls, in-room movies, spas and gyms, optional recreational events in connection with a conference, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature. Personal travel shall not be mixed with business travel if it will cost the City or harm the City's interest in any way. The City shall not pay for any expenses of a spouse or other person who accompanies a Councilmember on business travel.

VIII. Payment of Expenses.

Councilmembers may pay for allowable travel expenses by requesting a travel advance in an amount up to the total estimated expenses for the trip minus any pre-paid expenses. Allowable expenses may also be paid out of pocket and reimbursed upon completion of travel.

IX. Settlement of Expenses.

- A. Within three weeks of a Councilmember's return from a business trip, a final accounting of all expenses associated with the trip shall be made by completing a Travel Expense Report, and an associated Mileage Reporting Form, if applicable, attaching original receipts substantiating all reported expenses with the exception of meals, and submitting the report to the Executive Assistant to Mayor and Council.
- B. If the Councilmember received a travel advance and actual expenses were less than the amount advanced, any unused amount of the travel advance shall be returned to the City via a payroll deduction. Should a Councilmember who has received a travel advance fail to submit a Travel Expense Report within three weeks of return, the Department of Finance may deduct the amount of the travel advance from the Councilmember's next pay check unless the Councilmember can verify timely submission of paperwork or an extension has been requested and approved with valid reason.
- C. If the Councilmember personally paid for allowable business trip expenses, the City shall reimburse the employee through the bi-weekly payroll process. Reimbursement of travel expenses received from an outside source must be forwarded to the Executive Assistant to Mayor and Council upon receipt.
- D. The Mayor's signature is required as approval of Council expense statements. The Vice Mayor approves the Mayor's expense statements.

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- E. To the extent that another agency or organization pays for the travel or conference expenses of a Councilmember, the City shall not pay for those same expenses. Councilmembers shall either submit the other agency's payment to the City (in which case the City shall pay for the Councilmember's entire expenses), or refrain from claiming expenses for that portion of his/her expenses paid for by the other agency.
- F. For multiple Council meals paid for by a single Councilmember, the total expense for the meal shall be submitted on the expense report of the paying Councilmember, along with a written breakdown of amounts to be charged to the budgets of other Councilmembers.
- B. When Councilmembers attend a group dinner where the individual cost of each meal is unavailable, the Mayor shall determine a fair and equitable method of distributing the charges among the various Councilmembers in attendance. The City may pay for meals of official guests of the Council. Costs for meals of guests invited by a single Councilmember shall be charged to the individual Councilmember's budget. The cost of meals for guests invited by the Mayor or four or more Councilmembers shall be paid by the City out of the Council program budget but need not be charged to any Councilmember's travel budget.

X. Exceptions to the Policy.

This policy does not claim to address all contingencies and conditions. However, any exception requires Mayoral approval via a Travel Authorization Request (TAR) for anticipated/known exceptions or via a Travel Expense Report for unanticipated/unplanned expenses. Requests for exceptions should be accompanied by the traveler's written justification for the expense.

Examples of exceptions to this policy include, but are not limited to, the following:

- Unusual business expenses;
- Per diem and/or lodging expenses which exceed GSA limits;
- The purchase of one or more meals from another source even though they were included in a conference and/or seminar registration fee;
- The use of an alternate mode of transportation under the Americans with Disabilities Act;
- Travel costs in excess of budgeted amounts.

XI. Audits.

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The Department of Finance shall conduct periodic audits to ensure compliance with this policy. Audit results shall be submitted to the Mayor and City Manager.

~~Travel and Conference Expenses. The Charter provides for payment of actual and necessary expenses incurred by Councilmembers when on official duty on order of the City Council. In furtherance of this Charter provision, the following guidelines are established.~~

~~Expense statements submitted by Councilmembers are processed by the Executive Assistant to the City Council and submitted to the Department of Finance, including any refunds of non-expended funds. The Mayor's signature is required as approval of Council expense statements. The Vice Mayor approves the Mayor's expense statements. Councilmembers traveling at City expense to conferences and committee meetings of National League of California Cities, U.S. Conference of Mayors, and the League of California Cities when appropriate may submit a written activity report to the entire Council. The written activity report shall be submitted at the same time the expense statement is submitted.~~

1. ~~Expenses Reimbursed. Expenses will be paid by the City for conferences, conventions, meetings, workshops, seminars, activities and the like on the following basis:~~
 - a. ~~Registration fees, if any, shall be paid directly by the City in advance.~~
 - b. ~~Transportation:~~
 - a. ~~(i) Conferences or meetings outside of the San Francisco Bay Area:~~
 - b. ~~(i) (A) Air travel expense shall be paid by the City in advance on the basis of the most direct route to the site, at coach rates, provided such accommodations are reasonably available.~~
 - c. ~~(B) Transportation to and from the airport shall be by the most practical and efficient means available.~~
 - d. ~~(C) Rental vehicles may be used for business purposes at the destination subject to the following:~~
 - (1) ~~no other reasonable transportation is available~~
 - (2) ~~taxi fare would exceed the cost of the rental vehicle~~

COUNCIL POLICY MANUAL

~~e. (D) The expense of driving a personal automobile shall be paid by the City on the following basis:~~

~~(1) if air transportation is reasonably available, payment shall be limited to the cost of coach air fare~~

~~(2) if such air transportation is not reasonably available, payment shall be made on the basis of the established City rate per mile~~

~~(ii) Local conferences, meetings or activities:~~

~~(A) Councilmembers shall be reimbursed for use of their personal vehicles at the established City rate per mile while on official City business, which includes, but is not limited to the following:~~

~~(1) authorized attendance at any conference, meeting, convention, workshop or seminar~~

~~(2) attendance at assigned intergovernmental meetings~~

~~(3) travel within the City regarding official City business~~

~~(iii) Councilmembers shall be reimbursed for all incidental expenses such as bridge tolls and parking fees incurred as the result of a Councilmembers authorized use of a vehicle while on City business.~~

~~e. Lodging:~~

~~The City will pay in advance the amount necessary to reserve a hotel room. The Councilmember may either pay the remainder of the hotel bill in its entirety or the City will pay such bill upon receipt from the hotel. In the latter case, if non-reimbursable items appear on the bill, the Councilmember shall pay for the same promptly upon return to the City.~~

~~a.~~

~~b. Hotel accommodations will be at the hotel serving as the official host site of the conference, where reasonably possible.~~

~~Additional charges arising from the sharing of a room with a spouse or guest are not reimbursable.~~

~~d. Meals:~~

COUNCIL POLICY MANUAL

~~Expenses incurred for meals by any Councilmember while on official duty shall be paid by the City, including but not limited to the following instances:~~

- ~~a. Meals while attending any conference, meeting, workshop, seminar or convention; or~~
- ~~b. Meals occurring during a local conference, meeting, workshop, seminar or convention; or~~
- ~~c. Meals hosted by Council members for the purpose of discussing City business; or~~
- ~~d. Where a meal is part of an activity which the Councilmember is attending in his or her official capacity.~~
- ~~e. Alcoholic beverages consumed by the Councilmember shall be considered a personal expense and are not reimbursable. If the entire Council invites a guest to a meal, the guest's alcohol shall be paid for by the City.~~
- ~~f. There shall be no cap on the amount allowed to be spent on meals by Councilmembers, but the City shall pay only for those expenses for which receipts are submitted.~~

~~e. Phone calls. Reimbursement shall be made for reasonable long distance or toll telephone charges for calls related to City business. The City shall pay for one personal phone call per day during Councilmember travel requiring overnight stay. If the Councilmember uses a personal cell phone for that call, the City shall reimburse the Councilmember.~~

~~2. Expenses Not Reimbursed. The City will not pay personal expenses. . In addition to those items identified as personal expenses throughout this policy (e.g., alcohol consumed by a Councilmember), personal expenses include in-room movies, spas and gyms, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature.~~

~~Personal travel shall not be mixed with business travel if it will cost the City anything in dollars or lost time or if it will harm the City's interest in any way. All addition costs incurred by the Councilmember that are over and above the normal cost for City travel shall be considered a personal expense of the Councilmember. The City will not pay for any expenses of a spouse or other person who accompanies a Councilmember on business travel.~~

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~~The City shall not pay for any unauthorized travel or conference-related expenses.~~

~~To the extent that another agency or organization pays for the travel or conference expenses of a Councilmember, the City shall not pay for those same expenses. Councilmembers shall either submit the other agency's payment to the City (in which case the City shall pay for the Councilmember's entire expenses), or refrain from claiming expenses for that portion of his/her expenses paid for by the other agency.~~

~~Consistent with the City's practice and policy to procure goods and services at the lowest possible cost, the City shall not pay for travel-related expenses that could be procured at less expense through another means.~~

~~3. Miscellaneous Expenses. Expenses not specifically covered hereunder shall be paid by the City when such expenses are incurred in the performance of City business. In determining whether such expenses were necessarily incurred in the performance of City business, the applicable Internal Revenue Service publication number 463 and the regulations of allowable deductions for business expenses may be considered as authority. The preceding sentence shall not be interpreted to require the substantiation or documentation required pursuant to said Act or regulations, as the subject of documentation is treated elsewhere in these guidelines.~~

~~4. Reporting of Expenses.~~

~~a. Statements of expense shall be submitted to the Director of Finance on forms provided for such purpose. The statement shall show all expenses incurred which are chargeable to the City.~~

~~b. Documentation. Hard copy receipts shall be required for all expenses, including air travel, lodging, meals and rental vehicles.~~

~~c. Statements of expenses for conferences, that include all expenses incurred, shall be submitted to the Executive Assistant to the City Council no later than 21 days after return from a conference or meeting, so that they can be forwarded to the Director of Finance no later than 30 days after return. Statements of expenses incurred for local meetings or activities should be submitted within 30 days of the time such expense was incurred; provided, however, that statements of expense for local mileage should be submitted monthly. Statements submitted after the dates specified shall be received and claims based thereon be paid if in order.~~

COUNCIL POLICY MANUAL

- ~~d. Review of Statements of Expense. The Mayor shall review and approve statements of expense for the Vice Mayor and all other Councilmembers, and the Vice Mayor shall review and approve statements of expense of the Mayor for compliance with these guidelines, provided, however, that neither the Mayor nor the Vice Mayor shall be responsible for reviewing statements for arithmetical correctness.~~
- ~~e. For multiple Council meals paid for by a single Councilmember, the total expense for the meal shall be submitted on the expense report of the Councilmember who paid, along with a written breakdown of amounts to be charged to the budgets of other Councilmembers.~~
- ~~f. When Councilmembers attend a group dinner where the individual cost of each meal is unavailable, the Mayor shall determine a fair and equitable method of distributing the charges among the various Councilmembers in attendance. The City may pay for meals of official guests of the Council. Costs for meals of guests invited by a single Councilmember shall be charged to the individual Councilmember's budget. The cost of meals, including alcohol, for guests invited by the Mayor or four or more Councilmembers will be paid by the City out of the Council program budget but need not be charged to any Councilmember's travel budget.~~

~~VII. Implementation.~~

~~The City Manager shall monitor those provisions of this policy within the City Manager's Charter responsibilities. Disagreement in interpretation shall be resolved by the City Council. The City Manager shall institute administrative policy to implement this policy. At the time a new Councilmember is seated, the Mayor and City Manager should review this policy with him/her.~~

~~Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.~~

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014))


Lead Department: Office of the City Manager

For reference, see also:

- 7.4.1, *Staff/Administrative Support for Councilmembers*
- 7.4.12, *City Council Appointments to Intergovernmental Agencies*

COUNCIL POLICY MANUAL

- 7.4.15, *Council Advocacy*
- • ~~City Charter, Section 807~~
- • ~~Code of Ethics and Conduct for Elected Officials (available on the City's internal Web site or in the Office of the City Clerk)~~
-

 Travel Policy	Administrative Policy Manual Chapter 4 – Fiscal Article 5
	Related Forms: <i>All Forms located on Finance SharePoint Forms Page</i> <ul style="list-style-type: none"> • 4.5A) Travel Authorization Request Form • 4.5B) Travel Expense Report • 4.5C) Mileage Reporting Form
Effective Date: 1/9/15	Responsible Department: Finance
Related Policies & Notes: <p>Prior Version: October 12, 2011</p> <p>Cross Reference: <i>Vehicles and Motorized Equipment Policy</i> (Chap 6, Article 1)</p>	

Section 1. Policy Statement

Policy. The City expects to pay all reasonable costs incurred by City employees traveling on approved City business; and City employees are expected to use sound fiscal stewardship when expending public funds, and to travel in the most logical and least expensive manner possible.

Purpose. The purpose of this policy is to define the City's expectations of its employees who travel in connection with their work responsibilities and to clarify which expenses the City will fund and which expenses are considered the personal responsibility of the traveler.

Section 2. General Procedures and Guidelines

Subd. 1. Authorization

City Manager authorization is required in advance of travel or the commitment of City funds for the following:

- Travel by Department Directors.
- Out of State travel by any staff.
- Travel by two or more staff (not counting Directors) to the same overnight destination.
- Travel that will cause a department to exceed its approved travel budget.
- Any exception to this policy.

Authorization shall be sought via submittal of a [Travel Authorization Request \(Related Form 4.5A\)](#).

Director Authorization Required

In-state, overnight travel requires the approval of a Department Director via submittal of a Travel Authorization Request in advance of travel or the commitment of City funds.

Supervisor Authorization Required

A formal Travel Authorization Request (TAR) is not required where overnight or out-of-state travel is not concerned, but an employee is required to obtain approval from his or her supervisor prior to any business travel for which the City is expected to pay for meal(s), mileage, bridge tolls and/or parking. Receipts are necessary to receive reimbursement. An employee may not approve his or her own travel documentation.

Subd. 2. Travel Arrangements

Travel arrangements shall be made as far in advance as possible to obtain the best possible fares and rates. Registration for conferences and training shall be made far enough in advance to take advantage of early (discounted) fees, and to avoid late registration fees. If travel arrangements must be cancelled for any reason, the person who made the arrangements shall cancel them in sufficient time to prevent the City from incurring unnecessary costs when possible.

Individual travelers may make their own travel arrangements. At the Department Director's discretion, and upon written notice to the Department of Finance, one or more persons may be designated a Travel Coordinator and be assigned responsibility for making travel arrangements for all business travelers within a department. Designated Travel Coordinators shall use their City purchasing cards to secure travel arrangements within their department.

Subd. 3. Transportation

Travelers shall use whatever mode of transportation is the most logical and least expensive. When planning the transportation portion of a trip, the employee shall consider all aspects of cost to the City including daily expenses, overtime, lost work time as well as actual transportation costs.

If an employee elects to use a mode of transportation other than the most logical and least expensive, the City will pay only the cost of the most logical and least expensive mode. If the most logical and least expensive mode of transportation is determined to be a City vehicle or the traveler's private vehicle, the traveler shall comply with the City's Vehicles and Motorized Equipment Policy (Administrative Policy Manual, Chapter 6, Article 1). The difference between the selected mode and the least expensive mode shall be considered the employee's personal expense; and any additional lodging and meal expenses resulting from the employee's selection shall also be paid by the employee. In addition, the employee shall charge any additional time spent en route during normal work hours to vacation or a similar leave. This paragraph does not apply to special accommodations made to qualified employees under the Americans with Disabilities Act provided that the alternate mode of transportation is approved in advance.

A. Air Travel

Employees shall not limit their air travel options by specifying an airline. The airline offering the lowest fare for a logical route shall be selected.

B. Use of Private Vehicles

With the exception of employees who have been assigned a City vehicle or who receive a car allowance, employees shall be compensated for the use of their private vehicles for business travel at the current IRS standard mileage rate, provided that it is the most logical and least expensive method of transportation. Compensation shall be based upon the number of miles between the travel destination and either the employee's designated work location or residence, whichever is the shortest distance.

Employees may also be compensated at the current IRS standard mileage rate for the use of their private vehicles for routine travel on City business between City facilities or to other locations in Sunnyvale or the adjoining communities. Employees must keep a log of such routine travel using the [Mileage Reimbursement Form \(Related Form 4.5C\)](#).

The City will pay all expenses, such as bridge tolls and parking fees, incurred as the result of an employee's authorized use of a vehicle while traveling on City business. Employees requesting reimbursement for the payment of such expenses shall obtain receipts and submit them with their Travel Expense Reports. Also, whenever possible, employees attending the same event shall travel together to minimize expenses.

To drive a City or privately-owned vehicle on City business an employee must possess a valid California driver's license. A driver of a privately-owned vehicle must also carry adequate liability insurance coverage, and be responsible for any damage, service, or repair to the car occurring on the trip, as these costs are included in the City's per mile cost reimbursement.

C. Train and Other Mass Transit

Employees shall be compensated for train or other mass transit fares and fees provided that it is the most logical and least expensive method of travel.

D. Ground Transportation at Destination.

Supplementary transportation within the destination city shall be accomplished by hotel courtesy buses, local shuttle services or public transportation, if available and logical. Taxi or car service shall be used only when no other convenient, less costly mode of transportation is available.

E. Rental Vehicles

Rental vehicles shall be used only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical and must be authorized in advance by the Department Director. If a rental vehicle is authorized, employees shall request the least expensive vehicle category that meets their needs. Employees shall not purchase optional insurance offered by the rental agency.

F. Travel Time

Travel time is compensable under certain conditions identified in the Fair Labor Standards Act (FLSA). As a charter city, the City follows current FLSA regulations for determining the compensability for travel time. The FLSA regulations are available at: <http://www.dol.gov/whd/regs/compliance/whdfs22.htm>

Subd. 4. Lodging

The City will pay lodging expenses for approved City travel, including the evening preceding or subsequent to a meeting or business event when the employee would otherwise have to travel from his/her residence before 6 a.m. or after 9 p.m. to reach or return from his or her destination.

Employees are expected to use the most cost effective lodging reasonably available. When a conference or training session is held at a specific hotel, the City shall pay for actual lodging expenses up to the standard lodging rate advertised by the conference or training sponsor.

When there is not a specific lodging site associated with official City business, the City shall pay for actual lodging expenses up to the GSA maximum rate allowed by location (<http://www.gsa.gov/perdiem>). Note that the GSA maximum rate applies to the base room rate only, and does not include taxes. Every effort shall be made to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The lodging should also be clean, safe and appropriate for business travel. Government rates are often available and should be sought.

The City will pay only for standard single rooms for individual employees. Single standard rooms at conference, government or corporate rates shall be requested. The City will pay additional charges for a double room only if two employees share the room. If a double room is requested by an employee because he or she is accompanied by a spouse or other person, the difference between the single and double room rate will be paid by the employee.

The Travel Coordinator may make room reservations using a City purchasing card. The Travel Coordinator shall request a copy of the hotel's credit card authorization form. This form should be used to authorize the hotel to charge the total room cost, including all taxes, on the Travel Coordinator's purchasing card. Employees shall personally pay

for any additional expenses incurred, such as movie rental, mini-bar bills, etc.

Employees shall cancel any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the employee's personal expense unless failure to cancel the reservation was due to circumstances reasonably beyond the employee's control.

Subd. 5. Meals

The City will pay for an employee's meals during authorized travel, including tax and tips, up to the per diem amount established by the GSA for the destination location (available at: <http://www.gsa.gov/perdiem>). The Meals & Inc. Exp column will be used to generate the per diem rate for meals. Use the guide on <http://www.gsa.gov/mie> to breakdown the per diem amount for each meal.

The City will not pay for the following:

- Breakfast on the first day of travel.
- Meals that the employee elects to purchase from another source when the meals are included in the cost of a conference, training registration fee, or hotel stay.
- Alcoholic beverages.

The City will pay for meals during partial days of travel on a pro-rated basis, as follows:

- If the partial day includes travel before 8 a.m., the City will pay for the employee's breakfast.
- If the partial day includes travel between 11 a.m. and 1 p.m., the City will pay for the employee's lunch.
- If the partial day includes travel after 5 p.m., the City will pay for the employee's dinner.

Any meal reimbursement where an employee is not required to travel away from home overnight will be taxable in the amount of the meal reimbursement under Internal Revenue Code Section 162(a)(2).

Subd. 6. Miscellaneous Fees/Business Expenses

A. Gratuities/Tips

The City will pay reasonable and customary gratuities and tips during City business travel. Tips for meals are included in the standard per diem rate.

B. Business Expenses

The City will pay for goods and/or services deemed necessary for the completion of official business, such as faxes, copier and computer usage, etc.; for Internet usage at actual cost and for all business telephone calls. Cellular phones are often more cost-effective than using hotel phones directly and should be considered as a primary option. Collect calls should be avoided. Fees which include use of

local calls, wireless Internet access, or other such amenities will be covered by the City. Whenever possible, employees shall anticipate the need for supplies and shall take whatever they will need with them instead of buying supplies at their destination. The City will also pay for printed materials, tapes or other training materials that may be available for sale at training, conferences, etc., provided that the materials are of benefit to the City and will remain the City's property.

C. Baggage Fees

If the airline charges for all checked baggage, the City will cover the cost for one checked bag only. Excess baggage charges are not reimbursable.

D. Personal Expenses

Personal expenses will not be paid by the City. In addition to those items identified as personal expenses throughout this policy, personal expenses include personal telephone calls, in-room movies, spas and gyms, optional recreational events in connection with a conference, laundry or dry cleaning, miscellaneous sundries, or other items of a personal nature.

Personal travel shall not be mixed with business travel if it will cost the City anything in dollars or lost time or if it will harm the City's interest in any way. The City will not pay for any expenses of a spouse or other person who accompanies an employee on business travel.

Subd. 7. Payment of Expenses

The payment of travel expenses using City purchasing cards is not allowed unless the cardholder is a designated Travel Coordinator. Employees, other than designated Travel Coordinators, may pay for allowable travel expenses by requesting a City check to pre-pay for certain expenses, such as registration fees, or a travel advance in an amount up to the total estimated expenses for the trip minus any pre-paid expenses. Allowable expenses may also be paid out of pocket and reimbursed upon completion of travel. Designated Travel Coordinators may pay for travel expenses for themselves or other authorized travelers within their work units, excluding meals, using their City purchasing cards.

Subd. 8. Settlement of Trip Expenses

The Department of Finance is responsible for processing travel advances and reimbursing out-of-pocket travel expenses.

Within two weeks of an employee's return from a business trip, a final accounting of all expenses associated with the trip shall be made by completing a [Travel Expense Report \(Related Form 4.5B\)](#), and an associated [Mileage Reporting Form \(Related Form 4.5C\)](#), if applicable, attaching original receipts substantiating all reported expenses with the exception of meals, and submitting the report to the Department of Finance. Uncompleted training will not be paid by the City unless the

employee's failure to complete the training was due to a cause outside the employee's control.

If the employee received a travel advance and actual expenses were less than the amount advanced, any unused amount of the travel advance shall be returned to the City via a payroll deduction. Should an employee who has received a travel advance fail to submit a Travel Expense Report within two weeks of return, the Department of Finance may deduct the amount of the travel advance from the employee's next pay check unless the employee can verify timely submission of paperwork or an extension has been requested and approved with valid reason.

If the employee personally paid for allowable business trip expenses, the City will reimburse the employee through the biweekly payroll process. Reimbursement of travel expenses received from an outside source must be forwarded to the Finance Department upon receipt.

Subd. 9. Exceptions to this Policy

This policy does not claim to address all contingencies and conditions. However, any exception requires City Manager approval via a Travel Authorization Request (TAR) for anticipated/known exceptions or via a Travel Expense Report for unanticipated/unplanned expenses. Requests for exceptions should be accompanied by the traveler's written justification for the expense.

Examples of exceptions to this policy include, but are not limited to, the following:

- Unusual business expenses.
- Per diem and/or lodging expenses which exceed GSA limits.
- The purchase of one or more meals from another source even though they were included in a conference and/or seminar registration fee.
- The use of an alternate mode of transportation under the Americans with Disabilities Act.
- Lodging expenses incurred during local travel.
- Travel costs in excess of budgeted amounts.

Subd. 10. Finance to Conduct Periodic Audits

The Department of Finance shall conduct periodic audits to ensure compliance with this policy. Audit results shall be submitted to the City Manager.



City of Sunnyvale

Agenda Item

15-0363

Agenda Date: 5/12/2015

REPORT TO COUNCIL

SUBJECT

Ratification of Councilmember Larsson as Alternate to Councilmember Hendricks on the Airport and Land Use Commission

BACKGROUND

In January 2015, Councilmember Glenn Hendricks was appointed by the Cities Association of Santa Clara County (CASCC) to serve on the Airport and Land Use Commission (ALUC). Council ratified this appointment on February 10, 2015, via RTC 15-0109.

During the April 7, 2015 Council Meeting, Councilmember Hendricks requested that Council appoint an alternate to his ALUC position.

CASCC Executive Director, Raania Mohsen, confirmed with the ALUC that Councilmember Hendricks is free to appoint a proxy of his choice, either a fellow Councilmember or a non-elected member of the community. Councilmember Hendricks has selected Councilmember Gustav Larsson. Council needs to ratify this appointment.

EXISTING POLICY

Council Policy 7.3.1 Legislative Management - Goals and Policies Goal 7.3.C: Participate in intergovernmental activities, including national, state, and regional groups, as a means to represent the City's interests, influence policy and legislation, and enhance awareness.

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

According to the ALUC bylaws:

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

reasonable period of time before the meeting.”

Additional background information regarding the ALUC from its website is as follows:

"The Airport Land-Use Commission (ALUC) was established to provide for appropriate development of areas surrounding public airports in Santa Clara County. It is intended to minimize the public's exposure to excessive noise and safety hazards, and to ensure that the approaches to airports are kept clear of structures that could pose an aviation safety hazard."

This commission meets the fourth Wednesday of each month at 6 p.m. at the County Government Center in San Jose, and the ALUC recommends that individuals and proxies selected to serve on this commission possess some aviation knowledge and interest.

Councilmember Hendricks has selected Councilmember Gustav Larsson to serve as his proxy.

FISCAL IMPACT

No fiscal impact to this report.

PUBLIC CONTACT

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

ALTERNATIVES

1. Take action to ratify Councilmember Gustav Larsson's appointment as Alternate to Councilmember Hendricks on the Airport and Land Use Commission.
2. Other action as recommended by Council.

STAFF RECOMMENDATION

Staff makes no recommendation.

Prepared by: Heidi Kirk, Executive Assistant to Mayor and Council, OCM

Reviewed by: Yvette Blackford, Senior Management Analyst, OCM

Reviewed by: Robert A. Walker, Assistant City Manager

Approved by: Deanna J. Santana, City Manager



City of Sunnyvale

Agenda Item

15-0485

Agenda Date: 5/12/2015

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

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** 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
JOINT STUDY SESSION WITH PLANNING COMMISSION
Land Use and Transportation Element (LUTE)
Location: Council Chambers

Special Order of the Day

- 15-0115** SPECIAL ORDER OF THE DAY - "Schools Goin' Green" Grant Program Presentation
- 15-0434** SPECIAL ORDER OF THE DAY - Public Works Week Proclamation Presentation

Public Hearings/General Business

- 15-0478** Discussion and Possible Action to Consider Modifications to 2015 Bicycle and Pedestrian Advisory Commission and Sustainability Commission Work Plans (Approved 4/28/2015, RTC 15-0049)
- 15-0063** Appoint Applicants to Boards and Commissions
- 15-0055** Consider Adoption of Local Hiring Program
- 15-0114** Adopt Success Criteria for the Civic Center Modernization Project
- 15-0440** File #: 2014-8023
Location: 787 N. Mary Avenue (APN: 165-40-003)

Zoning: MS
Proposed Project: Application for a project on a 4.02-acre site:
USE PERMIT to allow a new 54-foot tall wireless facility (mono-eucalyptus)
in the parking lot of an industrial site.
Applicant / Owner: Verizon Wireless (applicant) / North Mary, LLC (owner)
Environmental Review: Negative Declaration

Thursday, May 21, 2015 - City Council

Public Hearings/General Business

15-0064 8:30 A.M. SPECIAL COUNCIL MEETING
Budget Workshop - Review of the FY 2015/16 Recommended Budget

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

Presentation

14-0272 PRESENTATION - Initial Study on a Community Choice Energy Program
for the South Bay

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
- 15-0480** Approve Process for Sale of City-owned Property at 263 Jackson Street
- 15-0496** Public Hearing - Adopt a Resolution to Cause Charges for Non-Payment of Delinquent Utility Charges to be Placed on the FY 2015/16 County of Santa Clara Property Tax Roll

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** FILE #: 2015-7353
Location: 1250 Lakeside Drive (Assessor Parcel Numbers: 216-43-035 and 216-43-036)
Proposed Project:
LAKESIDE SPECIFIC PLAN AMENDMENT INITIATION Request to study a site layout change in the Lakeside Specific Plan by reversing the locations of the hotel and residential components.
Applicant/Owner: Wittek Development/ Aircoa Equity Interests, Inc.
- 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

- 15-0365** Adopt a Resolution to Approve the Annual Engineer's Report, Confirm the Assessment, and Levy Annual Assessment for The Downtown Parking Maintenance District Assessment for Fiscal Year 2015-2016
- 15-0421** Approval of Actions Needed to Move Forward with Developing and Launching a Multi-Jurisdictional Community Choice Energy Program in the South Bay

Tuesday, July 28, 2015 - City Council

Closed Session

- 15-0512** 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

- 15-0388** Design Review Guidelines for Parking Structures (Study Issue)

Tuesday, August 11, 2015 - City Council

Closed Session

- 15-0513** 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

15-0443 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Civic Center Site Design and Land Use Alternatives

Public Hearings/General Business

15-0390 Appropriate Locations for Child Care Facilities (Study Issue)

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

Closed Session

15-0514 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)

Study Session

15-0483 5 P.M. SPECIAL COUNCIL MEETING (Study Session)
Sunnyvale Clean Water Program - Master Plan Update

15-0071 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as necessary)

Public Hearings/General Business

15-0373 Car/Ride Share Impacts on Taxicab Franchises and Review of Taxicab Franchise Regulations (Study Issue)

Tuesday, September 15, 2015 - City Council

Closed Session

15-0515 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

15-0072 Appoint Applicants to Boards and Commissions (as necessary)

15-0369 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

Closed Session

15-0516 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

15-0444 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Review Civic Center Community Workshop Results and Land Use Opportunities and Constraints

Special Order of the Day

15-0074 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members (as necessary)

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

Closed Session

15-0517 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)

Special Order of the Day

15-0471 SPECIAL ORDER OF THE DAY - Annual Fire Safety Poster Contest Awards Presentation

Public Hearings/General Business

15-0185 2015 3rd Quarterly Consideration of General Plan Amendment Initiation Requests

15-0511 Policies Regarding Private Security Cameras (Study Issue)

Tuesday, October 27, 2015 - City Council

Closed Session

15-0518 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

15-0077 Agenda items pending - To be scheduled

Tuesday, November 10, 2015 - City Council

Closed Session

15-0519 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)

Study Session

15-0078 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as necessary)

Public Hearings/General Business

15-0497 Agenda items pending - To be scheduled

Tuesday, November 17, 2015 - City Council

Closed Session

15-0520 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)

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)
- 15-0392** Evaluate Timing of Park Dedication In-Lieu Fee Calculation and Payment (Study Issue)
- 15-0445** Civic Center Land Use and Financing Strategies
- 15-0491** Approve Changes to Council Policies 7.4.5, 7.4.6, 7.4.7, and 7.4.8 in Council Policy Manual Chapter 7, Section 4 Regarding Council Support and Processes

Tuesday, December 1, 2015 - City Council

Closed Session

- 15-0521** 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)
- 15-0098** 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

Special Order of the Day

- 15-0359** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members (as necessary)

Tuesday, December 15, 2015 - City Council

Closed Session

- 15-0522** 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)

15-0099

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

Public Hearings/General Business

15-0383

Prohibit Smoking inside All Units and in Common Areas of Multi-Family Residences and Expand Smoking Regulations to Prohibit Smoking near Doorways and Outdoor Areas of Retail and Commercial Businesses (Study Issue)

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

14-0035 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

15-0186 2015 4th Quarterly Consideration of General Plan Amendment Initiation
Requests



City of Sunnyvale

Agenda Item

15-0377

Agenda Date: 5/12/2015

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	
3.	4/21/15	Respond to Councilmember Whittum's queries regarding Stanford Medical Facility at 85/Fremont	DPW		5/1/15

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	