



City of Sunnyvale

Notice and Agenda City Council

Tuesday, December 18, 2018

4:30 PM

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

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

4:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)

1 Call to Order in the West Conference Room

2 Roll Call

3 Public Comment

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

4 Convene to Closed Session

[18-0355](#)

Closed Session held pursuant to California Government Code
Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION
Title: City Attorney

[18-0356](#)

Closed Session held pursuant to California Government Code
Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION
Title: City Manager

5 Adjourn Special Meeting

6:30 P.M. SPECIAL COUNCIL MEETING (Study Session)

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

2 Roll Call

3 Public Comment**4 Study Session**

[18-0278](#) Discussion of 2019 Council Intergovernmental Assignments

[18-0279](#) Discussion of Upcoming Selection of Mayor for 2019-2020 and Vice Mayor for 2019

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

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

CALL TO ORDER

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

SALUTE TO THE FLAG**ROLL CALL****CLOSED SESSION REPORT****ORAL COMMUNICATIONS**

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

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and will be

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

- 1.A [18-1066](#) Approve City Council Meeting Minutes of December 4, 2018

Recommendation: Approve the City Council Meeting Minutes of December 4, 2018, as submitted.

- 1.B [17-1141](#) 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 [18-0957](#) Receive and File the FY 2017/18 Annual Status Report on Receipt and Use of Development Impact Fees and Adopt a Resolution Approving Findings Regarding Unspent Impact Fees (Exempt from CEQA pursuant to Section 15378(b)(4) of the CEQA Guidelines

Recommendation: Receive and file FY 2017/18 Annual Status Report on receipt and use of development impact fees and adopt a Resolution making findings regarding unspent impact fees as required by the Mitigation Fee Act (California Government Code Section 66000 et seq.).

- 1.D [18-0970](#) Award a Contract to Sanact Incorporated for Sewer Siphon Cleaning and Inspection: Phase One Project (F19-047) and Approve Budget Modification No. 10

Recommendation: 1) Award a contract in substantially the same form as Attachment 2 to the report in the amount of \$223,025 to Sanact Incorporated and authorize the City Manager to execute the contract when all necessary conditions have been met, 2) Approve a 10% contingency in the amount of \$22,303, and 3) Approve Budget Modification No. 10 in the amount of \$144,328.

- 1.E [18-1037](#) Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to (1) update pay rates for Casual Employee Classifications to Reflect the January 1, 2019 Sunnyvale Minimum Wage, and for the City Council Stipend Amount; (2) Implement Formatting Changes to the Schedule of

Pay; (3) Remove Classifications No Longer Used; and (4) Include Step 2 and Step 3 for the Casual NOVA Youth Worker Classification

Recommendation: Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to (1) update pay rates for Casual Employee Classifications to Reflect the January 1, 2019 Sunnyvale Minimum Wage, and for the City Council Stipend Amount; (2) Implement Formatting Changes to the Schedule of Pay; (3) Remove Classifications No Longer Used; and (4) Include Step 2 and Step 3 for the Casual NOVA Youth Worker Classification

- 1.F [18-1050](#) Award of Contract to Ascent Environmental for Consultant Services Associated with Environmental, Economic, and Engineering Review of the Lawrence Station Area Plan Housing Study (F19-089)

Recommendation: 1) Award a contract to Ascent Environmental for consultant services in an amount not to exceed \$280,925, in substantially the same form as Attachment 1 to the report and authorize the City Manager to execute the contract when all necessary conditions have been met; and 2) approve a 10% project contingency in the amount of \$28,093.

- 1.G [18-0822](#) Award of Contract for Professional Engineering Services for Signal Coordination Timing and Optimization (F18-283) to Kimley-Horn and Associates, Inc. and Approval of Budget Modification No. 9 to Appropriate \$340,393 in Transportation Funds for Clean Air for the Project

Recommendation: 1) Award a contract to Kimley-Horn and Associates, Inc. of Pleasanton in the amount not to exceed \$240,931 for professional engineering services, in substantially the same form as Attachment 1 to the report, and authorize the City Manager to execute the contract when all necessary conditions have been met, 2) Approve a 10% contract contingency in the amount of \$24,093, and 3) Approve Budget Modification No. 9 to appropriate \$340,393 in Transportation Funds for Clean Air to provide project funding.

- 1.H [18-1094](#) Adopt Three Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$50

million in Clean Water State Revolving Funds to Fund the City of Sunnyvale Administration and Laboratory Building Project

Recommendation: Adopt Three Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$50 million in Clean Water State Revolving Funds to Fund the Administration and Laboratory Building Project

- 1.I [18-1089](#) Adopt Three Financial Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$216 million in Clean Water State Revolving Funds to Fund the City of Sunnyvale Secondary Treatment and Dewatering Facilities Project and Approve a Resolution to Adopt the Addendum to the Programmatic Environmental Impact Report Make the Findings Required by CEQA Re-Adopt the Mitigation Measures Identified in the Mitigation Monitoring and Reporting Program, and Re-affirm the Findings and Conclusions in the Statement of Overriding Considerations

Recommendation: Adopt Three Financial Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$216 million in Clean Water State Revolving Funds to Fund the Secondary Treatment and Dewatering Facilities Project and Approve the Resolution to Adopt the Addendum to the Programmatic Environmental Impact Report, Make the Findings Required by CEQA, Re-Adopt the Mitigation Measures Identified in the Mitigation Monitoring and Reporting Program, and Re-affirm the Findings and Conclusions in the Statement of Overriding Considerations.

- 1.J [18-0906](#) Certification of the November 6, 2018 Election Results for Ballot Measure K (Transient Occupancy Tax) and Ballot Measure L (Charter Amendment to amend Section 604 relating to Council Vacancies)

Recommendation: Adopt a Resolution Reciting the Fact of the Municipal Election held November 6, 2018 for the purpose of submitting to the voters Measure K and Measure L, Declaring the Results, Confirming the Passage of Measure K and Measure L and such other matters as provided by law.

- 1.K [18-1046](#) Adopt a Resolution to Amend the Classification Plan and the

City's Salary Resolution to Update the Schedule of Pay to Add the Classification of Superintendent of Libraries.

Recommendation: Adopt the Resolution amending Resolution Nos. 143-77 and 190-05 to Add the New Classification of Superintendent of Libraries to the Classification Plan of the Civil Service and Amend the City's Salary Resolution to Update the Schedule of Pay to Include the Classification

- 1.L [18-1115](#) Adopt a Resolution Revising the Citywide Records Retention and Destruction Program Policy and Schedule (Rescheduled from 12/4/2018, RTC 18-0898)

Recommendation: Adopt the Resolution Approving Revisions to the Citywide Records Retention and Destruction Program Policy and Schedule.

ADJOURN TO SPECIAL JOINT MEETING OF THE CITY COUNCIL AND SUNNYVALE FINANCING AUTHORITY

CALL TO ORDER

ROLL CALL

PUBLIC HEARING/GENERAL BUSINESS

If you wish to speak to a public hearing/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.

2. [18-0977](#) Receive and File the FY 2017/18 Budgetary Year-End Financial Report, Comprehensive Annual Financial Report (CAFR), the Sunnyvale Financing Authority Financial Report, the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 13 and the list of Proposed Closed Projects

Recommendation: Recommendation:

City Council:

1. Receive and file the budgetary Year-End Financial Report, the audited Comprehensive Annual Financial Report, and the Report to the City Council issued by the independent auditors, and Approve Budget Modification No. 13 and the list of Proposed Closed Projects.

Sunnyvale Financing Authority:

1. Receive and file the Sunnyvale Financing Authority Financial Report

ADJOURN SPECIAL MEETING**RECONVENE TO CITY COUNCIL MEETING****PUBLIC HEARINGS/GENERAL BUSINESS**

If you wish to speak to a public hearing/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.

3. [18-1073](#) Regional Housing Needs Allocation (RHNA) Subregion Participation

Recommendation: Alternative 2: Do not participate in the Santa Clara County subregion, and continue to receive the Regional Housing Needs Allocation directly from Association of Bay Area Governments for future Housing Element cycles.

4. [18-0910](#) Solid Waste & Recycling Collection Franchisee Performance Review Findings and Initiation of a Process for Selection of Post-2021 Franchisee

Recommendation: Alternatives 1, 2 and 3: 1) Find that the actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 and 15738(b)(5); 2) Accept the findings of the HF&H review of BCWS performance; and 3) Direct staff to initiate selection of a post-2021 franchisee using a negotiated, single-source process with a timeline that allows for a subsequent open, competitive process if negotiations do not provide an outcome favorable to the City and ratepayers.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

18-1071	Tentative Council Meeting Agenda Calendar
18-1072	Information/Action Items
18-1092	Notice of Public Works Director's Decision on Final Maps (Information Only)
18-1084	Study Session Summary of November 27, 2018 - Encouraging Heat Pump Water and Space Heating (Study Issue ESD 18-01)
18-1012	Mayoral Announcement of Mayor- Appointed Ad Hoc Committee on Citizen Advisory Committee Selection Process (Information Only)
18-0974	Board/Commission Meeting Minutes

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's website at sunnyvale.ca.gov after 7 p.m. on Thursdays or at the Sunnyvale Public Library, 665 W. Olive Ave. as of Fridays prior to Tuesday City Council meetings. Any

agenda related writings or documents distributed to members of the City of Sunnyvale City Council regarding any open session item on this agenda will be made available for public inspection in the Office of the City Clerk located at 603 All America Way, Sunnyvale, California during normal business hours and in the Council Chamber on the evening of the Council Meeting, pursuant to Government Code §54957.5. Please contact the Office of the City Clerk at (408) 730-7483 for specific questions regarding the agenda.

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

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

Planning a presentation for a City Council meeting?

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

Planning to provide materials to Council?

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

Upcoming Meetings

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



City of Sunnyvale

Agenda Item

18-0355

Agenda Date: 12/18/2018

Closed Session held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE
PERFORMANCE EVALUATION

Title: City Attorney



City of Sunnyvale

Agenda Item

18-0356

Agenda Date: 12/18/2018

Closed Session held pursuant to California Government Code Section 54957: PUBLIC EMPLOYEE
PERFORMANCE EVALUATION

Title: City Manager



City of Sunnyvale

Agenda Item

18-0278

Agenda Date: 12/18/2018

Discussion of 2019 Council Intergovernmental Assignments



City of Sunnyvale

Agenda Item

18-0279

Agenda Date: 12/18/2018

Discussion of Upcoming Selection of Mayor for 2019-2020 and Vice Mayor for 2019



City of Sunnyvale

Agenda Item

18-1066

Agenda Date: 12/18/2018

SUBJECT

Approve City Council Meeting Minutes of December 4, 2018

RECOMMENDATION

Approve the City Council Meeting Minutes of December 4, 2018, as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, December 4, 2018

5:00 PM

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

Special Meeting: Closed Session - 5 P.M. | Regular Meeting - 7 P.M.

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

Vice Mayor Klein announced the items for Closed Session and invited any members of the public to address the Council regarding this subject matter.

1. Call to Order in the West Conference Room

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

2. Roll Call

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

3. Public Comment

None.

4. Convene to Closed Session

[18-0357](#) Closed Session held pursuant to California Government Code
Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION
Title: City Attorney

[18-0358](#) 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

5. Adjourn Special Meeting

Vice Mayor Klein adjourned the meeting at 6:54 p.m.

7 P.M. COUNCIL MEETING

CALL TO ORDER

Mayor Hendricks called the meeting to order in the Council Chambers.

SALUTE TO THE FLAG

Mayor Hendricks lead the Salute to the Flag.

ROLL CALL

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

CLOSED SESSION REPORT

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

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

Vice Mayor Klein reported the Council met in Closed Session held pursuant to California Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: City Council Compensation Subcommittee Unrepresented Employee: City Manager; nothing to report.

SPECIAL ORDER OF THE DAY[18-1030](#)

Ceremonial Oath of Office for Personnel Board Member

City Clerk Kathleen Franco Simmons administered the Oath of Office to incoming Personnel Board Member Deepali Lugani.

ORAL COMMUNICATIONS

Maria Hamilton spoke regarding her comments during her appeal at the meeting of October 30, 2018 relating to roads and roads capacity and provided clarification that her comments meant to say that there has been nothing done to roads for expansion and capacity to accommodate the increasing population of Sunnyvale and job-related travel to and from Sunnyvale. She further provided additional comments regarding traffic and requested more consideration be taken to medium density, medium-high, and high density developments.

David Warfel spoke regarding high housing costs.

Richard Mehlinger spoke regarding traffic congestion in Sunnyvale and the region and the high cost of housing and recommended looking at alternatives for transportation

CONSENT CALENDAR

Mayor Hendricks announced Item 1.E has been pulled from the agenda and will be brought back at a later date.

MOTION: Vice Mayor Klein moved and Councilmember Smith seconded the motion to approve Consent Calendar Items 1.A through 1.D.

The motion carried by the following vote:

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

No: 0

- 1.A** [18-1061](#) Approve City Council Special Meeting Minutes of November 20, 2018

Approve the City Council Special Meeting Minutes of November 20, 2018, as submitted.

- 1.B** [18-1090](#) Approve City Council Special Meeting Minutes of November 27, 2018

Approve the City Council Special Meeting Minutes of November 27, 2018, as submitted.

- 1.C** [17-1140](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Approve the list(s) of claims and bills.

- 1.D** [18-0800](#) Adopt a Resolution Approving the Updated US 101 and SR 237 Freeway and Freeway Maintenance Agreements with the State of California and Authorize City Manager to Execute These Agreements

- 1.E** [18-0898](#) Adopt a Resolution Revising the Citywide Records Retention and Destruction Program Policy and Schedule

This item was pulled from the agenda and will be brought back at a later date.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2.** [18-1008](#) Award a Contract for Design and Construction Support Services to SmithGroup, Inc. for the Civic Center Phase 1 Project (F19-083)

Assistant City Engineer Allison Boyer and Director of Finance Timothy J. Kirby provided the staff report. City Manager Kent Steffens provided additional information.

Public Hearing opened at 7:36 p.m.

Mason Fong spoke regarding best value contracting, and asked Council to include this process in the award contract. He also urged Council to direct staff to begin planning for Phase 2 of the Civic Center Modernization Plan and provide an update no later than May 2019 on the scope, timeline, and funding strategies and to involve the community in the process.

Zachary Kaufman spoke regarding the value of \$100,000,000 and provided comments regarding the cost of Phase 1.

Richard Mehlinger spoke in support of the design of the project and in support of value based contracting. He also advocated getting a head start with the public process with the design of phase two.

Public Hearing closed at 7:43 p.m.

MOTION: Councilmember Melton moved and Councilmember Griffith seconded the motion to approve Alternative 1) Award a design contract, in substantially the same form as Attachment 1 to the report in an amount not to exceed \$16,288,023 to SmithGroup, Inc. 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 \$1,628,802.

The motion carried by the following vote:

Yes: 6 - Mayor Hendricks
Vice Mayor Klein
Councilmember Griffith
Councilmember Larsson
Councilmember Smith
Councilmember Melton

No: 1 - Councilmember Goldman

3. [18-0725](#) REQUEST FOR CONTINUANCE TO FEBRUARY 26, 2019.
Consideration of Useable Open Space in Required Front Yards: Introduce an Ordinance to Amend Section 19.37.100 (Usable Open Space Design Requirements) of Chapter 19.37 (Landscaping, Irrigation and Useable Open Space) of the Sunnyvale Municipal Code, and Find that the Action is Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b) (3). (Study Issue)

MOTION: Councilmember Smith moved and Vice Mayor Klein seconded the motion to approve Alternative 1: Open the Public Hearing and continue this item to the City Council meeting of February 26, 2019.

The motion carried by the following vote: 7 - 0

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

No: 0

4. [18-1018](#) Proposed Project:
PEERY PARK PLAN REVIEW PERMIT to construct two 162,000-square foot, four-story corporate/research and development (R&D) office buildings and a 6-level parking structure on a 10.4-acre site (Phase 2 of the W. Maude Ave Campus). An existing approximately 58,188 s.f. building is to be retained. A total of approximately 382,188 s.f. and 85% FAR is requested.
Location: 810-870 W. Maude Avenue & 470 Potrero Ave (APNs: 165-30-001, 011, & 012)
File #: 2017-7066
Zoning: Peery Park Specific Plan (PPSP)
Subdistrict: Innovation Edge (IE) & Mixed Industry Core (MIC)
Applicant / Owner: Simeon Commercial Properties / 870 Maude LLC
Environmental Review: The project is exempt from additional CEQA review per CEQA Guidelines section 15168(c)(2) and (4) and Public Resources Code Section 21094 (c). The project is within the scope of the Peery Park Specific Plan Program EIR as no new environmental impacts are anticipated and no new mitigation measures are required.
Project Planner: Ryan Kuchenig (408) 730-7431, rkuchenig@sunnyvale.ca.gov

Project Planner Ryan Kuchenig provided the staff report. Director of Public Works Chip Taylor provided additional information.

Public Hearing opened at 8:31 p.m.

Applicant Kurt Setzer, Principal at Simeon, provided information regarding the company and the project. Ted Korth with KSH Architects provided information

regarding the site plan and provided a slide presentation. Mr. Setzer requested removal of GC-16 regarding installation of a bike path from the Conditions of Approval added by the Planning Commission and if it is required, the applicant should receive credit for community benefits for the bike path.

Mason Fong inquired how this project relates to LinkedIn's idea of improving bike lane access on that street and providing a private-public partnership.

Public Hearing closed at 8:57 p.m.

MOTION: Councilmember Melton moved and Vice Mayor Klein seconded the motion to approve Alternative 2: Alternative 1 with modified conditions of approval: a) Make the required Findings to approve the California Environmental Quality Act determination that the project is within the scope of the Peery Park Specific Plan (PPSP) Environmental Impact Report (EIR) and no additional environmental review is required in Attachment 4 to the Report; b) make the Findings for the Peery Park Plan Review Permit and Sense of Place Fee in Attachment 4 to the Report; and, c) approve the Peery Park Plan Review Permit subject to PPSP Mitigation Monitoring and Reporting Program in Attachment 7 to the Report and the recommended conditions of approval set forth in Attachment 5 to the Report; with the following modifications: Remove from the Conditions of Approval EP-40 BICYCLE LANE INTERSECTION DESIGN relating to implementation of a "Dutch style" intersection design; remove from the Conditions of Approval GC-16 A public bicycle/pedestrian path along the south property shall be required within the project design of any future redevelopment proposal for the site at 470 Potrero Avenue (Per Planning Commission recommendation on November 12, 2018); and provide direction to staff to recommend or encourage a public bicycle/pedestrian path along the south property within the project design of any future redevelopment proposal.

The motion carried by the following vote:

Yes: 5 - Mayor Hendricks
Vice Mayor Klein
Councilmember Griffith
Councilmember Larsson
Councilmember Melton

No: 2 - Councilmember Smith
Councilmember Goldman

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

Councilmember Smith provided an update of the League of California Cities League Leaders Conference and provided written materials. She also reported that due to election results, her appointment to the Women's Caucus as Second Vice President Chair has moved her up to First Vice President and she will be President the year of the 100th anniversary of women's suffrage.

Councilmember Larsson provided a report of a meeting of the CalMod Local Policy Makers group and received a presentation on the Caltrain business plan.

Councilmember Goldman provided information on the Grand Boulevard Initiative.

NON-AGENDA ITEMS & COMMENTS

-Council

Councilmember Griffith proposed a study issue to consider a Charter amendment to switch from lowest bid to best value bid. Co-Sponsored by Councilmembers Melton, Smith, and Klein.

Councilmember Melton requested the most recent annual assessment report from Actuarial John Bartel to be distributed to the Council and add as an Information/Action item.

-City Manager

ADJOURNMENT

Mayor Hendricks closed the meeting in memory of George H. W. Bush.

Vice Mayor Klein adjourned the meeting at 9:18 p.m.



City of Sunnyvale

Agenda Item

17-1141

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

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

BACKGROUND

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

List No.	Date	Total Disbursements
948	11-18-18 through 11-24-18	\$2,199,418.98
949	11-25-18 through 12-01-18	\$1,663,147.55

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

ENVIRONMENTAL REVIEW

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

PUBLIC CONTACT

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

RECOMMENDATION

Approve the list(s) of claims and bills.

Prepared by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

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

12/3/2018

City of Sunnyvale

LIST # 948

Page 1

List of All Claims and Bills Approved for Payment
For Payments Dated 11/18/2018 through 11/24/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx308475	11/20/18	ADVANCED CHEMICAL TRANSPORT INC	206190A	HazMat Disposal	3,020.40	0.00	3,020.40	\$3,020.40
xxx308476	11/20/18	ALL CITY MANAGEMENT SERVICES INC	57075	Contracts/Service Agreements	28,057.47	0.00	28,057.47	\$28,057.47
xxx308478	11/20/18	BINGJIE LIANG	CKREQ19-073	DED Services/Training - Books	244.78	0.00	244.78	\$244.78
xxx308479	11/20/18	BRENDA FELTHAM	R108205729148	DED Services/Training - Books	91.00	0.00	91.00	\$91.00
xxx308480	11/20/18	CAL SIGNAL CORP	7336	Electrical Parts & Supplies	9,721.71	0.00	9,721.71	\$9,721.71
xxx308481	11/20/18	CALIFORNIA BUILDING STANDARDS COMMISSION	JUL-SEPT2018	Permit - Building - State Special Revolving Fund(Green Bldg)	11,776.50	0.00	11,776.50	\$11,776.50
xxx308482	11/20/18	COUNTY OF SANTA CLARA	0057	Training and Conferences	480.00	0.00	480.00	\$480.00
xxx308483	11/20/18	D & M TRAFFIC SERVICES INC	58430	Inventory Purchase	277.95	0.00	277.95	\$277.95
xxx308484	11/20/18	DELL MARKETING LP	10276656215	Computer Hardware	1,011.44	0.00	1,011.44	\$3,372.64
			10277114576	Computer Hardware	2,361.20	0.00	2,361.20	
xxx308485	11/20/18	DEPARTMENT OF CONSERVATION	JUL-SEPT2018	Permit - Building - State Strong Motion Implementation Fee	71,142.80	0.00	71,142.80	\$71,142.80
xxx308486	11/20/18	FEHR & PEERS	125975	Professional Services	10,325.50	0.00	10,325.50	\$10,325.50
xxx308487	11/20/18	FERGUSON ENTERPRISES INC	1405848-2	Inventory Purchase	8,447.50	77.50	8,370.00	\$33,477.95
			1412433	Inventory Purchase	25,342.50	232.50	25,110.00	
			CM119642	Inventory Purchase	-2.05	0.00	-2.05	
xxx308488	11/20/18	GOLDEN GATE PETROLEUM	731447	Inventory Purchase	16,219.43	0.00	16,219.43	\$16,219.43
xxx308489	11/20/18	GRAYBAR ELECTRIC CO INC	9306971381	Comm Equip Maintain & Repair - Materials 2	135.14	0.00	135.14	\$135.14
xxx308490	11/20/18	GREENSIDE SUPPLY & SERVICE	035563A	Inventory Purchase	174.13	0.00	174.13	\$174.13
xxx308491	11/20/18	GREGORY CASTRO	798156-8989028	DED Services/Training - Books	64.09	0.00	64.09	\$64.09
xxx308492	11/20/18	INSIGHT PUBLIC SECTOR INC	1100629368	Hardware Maintenance	79,748.97	0.00	79,748.97	\$130,677.61
			1100629371	Hardware Maintenance	50,928.64	0.00	50,928.64	
xxx308493	11/20/18	L3 COMMUNICATIONS MOBILE VISION INC	0334449-IN	Comm Equip Maintain & Repair - Labor 1	446.54	0.00	446.54	\$602.06
			0334458-IN	Comm Equip Maintain & Repair - Labor 1	155.52	0.00	155.52	
xxx308494	11/20/18	LPAS INC	32885	Engineering Services	1,339.00	0.00	1,339.00	\$1,339.00
xxx308495	11/20/18	LAURA THOMAS	09152018	Community Services Grant	410.00	0.00	410.00	\$410.00
xxx308496	11/20/18	LEVEL 3 COMMUNICATIONS LLC	74925440	Telecommunication Services	3,657.09	0.00	3,657.09	\$3,657.09
xxx308497	11/20/18	LUX BUS AMERICA	37678	Excursions	1,125.00	0.00	1,125.00	\$1,125.00

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xxx308498	11/20/18	MM COMMUNICATIONS	INV-0268	Miscellaneous Services	1,200.00	0.00	1,200.00	\$2,571.00
			INV-0269	Miscellaneous Services	971.00	0.00	971.00	
			INV-0270	Miscellaneous Services	400.00	0.00	400.00	
xxx308499	11/20/18	MACIAS GINI AND OCONNELL LLP	256267	Miscellaneous Services	5,355.00	0.00	5,355.00	\$16,269.00
			257340	Miscellaneous Services	4,515.00	0.00	4,515.00	
			257655	Financial Services	5,139.00	0.00	5,139.00	
			257657	Financial Services	1,260.00	0.00	1,260.00	
xxx308501	11/20/18	MALLORY SAFETY & SUPPLY LLC	4530804	Inventory Purchase	288.85	0.00	288.85	\$1,822.48
			4546156	Inventory Purchase	-288.85	0.00	-288.85	
			4547831	Inventory Purchase	937.40	0.00	937.40	
			4549092	Inventory Purchase	688.88	0.00	688.88	
			4550357	Inventory Purchase	196.20	0.00	196.20	
xxx308502	11/20/18	MARTIN & CHAPMAN CO	2018530	Supplies, Office 1	233.27	0.00	233.27	\$233.27
xxx308503	11/20/18	MIALI MARIE REYNOSO	CMS-B2-MR	Rec Instructors/Officials	1,000.00	0.00	1,000.00	\$1,000.00
xxx308504	11/20/18	MOST UNIQUE PARTIES AND PONIES	4569	Special Events	300.00	0.00	300.00	\$300.00
xxx308505	11/20/18	P&R PAPER SUPPLY CO INC	30223831-00	Inventory Purchase	1,464.96	0.00	1,464.96	\$1,464.96
xxx308506	11/20/18	PEARSON BUICK GMC	327648	Parts, Vehicles & Motor Equip	13.80	0.00	13.80	\$13.80
xxx308507	11/20/18	PINE CONE LUMBER CO INC	785534	Inventory Purchase	335.72	3.08	332.64	\$332.64
xxx308508	11/20/18	PUBLIC AGENCY RISK MANAGERS ASSN	098890	Training and Conferences	670.00	0.00	670.00	\$670.00
xxx308509	11/20/18	RASH CURTIS & ASSOC	662700000344	Financial Services	213.57	0.00	213.57	\$213.57
xxx308510	11/20/18	SAFEWAY INC	432023	Food Products	2.09	0.00	2.09	\$73.49
			805185-110618	Special Events	42.24	0.00	42.24	
			807559	General Supplies	7.62	0.00	7.62	
			809599-111418	Food Products	21.54	0.00	21.54	
xxx308511	11/20/18	SAN FRANCISCO CHRONICLE	ACCT#11583296	Books & Publications	29.01	0.00	29.01	\$29.01
xxx308512	11/20/18	SILICON VALLEY LEADERSHIP	MSPATHFY18/19	Training and Conferences	800.00	0.00	800.00	\$800.00
xxx308513	11/20/18	SMARSH INC	INV00398499	Software As a Service	259.25	0.00	259.25	\$33,782.17
			INV00415557	Software As a Service	-40,083.75	0.00	-40,083.75	
			INV00422317	Software As a Service	73,606.67	0.00	73,606.67	
xxx308514	11/20/18	SMART & FINAL INC	218154-111418	Food Products	130.49	0.00	130.49	\$130.49

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xxx308515	11/20/18	STONE PINE CHARITIES HOUSING CORP	LOANDRAW#3	Customer Loans Disbursed	70,571.30	0.00	70,571.30	\$70,571.30
xxx308516	11/20/18	STUDIO EM GRAPHIC DESIGN	17329	Books & Publications	218.00	0.00	218.00	\$218.00
xxx308517	11/20/18	SUNNYVALE DOWNTOWN ASSN	110118REPORT	Miscellaneous Services	9,970.00	0.00	9,970.00	\$19,715.00
			110918REPORT	Miscellaneous Services	9,745.00	0.00	9,745.00	
xxx308518	11/20/18	SUSAN GUZZETTA & CO	11152018	City Training Program	4,800.00	0.00	4,800.00	\$4,800.00
xxx308519	11/20/18	THE STUART RENTAL CO	178116	Special Events	292.50	0.00	292.50	\$292.50
xxx308520	11/20/18	TRACIE CHANDLER	277017-2547459	DED Services/Training - Books	239.70	0.00	239.70	\$239.70
xxx308521	11/20/18	TROY T OBRERO	CMS-B2-TO	Rec Instructors/Officials	1,000.00	0.00	1,000.00	\$1,000.00
xxx308522	11/20/18	UNITED ROTARY BRUSH CORP	CI227135	Inventory Purchase	1,923.88	0.00	1,923.88	\$1,923.88
xxx308523	11/20/18	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58335	DED Services/Training - Training	3,303.00	0.00	3,303.00	\$33,160.50
			58340	DED Services/Training - Training	5,332.50	0.00	5,332.50	
			58342	DED Services/Training - Training	5,202.00	0.00	5,202.00	
			58345	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			58347	DED Services/Training - Training	4,527.00	0.00	4,527.00	
			58349	DED Services/Training - Training	4,644.00	0.00	4,644.00	
			58351	DED Services/Training - Training	4,752.00	0.00	4,752.00	
xxx308524	11/20/18	VERDE DESIGN INC	14-1619400	Consultants	287.50	0.00	287.50	\$287.50
xxx308525	11/20/18	VERMONT SYSTEMS INC	60589	Training and Conferences	375.00	0.00	375.00	\$375.00
xxx308526	11/20/18	WMH CORPORATION	17-BUC-07	Engineering Services	4,410.00	0.00	4,410.00	\$4,410.00
xxx308527	11/20/18	WEST COAST COMPRESSOR	0058366-IN	Equipment Maintenance & Repair Labor	194.21	0.00	194.21	\$979.21
			0058423-IN	Equipment Maintenance & Repair Labor	785.00	0.00	785.00	
xxx308528	11/20/18	WINSUPPLY OF SILICON VALLEY	695119 00	Hand Tools	211.05	0.00	211.05	\$211.05
xxx308529	11/20/18	YI FENG	114881330	DED Services/Training - Books	139.00	0.00	139.00	\$139.00
xxx308530	11/20/18	ZAYO GROUP LLC	2018110024865	Hardware Maintenance	29,353.87	0.00	29,353.87	\$29,353.87
xxx308531	11/20/18	APT US&C	FY2018-2019	Financial Services	200.00	0.00	200.00	\$200.00
xxx308532	11/20/18	CHARITY ONE INSURANCE AGENCY INC	2019-2020	Insurances - Public Liability	1,425.00	0.00	1,425.00	\$1,425.00
xxx308533	11/20/18	STATE WATER RESOURCES CONTROL BOARD	SC-111094	Environmental Services	180.80	0.00	180.80	\$180.80
xxx308534	11/20/18	TOD BRENDLEN	NOV/24/2018	Special Events	1,850.00	0.00	1,850.00	\$1,850.00
xxx308535	11/20/18	UNITED STATES POSTAL SERVICE	8050365-111518	Inventory Purchase	20,000.00	0.00	20,000.00	\$20,000.00
xxx308536	11/20/18	MARK MASELLI	175761-54944	Refund Utility Account Credit	240.85	0.00	240.85	\$240.85

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xxx000544	11/21/18	CALIFORNIA PUBLIC EMP RETIREMENT SYSTEM		Insurances - Medical	1,160,269.37	0.00	1,160,269.37	\$1,599,977.95
				Insurances - Retiree Medical - PERS	439,708.58	0.00	439,708.58	
xxx100775	11/23/18	STATE BOARD OF EQUAL DIRECT DEPOSIT	3039835	Use Tax Payable	3,950.74	0.00	3,950.74	\$3,950.74
xxx906465	11/21/18	EMPLOYMENT DEVELOPMENT DEPT		Insurances - Unemployment	17,819.00	0.00	17,819.00	\$17,819.00
Grand Total Payment Amount								<u>\$2,199,418.98</u>

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xxx9180	11/28/18	ABEL A VARGAS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	260.54	0.00	260.54	\$260.54
xxx9181	11/28/18	AIMEE FOSBENNER	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	53.36	0.00	53.36	\$53.36
xxx9182	11/28/18	ALI FATAPOUR	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx9183	11/28/18	ANNABEL YURUTUCU	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx9184	11/28/18	BRICE MCQUEEN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	942.38	0.00	942.38	\$942.38
xxx9185	11/28/18	BYRON K PIPKIN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	887.34	0.00	887.34	\$887.34
xxx9186	11/28/18	CATHY HAYNES	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,245.04	0.00	1,245.04	\$1,245.04
xxx9187	11/28/18	CHRIS CARRION	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	480.54	0.00	480.54	\$480.54
xxx9188	11/28/18	CORYN CAMPBELL	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx9189	11/28/18	DAN HAMMONS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	942.38	0.00	942.38	\$942.38
xxx9190	11/28/18	DAVID A LEWIS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx9191	11/28/18	DAVID KAHN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,515.07	0.00	1,515.07	\$1,515.07
xxx9192	11/28/18	DAVID L VERBRUGGE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,261.79	0.00	1,261.79	\$1,261.79
xxx9193	11/28/18	DEAN CHU	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	866.25	0.00	866.25	\$866.25
xxx9194	11/28/18	DON JOHNSON	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	487.24	0.00	487.24	\$487.24
xxx9195	11/28/18	DOUGLAS MORETTO						\$1,191.98

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			DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,191.98	0.00	1,191.98	
xxx9196	11/28/18	ENCARNACION HERNANDEZ	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	171.76	0.00	171.76	\$171.76
xxx9197	11/28/18	ERWIN YOUNG	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	602.30	0.00	602.30	\$602.30
xxx9198	11/28/18	EUGENE J WADDELL	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	280.14	0.00	280.14	\$280.14
xxx9199	11/28/18	FRANK J GRGURINA	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	595.99	0.00	595.99	\$595.99
xxx9200	11/28/18	GAIL SWEGLES	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	118.66	0.00	118.66	\$118.66
xxx9201	11/28/18	GARY K CARLS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	310.58	0.00	310.58	\$310.58
xxx9202	11/28/18	GARY LUEBBERS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	299.22	0.00	299.22	\$299.22
xxx9203	11/28/18	GREGORY E KEVIN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx9204	11/28/18	JAMES BOUZIANE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	602.30	0.00	602.30	\$602.30
xxx9205	11/28/18	JEFFREY PLECQUE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,134.34	0.00	1,134.34	\$1,134.34
xxx9206	11/28/18	JEROME P AMMERMAN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx9207	11/28/18	JOHN DEBATTISTA	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	260.54	0.00	260.54	\$260.54
xxx9208	11/28/18	JOHN HOWE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx9209	11/28/18	JOHN S WITTHAUS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx9210	11/28/18	KAREN WOBLESKY	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx9211	11/28/18	KELLY FITZGERALD						\$704.34

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			DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	
xxx9212	11/28/18	KELLY MENEHAN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	46.79	0.00	46.79	\$46.79
xxx9213	11/28/18	KLAUS DAEHNE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	361.38	0.00	361.38	\$361.38
xxx9214	11/28/18	MARK G PETERSEN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,458.71	0.00	1,458.71	\$1,458.71
xxx9215	11/28/18	MARK STIVERS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx9216	11/28/18	MARVIN A ROSE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	449.10	0.00	449.10	\$449.10
xxx9217	11/28/18	MICHAEL A CHAN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx9218	11/28/18	MYRIAM CASTANEDA	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	429.09	0.00	429.09	\$429.09
xxx9219	11/28/18	PETE GONDA	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,458.71	0.00	1,458.71	\$1,458.71
xxx9220	11/28/18	UNIT #303	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	220.37	0.00	220.37	\$220.37
xxx9221	11/28/18	ROBERT WALKER	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,418.36	0.00	1,418.36	\$1,418.36
xxx9222	11/28/18	RONALD DALBA	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx9223	11/28/18	SCOTT MORTON	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	724.06	0.00	724.06	\$724.06
xxx9224	11/28/18	SILVIA MARTINS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	602.30	0.00	602.30	\$602.30
xxx9225	11/28/18	SIMON C LEMUS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx9226	11/28/18	STEPHEN QUICK	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,245.04	0.00	1,245.04	\$1,245.04
xxx9227	11/28/18	STEVEN D PIGOTT						\$458.41

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			DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	458.41	0.00	458.41	
xxx9228	11/28/18	TAMMY PARKHURST	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx9229	11/28/18	THERESE BALBO	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,071.44	0.00	1,071.44	\$1,071.44
xxx9230	11/28/18	TIM CARLYLE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx9231	11/28/18	TIM JOHNSON	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	704.34	0.00	704.34	\$704.34
xxx9232	11/28/18	VINCENT CHETCUTI	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,475.79	0.00	1,475.79	\$1,475.79
xxx9233	11/28/18	WILLIAM BIELINSKI	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	265.62	0.00	265.62	\$265.62
xxx308537	11/27/18	AT&T	000012180820	Utilities - Telephone	24,151.68	0.00	24,151.68	\$24,151.68
xxx308538	11/27/18	ACTION SIGN SYSTEMS	35903	Customized Products	153.20	0.00	153.20	\$191.95
			35932	Customized Products	38.75	0.00	38.75	
xxx308539	11/27/18	AMFASOFT CORP	SANBAR-01	DED Services/Training - Training	4,500.00	0.00	4,500.00	\$4,500.00
xxx308540	11/27/18	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006236923	Advertising Services	385.00	0.00	385.00	\$793.00
			0006236947	Advertising Services	408.00	0.00	408.00	
xxx308541	11/27/18	CANADA COLLEGE	305190	DED Services/Training - Training	173.00	0.00	173.00	\$173.00
xxx308542	11/27/18	CENTRAL LABOR COUNCIL PARTNERSHIP	OCT2018	Contracts/Service Agreements	60,809.93	0.00	60,809.93	\$60,809.93
xxx308543	11/27/18	CENTURY GRAPHICS	49997	General Supplies	359.09	0.00	359.09	\$470.10
			49997	Employee Recognition Expenses	111.01	0.00	111.01	
xxx308544	11/27/18	CONTRACTOR COMPLIANCE & MONITORING INC	10293	Consultants	300.00	0.00	300.00	\$300.00
xxx308545	11/27/18	COUNTY OF SANTA CLARA	FY2018	HazMat Disposal - Household Hazardous Waste Disposal	19,714.19	0.00	19,714.19	\$19,714.19
xxx308546	11/27/18	CRAIG SHEROD PHOTOGRAPHY	180918	Special Events	1,303.50	0.00	1,303.50	\$1,303.50
xxx308547	11/27/18	CYBERSOURCE CORP	235954456394	Software As a Service	75.00	0.00	75.00	\$150.00
			235960421959	Software As a Service	75.00	0.00	75.00	
xxx308548	11/27/18	DANIEL J MCCUNE	CMS-B2-DM	Rec Instructors/Officials	1,000.00	0.00	1,000.00	\$1,000.00

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xxx308549	11/27/18	DEBORAH MARKS	09082018	Community Services Grant	400.00	0.00	400.00	\$400.00
xxx308550	11/27/18	DELL MARKETING LP	10276446122	Computer Hardware	130.77	0.00	130.77	\$130.77
xxx308551	11/27/18	DENNYS RESTAURANT	452556	Prisoner Meals	15.24	0.00	15.24	\$15.24
xxx308553	11/27/18	GLOBAL ACCESS INC	16633	Software As a Service	237.52	0.00	237.52	\$237.52
xxx308554	11/27/18	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1099522	Parts, Vehicles & Motor Equip	-80.00	0.00	-80.00	\$1,069.45
			189-1099910	Inventory Purchase	1,219.45	0.00	1,219.45	
			189-1099939	Parts, Vehicles & Motor Equip	-70.00	0.00	-70.00	
xxx308555	11/27/18	GRAHAM CONTRACTORS INC	SLRRYSEAL18# R	Construction Project Contract Retainage	31,186.64	0.00	31,186.64	\$31,186.64
xxx308556	11/27/18	GRAYBAR ELECTRIC CO INC	9306946625	Comm Equip Maintain & Repair - Materials 2	693.17	0.00	693.17	\$693.17
xxx308557	11/27/18	HAUTE CUISINE INC	114-2018	Food Products	2,118.96	0.00	2,118.96	\$2,118.96
xxx308559	11/27/18	KAMAL MAHMOUD	CK REQ 19-089	DED Services/Training - Books	120.48	0.00	120.48	\$120.48
xxx308560	11/27/18	KOHLWEISS INC	01PU2981	Parts, Vehicles & Motor Equip	261.55	0.00	261.55	\$1,492.96
			01PU2982	Parts, Vehicles & Motor Equip	-261.55	0.00	-261.55	
			01PU5553	Parts, Vehicles & Motor Equip	25.73	0.00	25.73	
			01PU5908	Parts, Vehicles & Motor Equip	7.99	0.00	7.99	
			01PU5936	Parts, Vehicles & Motor Equip	51.90	0.00	51.90	
			01PU6442	Parts, Vehicles & Motor Equip	24.28	0.00	24.28	
			01PU6559	Parts, Vehicles & Motor Equip	62.89	0.00	62.89	
			01PU7163	Inventory Purchase	1,347.11	26.94	1,320.17	
xxx308561	11/27/18	MUFG UNION BANK NA	090118-113018	Financial Services	14,098.35	0.00	14,098.35	\$14,098.35
xxx308562	11/27/18	MONIKA STEINBORN	CK REQ 19-085	DED Services/Training - Books	48.58	0.00	48.58	\$48.58
xxx308563	11/27/18	P&R PAPER SUPPLY CO INC	30223722-00	Inventory Purchase	70.11	0.00	70.11	\$70.11
xxx308565	11/27/18	PATSONS MEDIA GROUP	207886	Printing & Related Services	103.55	0.00	103.55	\$2,135.04
			207887	Printing & Related Services	147.15	0.00	147.15	
			207888	Printing & Related Services	57.77	0.00	57.77	
			207889	Printing & Related Services	179.85	0.00	179.85	
			207890	Printing & Related Services	1,451.61	0.00	1,451.61	
			207891	Printing & Related Services	195.11	0.00	195.11	
xxx308566	11/27/18	SAFEWAY INC	430697-112018	Food Products	11.98	0.00	11.98	\$95.15
			432957-112618	Inventory Purchase	22.68	0.00	22.68	

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			728796-111318	Food Products	16.98	0.00	16.98	
			803775-110618	General Supplies	10.00	0.00	10.00	
			804704-110618	Food Products	33.51	0.00	33.51	
xxx308567	11/27/18	SANTA CLARA COUNTY CITIES MANAGERS ASSN	DEC/5/2018	Meetings	240.00	0.00	240.00	\$240.00
xxx308569	11/27/18	SIERRA TRAFFIC MARKINGS INC	GRNPVMTMR KG#R	Construction Project Contract Retainage	7,967.95	0.00	7,967.95	\$7,967.95
xxx308570	11/27/18	SINO-AMERICAN BOOKS & ARTS	100818	Library Acquisitions, Books	3,832.39	0.00	3,832.39	\$3,832.39
xxx308571	11/27/18	SMART & FINAL INC	225649-110118	General Supplies	25.04	0.00	25.04	\$73.93
			233429-110518	Food Products	48.89	0.00	48.89	
xxx308572	11/27/18	SOFTCHOICE CORP	4950683	Computer Software	227,700.00	0.00	227,700.00	\$344,378.69
			4950709	Software Licensing & Support	116,678.69	0.00	116,678.69	
xxx308573	11/27/18	SPORTZANIA INC DBA SKYHAWKS SPORTS	SKY2018SO	Rec Instructors/Officials	17,507.18	0.00	17,507.18	\$17,507.18
xxx308577	11/27/18	ALBERT J SCOTT	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	134.34	0.00	134.34	\$134.34
xxx308578	11/27/18	CHARLES S EANEFF JR	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24
xxx308579	11/27/18	CYNTHIA J HOWELLS	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	562.26	0.00	562.26	\$562.26
xxx308580	11/27/18	DEAN S RUSSELL	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	1,261.79	0.00	1,261.79	\$1,261.79
xxx308581	11/27/18	EMERGENCY MEDICAL SERVICES AUTHORITY	27680-1804	Training and Conferences	259.00	0.00	259.00	\$259.00
xxx308582	11/27/18	ESTRELLA KAWCZYNSKI	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	183.34	0.00	183.34	\$183.34
xxx308583	11/27/18	GLEN FORTIN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	457.34	0.00	457.34	\$457.34
xxx308584	11/27/18	LOZANOS ROOFING SERVICES	0000123	Customer Loans Disbursed	18,500.00	0.00	18,500.00	\$18,500.00
xxx308585	11/27/18	MARK ROGGE	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	53.36	0.00	53.36	\$53.36
xxx308586	11/27/18	NANCY BOLGARD STEWARD	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	929.24	0.00	929.24	\$929.24

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xxx308587	11/27/18	PACIFIC GAS & ELECTRIC CO	05225890201018	Utilities - Gas	50.29		0.00	50.29	\$49,815.21
			05225892761018	Utilities - Electric	2,778.46		0.00	2,778.46	
			05225894561018	Utilities - Electric	2,079.62		0.00	2,079.62	
			06025923001018	Utilities - Electric	17.20		0.00	17.20	
			06037193331018	Utilities - Electric	0.07		0.00	0.07	
			06040860491018	Utilities - Electric	22.66		0.00	22.66	
			06072000411018	Utilities - Electric	17.42		0.00	17.42	
			06075132701018	Utilities - Electric	14.61		0.00	14.61	
			06075133001018	Utilities - Electric	11.73		0.00	11.73	
			06075135281018	Utilities - Electric	32.11		0.00	32.11	
			06075135641018	Utilities - Electric	6.79		0.00	6.79	
			06075139671018	Utilities - Electric	0.72		0.00	0.72	
			06081240041018	Utilities - Electric	40.58		0.00	40.58	
			14823837851018	Utilities - Electric	39.71		0.00	39.71	
			18068041901018	Utilities - Electric	79.14		0.00	79.14	
			19867842521018	Utilities - Electric	35.59		0.00	35.59	
			32702441031018	Utilities - Electric	454.86		0.00	454.86	
			32709321911018	Utilities - Electric	75.58		0.00	75.58	
			32725920041018	Utilities - Electric	45.11		0.00	45.11	
			32725920071018	Utilities - Electric	12.79		0.00	12.79	
			32725920141018	Utilities - Electric	45.39		0.00	45.39	
			32725920351018	Utilities - Gas	8.12		0.00	8.12	
			32725921111018	Utilities - Electric	16.06		0.00	16.06	
			32725921171018	Utilities - Electric	103.32		0.00	103.32	
			32725921261018	Utilities - Electric	12.00		0.00	12.00	
			32725921321018	Utilities - Electric	124.69		0.00	124.69	
			32725921431018	Utilities - Electric	3.95		0.00	3.95	
			32725921481018	Utilities - Electric	198.94		0.00	198.94	
			32725921491018	Utilities - Electric	11.42		0.00	11.42	
			32725921611018	Utilities - Electric	55.81		0.00	55.81	
			32725921711018	Utilities - Electric	137.52		0.00	137.52	

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			32725921791018	Utilities - Electric	1.54	0.00	1.54	
			32725921801018	Utilities - Electric	16.43	0.00	16.43	
			32725922051018	Utilities - Electric	40.19	0.00	40.19	
			32725922091018	Utilities - Electric	1,504.13	0.00	1,504.13	
			32725922411018	Utilities - Electric	1,038.23	0.00	1,038.23	
			32725922521018	Utilities - Electric	289.41	0.00	289.41	
			32725922581018	Utilities - Electric	196.71	0.00	196.71	
			32725922851018	Utilities - Electric	3.97	0.00	3.97	
			32725923121018	Utilities - Electric	128.64	0.00	128.64	
			32725923351018	Utilities - Electric	132.95	0.00	132.95	
			32725923371018	Utilities - Electric	6.77	0.00	6.77	
			32725923401018	Utilities - Electric	19.77	0.00	19.77	
			32725923711018	Utilities - Electric	11.58	0.00	11.58	
			32725923771018	Utilities - Electric	368.18	0.00	368.18	
			32725923851018	Utilities - Electric	14.77	0.00	14.77	
			32725924031018	Utilities - Electric	407.68	0.00	407.68	
			32725924041018	Utilities - Electric	109.10	0.00	109.10	
			32725924171018	Utilities - Electric	53.19	0.00	53.19	
			32725924961018	Utilities - Electric	781.51	0.00	781.51	
			32725924971018	Utilities - Electric	11.89	0.00	11.89	
			32725925001018	Utilities - Electric	251.85	0.00	251.85	
			32725925011018	Utilities - Electric	58.77	0.00	58.77	
			32725925201018	Utilities - Electric	467.73	0.00	467.73	
			32725925211018	Utilities - Electric	97.10	0.00	97.10	
			32725925231018	Utilities - Electric	179.86	0.00	179.86	
			32725925371018	Utilities - Electric	154.82	0.00	154.82	
			32725925631018	Utilities - Electric	1,341.44	0.00	1,341.44	
			32725925691018	Utilities - Electric	25.52	0.00	25.52	
			32725925891018	Utilities - Electric	455.27	0.00	455.27	
			32725926211018	Utilities - Electric	231.20	0.00	231.20	
			32725926441018	Utilities - Electric	1,055.49	0.00	1,055.49	

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			32725926471018	Utilities - Electric	783.73	0.00	783.73	
			32725926831018	Utilities - Electric	540.31	0.00	540.31	
			32725926851018	Utilities - Electric	262.11	0.00	262.11	
			32725926871018	Utilities - Electric	0.53	0.00	0.53	
			32725926941018	Utilities - Electric	414.90	0.00	414.90	
			32725926951018	Utilities - Electric	22.46	0.00	22.46	
			32725927041018	Utilities - Electric	10.87	0.00	10.87	
			32725927251018	Utilities - Electric	247.43	0.00	247.43	
			32725927291018	Utilities - Electric	4.80	0.00	4.80	
			32725927341018	Utilities - Electric	490.28	0.00	490.28	
			32725927361018	Utilities - Gas	252.71	0.00	252.71	
			32725927381018	Utilities - Electric	102.34	0.00	102.34	
			32725927401018	Utilities - Electric	70.68	0.00	70.68	
			32725927511018	Utilities - Electric	476.03	0.00	476.03	
			32725927631018	Utilities - Electric	733.40	0.00	733.40	
			32725927681018	Utilities - Electric	0.91	0.00	0.91	
			32725928001018	Utilities - Electric	231.64	0.00	231.64	
			32725928251018	Utilities - Electric	18.17	0.00	18.17	
			32725929101018	Utilities - Electric	1.06	0.00	1.06	
			32725929141018	Utilities - Electric	47.11	0.00	47.11	
			32725929221018	Utilities - Electric	772.75	0.00	772.75	
			32725929251018	Utilities - Electric	0.83	0.00	0.83	
			32725929281018	Utilities - Electric	35.04	0.00	35.04	
			32725929391018	Utilities - Electric	65.49	0.00	65.49	
			32725929441018	Utilities - Electric	521.56	0.00	521.56	
			32725929751018	Utilities - Electric	109.57	0.00	109.57	
			32730750561018	Utilities - Electric	334.95	0.00	334.95	
			32753650071018	Utilities - Electric	157.23	0.00	157.23	
			32754254881018	Utilities - Electric	158.68	0.00	158.68	
			32784398001018	Utilities - Electric	272.80	0.00	272.80	
			32799419321018	Utilities - Gas	18.47	0.00	18.47	

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			35922924581018	Utilities - Electric	23.70	0.00	23.70	
			36207652981018	Utilities - Electric	61.85	0.00	61.85	
			38257235831018	Utilities - Electric	64.71	0.00	64.71	
			39509111001018	Utilities - Electric	39.68	0.00	39.68	
			43142590151018	Utilities - Gas	9.59	0.00	9.59	
			43142590251018	Utilities - Gas	1,180.96	0.00	1,180.96	
			43142590301018	Utilities - Gas	272.28	0.00	272.28	
			43142591281018	Utilities - Electric	658.25	0.00	658.25	
			43142597201018	Utilities - Electric	794.21	0.00	794.21	
			43142597641018	Utilities - Electric	1,294.77	0.00	1,294.77	
			43142599651018	Utilities - Electric	833.16	0.00	833.16	
			48131400741018	Utilities - Electric	9.98	0.00	9.98	
			52896844241018	Utilities - Gas	375.15	0.00	375.15	
			52896847891018	Utilities - Electric	760.40	0.00	760.40	
			60209026831018	Utilities - Electric	8.35	0.00	8.35	
			60211953741018	Utilities - Electric	3.51	0.00	3.51	
			60225901001018	Utilities - Electric	9.86	0.00	9.86	
			60225901011018	Utilities - Electric	385.90	0.00	385.90	
			60225901311018	Utilities - Electric	12.42	0.00	12.42	
			60225901821018	Utilities - Electric	105.27	0.00	105.27	
			60225902011018	Utilities - Electric	183.11	0.00	183.11	
			60225902291018	Utilities - Electric	24.63	0.00	24.63	
			60225902661018	Utilities - Electric	515.29	0.00	515.29	
			60225902811018	Utilities - Electric	245.49	0.00	245.49	
			60225902951018	Utilities - Electric	30.28	0.00	30.28	
			60225903301018	Utilities - Electric	63.01	0.00	63.01	
			60225903371018	Utilities - Electric	2.31	0.00	2.31	
			60225903551018	Utilities - Electric	131.76	0.00	131.76	
			60225904271018	Utilities - Electric	3.37	0.00	3.37	
			60225904461018	Utilities - Electric	1.33	0.00	1.33	
			60225904501018	Utilities - Electric	5.19	0.00	5.19	

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			60225905411018	Utilities - Electric	26.12	0.00	26.12	
			60225906091018	Utilities - Electric	3,920.46	0.00	3,920.46	
			60225906401018	Utilities - Electric	4.59	0.00	4.59	
			60225906511018	Utilities - Electric	984.16	0.00	984.16	
			60225906591018	Utilities - Electric	218.22	0.00	218.22	
			60225906651018	Utilities - Electric	72.78	0.00	72.78	
			60225906781018	Utilities - Electric	1,696.42	0.00	1,696.42	
			60225906941018	Utilities - Electric	1,703.62	0.00	1,703.62	
			60225906981018	Utilities - Electric	310.99	0.00	310.99	
			60225907191018	Utilities - Electric	624.99	0.00	624.99	
			60225907631018	Utilities - Electric	2.62	0.00	2.62	
			60225907691018	Utilities - Electric	134.75	0.00	134.75	
			60225907731018	Utilities - Electric	26.90	0.00	26.90	
			60225907761018	Utilities - Electric	12.50	0.00	12.50	
			60225908161018	Utilities - Electric	800.19	0.00	800.19	
			60225908171018	Utilities - Electric	24.08	0.00	24.08	
			60225908611018	Utilities - Electric	28.44	0.00	28.44	
			60225908941018	Utilities - Electric	36.36	0.00	36.36	
			60243005771018	Utilities - Electric	1.44	0.00	1.44	
			60255379991018	Utilities - Electric	1,245.44	0.00	1,245.44	
			60279502631018	Utilities - Electric	486.86	0.00	486.86	
			63004478111018	Utilities - Electric	48.62	0.00	48.62	
			65170651531018	Utilities - Electric	987.32	0.00	987.32	
			66172622091018	Utilities - Electric	21.62	0.00	21.62	
			72891152061018	Utilities - Electric	10.72	0.00	10.72	
			91475900361018	Utilities - Electric	188.77	0.00	188.77	
			91475900451018	Utilities - Gas	19.50	0.00	19.50	
			91475901221018	Utilities - Electric	31.74	0.00	31.74	
			91475903191018	Utilities - Electric	80.21	0.00	80.21	
			91475903551018	Utilities - Electric	300.00	0.00	300.00	
			91475904101018	Utilities - Electric	422.72	0.00	422.72	

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			91475904311018	Utilities - Electric	363.99	0.00	363.99	
			91475904901018	Utilities - Electric	62.82	0.00	62.82	
			91475906251018	Utilities - Electric	117.78	0.00	117.78	
			91475906621018	Utilities - Electric	368.35	0.00	368.35	
			91475907051018	Utilities - Electric	143.57	0.00	143.57	
			91475907471018	Utilities - Electric	521.33	0.00	521.33	
			91475907601018	Utilities - Electric	369.85	0.00	369.85	
			91475907801018	Utilities - Electric	218.38	0.00	218.38	
			91475908691018	Utilities - Electric	245.82	0.00	245.82	
			91475909641018	Utilities - Electric	735.64	0.00	735.64	
			91475909791018	Utilities - Electric	662.50	0.00	662.50	
			96226800431018	Utilities - Electric	86.27	0.00	86.27	
			96226804091018	Utilities - Electric	176.25	0.00	176.25	
			97331850981018	Utilities - Electric	12.95	0.00	12.95	
xxx308600	11/27/18	ROBERT VAN HEUSEN	DECEMBER 2018	Insurances - Retiree Medical - Retiree Reimbursement	575.14	0.00	575.14	\$575.14
xxx308601	11/27/18	HUIDI WANG	890569	Lib - Lost & Damaged Circulation	6.53	0.00	6.53	\$6.53
xxx308602	11/27/18	MCLARNEY CONSTRUCTION	2018-4410	Construction Tax	2,376.00	0.00	2,376.00	\$10,488.36
			2018-4410	Permit - Building	2,980.95	0.00	2,980.95	
			2018-4410	Permit - Fire Prev Construct	2,086.66	0.00	2,086.66	
			2018-4410	Energy Plan Check Fee	298.09	0.00	298.09	
			2018-4410	Plan Maintenance Fees - General Plan Maintenance	660.00	0.00	660.00	
			2018-4410	Plan Check Fees	2,086.66	0.00	2,086.66	
xxx308603	11/27/18	SREERAM GADDAMANUGU	873910	Lib - Lost & Damaged Circulation	3.56	0.00	3.56	\$3.56
xxx308604	11/27/18	STC VENTURE LLC	2018-7806	Administrative Request Fees	390.00	0.00	390.00	\$390.00
xxx308605	11/27/18	YING XIE	887514	Lib - Lost & Damaged Circulation	10.00	0.00	10.00	\$10.00
xxx308606	11/29/18	P&A ADMINISTRATIVE SERVICES INC	122018	Miscellaneous Payment	815.50	0.00	815.50	\$2,772.70
			FY2019#01	Miscellaneous Payment	1,957.20	0.00	1,957.20	
xxx308607	11/29/18	AARON'S INDUSTRIAL PUMPING	10/27/2018	Facilities Maintenance & Repair Labor	395.00	0.00	395.00	\$395.00
xxx308608	11/29/18	AGILENT TECHNOLOGIES INC	116098830	General Supplies	1,297.11	0.00	1,297.11	\$1,297.11
xxx308609	11/29/18	ALTEC INDUSTRIES INC	11060140	Parts, Vehicles & Motor Equip	1,539.39	0.00	1,539.39	\$1,539.39

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xxx308610	11/29/18	APPLEONE EMPLOYMENT SERVICES	01-5043965	Salaries - Regular Part-Time	106.95	0.00	106.95	\$9,907.83
			01-5043965	Salaries - Contract Personnel	9,792.49	0.00	9,792.49	
			01-5043965	Travel Expenses - Mileage	8.39	0.00	8.39	
xxx308611	11/29/18	AQUATIC DESIGN GROUP INC	27044	Engineering Services	337.16	0.00	337.16	\$337.16
xxx308613	11/29/18	BELLECCI & ASSOC INC	16155-J	Engineering Services	10,104.50	0.00	10,104.50	\$10,104.50
xxx308614	11/29/18	CDM SMITH	90056720	Consultants	285,705.33	0.00	285,705.33	\$285,705.33
xxx308615	11/29/18	CALIFORNIA SPORTS CENTER	CSC0918	Rec Instructors/Officials	65,660.58	0.00	65,660.58	\$65,660.58
xxx308616	11/29/18	CALIFORNIA TRENCHLESS INC	SNTRYSWRMN #01	Construction Project Contract Retainage	2,000.00	0.00	2,000.00	\$2,000.00
xxx308617	11/29/18	CALLANDER ASSOC	18054-2	Consultants	4,499.52	0.00	4,499.52	\$4,499.52
xxx308618	11/29/18	CALTRONICS BUSINESS SYSTEMS	2635861	Misc Equip Maint & Repair - Labor	199.00	0.00	199.00	\$425.65
			2635861	Misc Equip Maint & Repair - Materials	226.65	0.00	226.65	
xxx308619	11/29/18	CENTURY GRAPHICS	49938	General Supplies	535.50	0.00	535.50	\$535.50
xxx308620	11/29/18	CITY & COUNTY OF SAN FRANCISCO	OCT2018	Contracts/Service Agreements	8,220.34	0.00	8,220.34	\$8,220.34
xxx308621	11/29/18	CONTRACTOR COMPLIANCE & MONITORING INC	10608	Consultants	2,000.00	0.00	2,000.00	\$2,000.00
xxx308622	11/29/18	CORIX WATER PRODUCTS US INC	17813037831	Inventory Purchase	1,925.74	17.67	1,908.07	\$4,732.49
			17813037999	Inventory Purchase	2,672.03	24.51	2,647.52	
			17813038002	Inventory Purchase	178.54	1.64	176.90	
xxx308623	11/29/18	CRITEX LLC	2138	Misc Equip Maint & Repair - Materials	6,916.70	0.00	6,916.70	\$6,916.70
xxx308624	11/29/18	D & M TRAFFIC SERVICES INC	61848	Inventory Purchase	227.81	0.00	227.81	\$1,205.54
			61849	Inventory Purchase	977.73	0.00	977.73	
xxx308625	11/29/18	DEMANDSTAR CORPORATION	7358	General Supplies	5,000.00	0.00	5,000.00	\$5,000.00
xxx308626	11/29/18	EVOQUA WATER TECHNOLOGIES LLC	903757279	General Supplies	292.00	0.00	292.00	\$292.00
xxx308627	11/29/18	EWING IRRIGATION PRODUCTS INC	6064552	Materials - Land Improve	177.57	0.00	177.57	\$535.53
			6092984	Materials - Land Improve	357.96	0.00	357.96	
xxx308628	11/29/18	FEDEX	6-342-54675	Mailing & Delivery Services	9.18	0.00	9.18	\$16.34
			6-371-53802	Mailing & Delivery Services	7.16	0.00	7.16	
xxx308629	11/29/18	FEHR & PEERS	125681	Developer Passthroughs-Downtown Projects	13,457.25	0.00	13,457.25	\$13,457.25
xxx308630	11/29/18	GRM INFORMATION MANAGEMENT SERVICES	0096218	Records Related Services	1,450.54	0.00	1,450.54	\$1,450.54
xxx308631	11/29/18	GALE/CENGAGE LEARNING						\$192.63

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xxx308632	11/29/18	GARDENLAND POWER EQUIPMENT	65495935	Library Acquisitions, Books	54.04	0.00	54.04	
			65561344	Library Acquisitions, Books	108.95	0.00	108.95	
			65567810	Library Acquisitions, Books	29.64	0.00	29.64	
			622821	Misc Equip Maint & Repair - Materials	119.97	0.00	119.97	\$296.76
			622822	Misc Equip Maint & Repair - Labor	106.01	0.00	106.01	
			625222	Misc Equip Maint & Repair - Materials	70.78	0.00	70.78	
xxx308633	11/29/18	GETTLER-RYAN INC	52040896	Consultants	5,390.00	0.00	5,390.00	\$5,390.00
xxx308634	11/29/18	GOLDEN GATE TRUCK CENTER	F005883275:01	Parts, Vehicles & Motor Equip	96.42	0.00	96.42	\$96.42
xxx308635	11/29/18	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1099439	Auto Maint & Repair - Labor	61.18	0.00	61.18	\$7,079.52
			189-1099439	Auto Maint & Repair - Materials	48.05	0.00	48.05	
			189-1099459	Auto Maint & Repair - Labor	184.73	0.00	184.73	
			189-1099459	Auto Maint & Repair - Materials	28.63	0.00	28.63	
			189-1099463	Parts, Vehicles & Motor Equip	365.01	0.00	365.01	
			189-1099495	Auto Maint & Repair - Labor	94.92	0.00	94.92	
			189-1099495	Auto Maint & Repair - Materials	58.63	0.00	58.63	
			189-1099502	Parts, Vehicles & Motor Equip	353.95	0.00	353.95	
			189-1099538	Parts, Vehicles & Motor Equip	302.68	0.00	302.68	
			189-1099555	Parts, Vehicles & Motor Equip	-140.00	0.00	-140.00	
			189-1099574	Parts, Vehicles & Motor Equip	303.25	0.00	303.25	
			189-1099588	Parts, Vehicles & Motor Equip	346.87	0.00	346.87	
			189-1099593	Auto Maint & Repair - Labor	189.84	0.00	189.84	
			189-1099593	Auto Maint & Repair - Materials	1,793.86	0.00	1,793.86	
			189-1099606	Auto Maint & Repair - Labor	172.56	0.00	172.56	
			189-1099606	Auto Maint & Repair - Materials	57.25	0.00	57.25	
			189-1099608	Auto Maint & Repair - Labor	122.09	0.00	122.09	
			189-1099648	Parts, Vehicles & Motor Equip	381.13	0.00	381.13	
			189-1099671	Auto Maint & Repair - Labor	47.46	0.00	47.46	
			189-1099671	Auto Maint & Repair - Materials	29.31	0.00	29.31	
			189-1099697	Parts, Vehicles & Motor Equip	1,007.48	0.00	1,007.48	
			189-1099713	Parts, Vehicles & Motor Equip	662.75	0.00	662.75	
			189-1099942	Parts, Vehicles & Motor Equip	607.89	0.00	607.89	

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xxx308638	11/29/18	GRANITEROCK CO	1129435-A	Materials - Land Improve	8,848.27	0.00	8,848.27	\$13,351.60
			1130938	Materials - Land Improve	4,503.33	0.00	4,503.33	
xxx308639	11/29/18	GRAYBAR ELECTRIC CO INC	9307007887	Comm Equip Maintain & Repair - Materials 2	284.44	0.00	284.44	\$284.44
xxx308640	11/29/18	HACK THE HOOD	1043	Contracts/Service Agreements	4,250.00	0.00	4,250.00	\$4,250.00
xxx308641	11/29/18	HECKLER & KOCH DEFENSE INC	90211255	General Supplies	1,016.69	0.00	1,016.69	\$1,016.69
xxx308642	11/29/18	HYBRID COMMERCIAL PRINTING INC	26675	Printing & Related Services	397.85	0.00	397.85	\$397.85
xxx308643	11/29/18	IMAGEX	216177	Printing & Related Services	1,341.86	0.00	1,341.86	\$1,341.86
xxx308644	11/29/18	INTEGRATED ARCHIVE SYSTEMS INC	0089570-IN	Computer Hardware	2,854.44	0.00	2,854.44	\$7,200.00
			0089570-IN	Professional Services	4,345.56	0.00	4,345.56	
xxx308645	11/29/18	INTERIORS & TEXTILES CORP	593	Bldg Maint Matls & Supplies	4,317.28	0.00	4,317.28	\$4,317.28
xxx308646	11/29/18	KMVT COMMUNITY TELEVISION	7324	Engineering Services	5,378.75	0.00	5,378.75	\$5,378.75
xxx308647	11/29/18	KEYSER MARSTON ASSOC INC	0032808	Developer Passthroughs-Downtown Projects	1,502.50	0.00	1,502.50	\$1,502.50
xxx308648	11/29/18	KIDZ LOVE SOCCER	KLS2018SO	Rec Instructors/Officials	13,661.20	0.00	13,661.20	\$13,661.20
xxx308649	11/29/18	LANCESOFT, INC.	LR-2018-73858	Professional Services	5,125.00	0.00	5,125.00	\$5,125.00
xxx308650	11/29/18	LARRY WERTMAN	520	Rec Instructors/Officials	407.40	0.00	407.40	\$407.40
xxx308651	11/29/18	LIEBERT CASSIDY WHITMORE	1467927	City Training Program	2,500.00	0.00	2,500.00	\$2,500.00
xxx308652	11/29/18	MACIAS GINI AND OCONNELL LLP	256765	Financial Services	3,550.00	0.00	3,550.00	\$34,240.00
			258856	Financial Services	30,690.00	0.00	30,690.00	
xxx308653	11/29/18	MANAGEMENT PARTNERS INC	INV06447	Financial Services	1,162.50	0.00	1,162.50	\$1,162.50
xxx308654	11/29/18	MIDPEN HOUSING CORPORATION	1718-832040 #8	Outside Group Funding	5,429.69	0.00	5,429.69	\$5,429.69
xxx308655	11/29/18	MIDWEST TAPE	96556889	Library Acquis, Audio/Visual	1,143.50	0.00	1,143.50	\$3,727.96
			96584776	Library Acquis, Audio/Visual	1,167.99	0.00	1,167.99	
			96584778	Library Acquis, Audio/Visual	119.86	0.00	119.86	
			96585568	Library Acquis, Audio/Visual	144.59	0.00	144.59	
			96590580	Library Acquis, Audio/Visual	98.05	0.00	98.05	
			96611919	Library Acquis, Audio/Visual	1,053.97	0.00	1,053.97	
xxx308656	11/29/18	MISSION ACADEMY OF MUSIC LLC	MAMSV18-3	Rec Instructors/Officials	504.00	0.00	504.00	\$504.00
xxx308657	11/29/18	MUNICIPAL PLAN CHECK SERVICES, INC.	1060	Consultants	11,062.50	0.00	11,062.50	\$23,400.00
			1066	Consultants	12,337.50	0.00	12,337.50	
xxx308658	11/29/18	NAPA AUTO PARTS	5983-434880	Parts, Vehicles & Motor Equip	119.02	0.00	119.02	\$529.85

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			5983-434923	Parts, Vehicles & Motor Equip	17.51	0.00	17.51	
			5983-435017	Parts, Vehicles & Motor Equip	102.03	0.00	102.03	
			5983-435048	Parts, Vehicles & Motor Equip	22.08	0.00	22.08	
			5983-435060	Parts, Vehicles & Motor Equip	10.01	0.00	10.01	
			5983-435260	Parts, Vehicles & Motor Equip	104.29	0.00	104.29	
			5983-435321	Parts, Vehicles & Motor Equip	75.44	0.00	75.44	
			5983-435329	Parts, Vehicles & Motor Equip	28.72	0.00	28.72	
			5983-435331	Parts, Vehicles & Motor Equip	50.75	0.00	50.75	
xxx308659	11/29/18	OTIS ELEVATOR COMPANY	SJ66427B18	Facilities Maintenance & Repair Labor	4,606.08	0.00	4,606.08	\$4,606.08
xxx308660	11/29/18	PAYFLEX SYSTEMS USA INC	128934-1220682	Professional Services	821.28	0.00	821.28	\$821.28
xxx308661	11/29/18	PAN ASIAN PUBLICATIONS INC	U-15813	Library Acquisitions, Books	1,097.35	0.00	1,097.35	\$1,097.35
xxx308662	11/29/18	PEARSON BUICK GMC	327686	Parts, Vehicles & Motor Equip	225.07	0.00	225.07	\$225.07
xxx308663	11/29/18	PLANET FUTSAL	FKSO2018	Rec Instructors/Officials	1,999.20	0.00	1,999.20	\$1,999.20
xxx308664	11/29/18	PLANET GRANITE BELMONT LLC	PG2018SO	Rec Instructors/Officials	1,950.00	0.00	1,950.00	\$1,950.00
xxx308665	11/29/18	RAUL BULATAO	CMS-B2-RB	Rec Instructors/Officials	1,000.00	0.00	1,000.00	\$1,000.00
xxx308666	11/29/18	READYREFRESH BY NESTLE	08K0035365238	Miscellaneous Services	32.69	0.00	32.69	\$32.69
xxx308667	11/29/18	REDWOOD ENGINEERING CONSTRUCTION	PLYGRNDEQRP #R	Construction Project Contract Retainage	78,259.51	0.00	78,259.51	\$78,259.51
xxx308668	11/29/18	ROBERT GUZMAN	CMS-B2-RG	Rec Instructors/Officials	1,000.00	0.00	1,000.00	\$1,000.00
xxx308669	11/29/18	SSA LANDSCAPE ARCHITECTS INC	6259	Engineering Services	1,264.50	0.00	1,264.50	\$1,264.50
xxx308670	11/29/18	SAFEWAY INC	725876-110718	Food Products	7.99	0.00	7.99	\$30.96
			809592-111418	Food Products	22.97	0.00	22.97	
xxx308671	11/29/18	SANTA CLARA VALLEY WATER DISTRICT	GM101194	Taxes & Licenses - Misc	9,770.62	0.00	9,770.62	\$9,770.62
xxx308672	11/29/18	SANTA CLARA VLY TRANSPORTATION AUTHORITY	0000019235	DED Services/Training - Transportation	30.00	0.00	30.00	\$30.00
xxx308673	11/29/18	SHRED-IT USA	8125891091	Records Related Services	52.97	0.00	52.97	\$52.97
xxx308674	11/29/18	SILVER & WRIGHT LLP	25184	Legal Services	3,788.03	0.00	3,788.03	\$3,788.03
xxx308675	11/29/18	SMART & FINAL INC	229746-110518	Food Products	11.99	0.00	11.99	\$115.27
			229746-110518	General Supplies	24.84	0.00	24.84	
			244745-111318	General Supplies	78.44	0.00	78.44	
xxx308676	11/29/18	SUBURBAN PROPANE	2423945	Materials - Land Improve	127.48	0.00	127.48	\$127.48
xxx308677	11/29/18	SUNNYVALE FORD	132130FOW	Parts, Vehicles & Motor Equip	252.74	0.00	252.74	\$2,755.94

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			132363FOW	Parts, Vehicles & Motor Equip	171.20	0.00	171.20	
			132395FOW	Parts, Vehicles & Motor Equip	115.30	0.00	115.30	
			132447FOW	Parts, Vehicles & Motor Equip	3.75	0.00	3.75	
			132551FOW	Parts, Vehicles & Motor Equip	9.37	0.00	9.37	
			132734FOW	Parts, Vehicles & Motor Equip	46.07	0.00	46.07	
			135111FOW	Parts, Vehicles & Motor Equip	56.04	0.00	56.04	
			135177FOW	Parts, Vehicles & Motor Equip	190.64	0.00	190.64	
			135181FOW	Parts, Vehicles & Motor Equip	56.04	0.00	56.04	
			135192FOW	Parts, Vehicles & Motor Equip	24.45	0.00	24.45	
			135755FOW	Parts, Vehicles & Motor Equip	15.97	0.00	15.97	
			135818FOW	Parts, Vehicles & Motor Equip	111.59	0.00	111.59	
			135819FOW	Parts, Vehicles & Motor Equip	36.54	0.00	36.54	
			135820FOW	Parts, Vehicles & Motor Equip	347.02	0.00	347.02	
			136207FOW	Parts, Vehicles & Motor Equip	65.88	0.00	65.88	
			136214FOW	Parts, Vehicles & Motor Equip	57.65	0.00	57.65	
			136244FOW	Parts, Vehicles & Motor Equip	70.89	0.00	70.89	
			FOCS784368	Auto Maint & Repair - Labor	139.95	0.00	139.95	
			FOCS785298	Auto Maint & Repair - Labor	379.95	0.00	379.95	
			FOCS785395	Auto Maint & Repair - Labor	150.00	0.00	150.00	
			FOCS785552	Auto Maint & Repair - Labor	314.95	0.00	314.95	
			FOCS786645	Auto Maint & Repair - Labor	139.95	0.00	139.95	
xxx308679	11/29/18	SUNNYVALE TOWING INC	303103	Vehicle Towing Services	45.00	0.00	45.00	\$45.00
xxx308680	11/29/18	TANKO STREETLIGHTING INC	51392	Construction Services	23,366.20	0.00	23,366.20	\$77,480.84
			51392	General Supplies	54,114.64	0.00	54,114.64	
xxx308681	11/29/18	TIGER MARTIAL ARTS ACADEMY INC	TMA2018SO	Rec Instructors/Officials	1,523.20	0.00	1,523.20	\$1,523.20
xxx308682	11/29/18	TRISTAR RISK MANAGEMENT	105566	Workers' Compensation - Claims	4,201.72	0.00	4,201.72	\$9,827.79
			105629	Workers' Compensation - Claims	2,346.28	0.00	2,346.28	
			105630	Workers' Compensation - Claims	3,279.79	0.00	3,279.79	
xxx308683	11/29/18	US HEALTHWORKS MEDICAL GROUP PC	3405784-CA	Pre-Employment Testing	828.00	0.00	828.00	\$1,621.00
			3411685-CA	Pre-Employment Testing	410.00	0.00	410.00	
			3422170-CA	Pre-Employment Testing	383.00	0.00	383.00	

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xxx308684	11/29/18	UNITY COURIER SERVICE INC	435438	Contracts/Service Agreements	803.00	0.00	803.00	\$803.00
xxx308685	11/29/18	V & A CONSULTING ENGINEERS	17998	Engineering Services	2,015.00	0.00	2,015.00	\$2,015.00
xxx308686	11/29/18	V & W CULTURE CO	S09062018NFB	Library Acquisitions, Books	2,668.31	0.00	2,668.31	\$2,668.31
xxx308687	11/29/18	VERITIV OPERATING COMPANY	035-32209370	General Supplies	439.06	0.00	439.06	\$439.06
xxx308688	11/29/18	VERIZON WIRELESS	9816162761	Utilities - Mobile Phones - City Mobile Phones	50.34	0.00	50.34	\$100.68
			9818046288	Utilities - Mobile Phones - City Mobile Phones	50.34	0.00	50.34	
xxx308689	11/29/18	VERIZON WIRELESS	9816846408	Communication Equipment	5,714.60	0.00	5,714.60	\$21,086.90
			9816846408	Utilities - Mobile Phones - City Mobile Phones	15,372.30	0.00	15,372.30	
xxx308691	11/29/18	VERN WASKOM COMPANY	35688	Inventory Purchase	188.00	0.00	188.00	\$294.55
			35706	Inventory Purchase	106.55	0.00	106.55	
xxx308692	11/29/18	WARDELL AUTO INTERIORS AND TOPS LLC	3593	Auto Maint & Repair - Labor	218.50	0.00	218.50	\$256.65
			3593	Auto Maint & Repair - Materials	38.15	0.00	38.15	
xxx308693	11/29/18	CINTAS LOC #38K	54K130862	Laundry & Cleaning Services	6.62	0.00	6.62	\$99.30
			54K131913	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K132926	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K134024	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K135156	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K136299	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K137401	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K138586	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K139701	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K140853	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K141962	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K143100	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K144362	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K145589	Laundry & Cleaning Services	6.62	0.00	6.62	
			54K146788	Laundry & Cleaning Services	6.62	0.00	6.62	
xxx308695	11/29/18	OFFICE DEPOT INC	186071748002	Supplies, Office 1	99.11	0.00	99.11	\$8,609.60
			189397660002	Supplies, Office 1	84.95	0.00	84.95	

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			219291974002	Supplies, Office 1	10.77	0.00	10.77	
			224487100001	Supplies, Office 1	200.70	0.00	200.70	
			224487100002	Supplies, Office 1	19.39	0.00	19.39	
			224751816002	Supplies, Office 1	17.21	0.00	17.21	
			224969748001	Supplies, Office 1	95.91	0.00	95.91	
			225377338001	Supplies, Office 1	19.15	0.00	19.15	
			225706877001	Supplies, Office 1	182.36	0.00	182.36	
			225719186001	Supplies, Office 1	56.97	0.00	56.97	
			225736483001	Supplies, Office 1	441.25	0.00	441.25	
			225800784001	Supplies, Office 1	3.72	0.00	3.72	
			225860256001	Supplies, Office 1	67.98	0.00	67.98	
			225921570001	Supplies, Office 1	9.53	0.00	9.53	
			225938492001	Supplies, Office 1	28.98	0.00	28.98	
			225992071001	Supplies, Office 1	177.32	0.00	177.32	
			226257159001	Supplies, Office 1	35.96	0.00	35.96	
			226258333001	Supplies, Office 1	172.21	0.00	172.21	
			226258334001	Supplies, Office 1	135.92	0.00	135.92	
			226280389001	Supplies, Office 1	52.65	0.00	52.65	
			226352561001	Supplies, Office 1	16.03	0.00	16.03	
			226364426001	Supplies, Office 1	-167.16	0.00	-167.16	
			226551404001	Supplies, Office 1	18.52	0.00	18.52	
			226551477001	Supplies, Office 1	3.22	0.00	3.22	
			226992973001	Supplies, Office 1	71.58	0.00	71.58	
			227848414001	Supplies, Office 1	17.87	0.00	17.87	
			228048999001	Supplies, Office 1	31.14	0.00	31.14	
			228069485001	Supplies, Office 1	49.92	0.00	49.92	
			228069486001	Supplies, Office 1	47.56	0.00	47.56	
			228199004001	Supplies, Office 1	52.16	0.00	52.16	
			228392081001	Supplies, Office 1	35.29	0.00	35.29	
			228537704001	Supplies, Office 1	21.93	0.00	21.93	
			228537704002	Supplies, Office 1	15.58	0.00	15.58	

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			228546990001	Supplies, Office 1	217.13	0.00	217.13	
			228632068001	Supplies, Office 1	62.01	0.00	62.01	
			228740968001	Supplies, Office 1	51.11	0.00	51.11	
			228844281001	Supplies, Office 1	370.56	0.00	370.56	
			228864709001	Supplies, Office 1	61.89	0.00	61.89	
			228875176001	Supplies, Office 1	484.21	0.00	484.21	
			229173946001	Supplies, Office 1	34.76	0.00	34.76	
			229174446001	Supplies, Office 1	284.75	0.00	284.75	
			229174447001	Supplies, Office 1	54.86	0.00	54.86	
			229265793001	Supplies, Office 1	50.27	0.00	50.27	
			229265821001	Supplies, Office 1	5.61	0.00	5.61	
			229414690001	Supplies, Office 1	-9.69	0.00	-9.69	
			229466525001	Supplies, Office 1	97.16	0.00	97.16	
			229475036001	Supplies, Office 1	77.47	0.00	77.47	
			229475037001	Supplies, Office 1	4.57	0.00	4.57	
			229503753001	Supplies, Office 1	454.10	0.00	454.10	
			229576256001	Supplies, Office 1	14.72	0.00	14.72	
			229585822001	Supplies, Office 1	8.92	0.00	8.92	
			229588114001	Supplies, Office 1	55.79	0.00	55.79	
			229668303001	Supplies, Office 1	35.95	0.00	35.95	
			229703370001	Supplies, Office 1	187.81	0.00	187.81	
			229750244001	Supplies, Office 1	271.15	0.00	271.15	
			229775974001	Supplies, Office 1	117.23	0.00	117.23	
			229777042001	Supplies, Office 1	60.95	0.00	60.95	
			229777859001	Supplies, Office 1	50.98	0.00	50.98	
			229778086001	Supplies, Office 1	6.47	0.00	6.47	
			230077525001	Supplies, Office 1	142.43	0.00	142.43	
			230226125001	Supplies, Office 1	49.04	0.00	49.04	
			231095897001	Supplies, Office 1	208.26	0.00	208.26	
			231157327001	Supplies, Office 1	42.82	0.00	42.82	
			231235014001	Supplies, Office 1	74.11	0.00	74.11	

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			231311419001	Supplies, Office 1	54.11	0.00	54.11	
			231318220001	Supplies, Office 1	45.45	0.00	45.45	
			231359269001	Supplies, Office 1	34.86	0.00	34.86	
			231635026001	Supplies, Office 1	9.59	0.00	9.59	
			231648370001	Supplies, Office 1	206.28	0.00	206.28	
			231654723001	Supplies, Office 1	39.53	0.00	39.53	
			231755270001	Supplies, Office 1	198.18	0.00	198.18	
			231763792001	Supplies, Office 1	318.87	0.00	318.87	
			231763793001	Supplies, Office 1	318.87	0.00	318.87	
			231763794001	Supplies, Office 1	318.87	0.00	318.87	
			231808362001	Supplies, Office 1	166.46	0.00	166.46	
			231812185001	Supplies, Office 1	241.57	0.00	241.57	
			231814134001	Supplies, Office 1	3.24	0.00	3.24	
			231826194001	Supplies, Office 1	37.20	0.00	37.20	
			231847242001	Supplies, Office 1	49.77	0.00	49.77	
			231847729001	Supplies, Office 1	4.55	0.00	4.55	
			232004544001	Supplies, Office 1	205.44	0.00	205.44	
			232061321001	Supplies, Office 1	224.23	0.00	224.23	
			232068919001	Supplies, Office 1	112.62	0.00	112.62	
			232154671001	Supplies, Office 1	39.86	0.00	39.86	
			232349899001	Supplies, Office 1	6.80	0.00	6.80	
			232418976001	Supplies, Office 1	123.55	0.00	123.55	
			232419225001	Supplies, Office 1	96.62	0.00	96.62	
xxx308702	11/29/18	PACIFIC GAS & ELECTRIC CO	11008300871018	Utilities - Electric	396.59	0.00	396.59	\$126,933.78
			11023824481018	Utilities - Electric	935.25	0.00	935.25	
			11054204051018	Utilities - Electric	8,729.27	0.00	8,729.27	
			11059220091018	Utilities - Electric	2,681.50	0.00	2,681.50	
			11059220251018	Utilities - Gas	1,203.53	0.00	1,203.53	
			11059220401018	Utilities - Gas	208.03	0.00	208.03	
			11059220451018	Utilities - Gas	866.82	0.00	866.82	
			11059220501018	Utilities - Gas	20.49	0.00	20.49	

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			11059220551018	Utilities - Electric	625.13	0.00	625.13	
			11059220601018	Utilities - Gas	3,249.55	0.00	3,249.55	
			11059220641018	Utilities - Electric	1,390.16	0.00	1,390.16	
			11059220751018	Utilities - Gas	453.36	0.00	453.36	
			11059220901018	Utilities - Gas	67.30	0.00	67.30	
			11059220931018	Utilities - Electric	305.09	0.00	305.09	
			11059221021018	Utilities - Electric	401.45	0.00	401.45	
			11059221051018	Utilities - Gas	49.10	0.00	49.10	
			11059221061018	Utilities - Electric	697.00	0.00	697.00	
			11059221081018	Utilities - Electric	415.69	0.00	415.69	
			11059221151018	Utilities - Gas	51.03	0.00	51.03	
			11059221181018	Utilities - Electric	5,361.64	0.00	5,361.64	
			11059221281018	Utilities - Electric	1,106.10	0.00	1,106.10	
			11059221351018	Utilities - Gas	74.84	0.00	74.84	
			11059221401018	Utilities - Gas	1,122.71	0.00	1,122.71	
			11059221601018	Utilities - Gas	55.38	0.00	55.38	
			11059221681018	Utilities - Electric	214.85	0.00	214.85	
			11059221701018	Utilities - Gas	70.28	0.00	70.28	
			11059221731018	Utilities - Electric	1,477.32	0.00	1,477.32	
			11059221931018	Utilities - Electric	7,525.22	0.00	7,525.22	
			11059222191018	Utilities - Electric	0.04	0.00	0.04	
			11059222631018	Utilities - Electric	1,371.81	0.00	1,371.81	
			11059222721018	Utilities - Electric	584.73	0.00	584.73	
			11059224061018	Utilities - Electric	8,412.90	0.00	8,412.90	
			11059224271018	Utilities - Electric	9.60	0.00	9.60	
			11059224731018	Utilities - Electric	220.12	0.00	220.12	
			11059225101018	Utilities - Gas	124.86	0.00	124.86	
			11059225291018	Utilities - Electric	540.84	0.00	540.84	
			11059225551018	Utilities - Electric	2,032.37	0.00	2,032.37	
			11059225651018	Utilities - Gas	1,649.41	0.00	1,649.41	
			11059226381018	Utilities - Electric	5,788.50	0.00	5,788.50	

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			11059226471018	Utilities - Electric	358.53	0.00	358.53	
			11059226811018	Utilities - Electric	6,955.22	0.00	6,955.22	
			11059227031018	Utilities - Electric	423.25	0.00	423.25	
			11059227061018	Utilities - Electric	2,113.94	0.00	2,113.94	
			11059227231018	Utilities - Electric	4,968.05	0.00	4,968.05	
			11059227651018	Utilities - Electric	286.39	0.00	286.39	
			11059227851018	Utilities - Electric	4,176.12	0.00	4,176.12	
			11059228051018	Utilities - Electric	5,024.17	0.00	5,024.17	
			11059228291018	Utilities - Electric	61.61	0.00	61.61	
			11059228581018	Utilities - Electric	8,587.98	0.00	8,587.98	
			11059228671018	Utilities - Electric	217.28	0.00	217.28	
			11059229251018	Utilities - Electric	4,959.96	0.00	4,959.96	
			11059229471018	Utilities - Electric	4,929.84	0.00	4,929.84	
			11059229911018	Utilities - Electric	7,257.66	0.00	7,257.66	
			11059229931018	Utilities - Electric	67.88	0.00	67.88	
			11059229991018	Utilities - Electric	4,214.16	0.00	4,214.16	
			24528699501018	Utilities - Electric	9.85	0.00	9.85	
			25900730021018	Utilities - Electric	65.21	0.00	65.21	
			35600081571018	Utilities - Electric	28.21	0.00	28.21	
			35602171201018	Utilities - Electric	27.70	0.00	27.70	
			35604437161018	Utilities - Electric	27.06	0.00	27.06	
			35606224451018	Utilities - Electric	17.80	0.00	17.80	
			35607191901018	Utilities - Electric	38.19	0.00	38.19	
			35608567661018	Utilities - Electric	35.66	0.00	35.66	
			35611839591018	Utilities - Electric	0.65	0.00	0.65	
			35612262511018	Utilities - Electric	35.81	0.00	35.81	
			35613458021018	Utilities - Electric	19.61	0.00	19.61	
			35615386141018	Utilities - Electric	14.76	0.00	14.76	
			35615568541018	Utilities - Electric	43.09	0.00	43.09	
			35616646261018	Utilities - Electric	26.98	0.00	26.98	
			35617117851018	Utilities - Electric	20.69	0.00	20.69	

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			35619832011018	Utilities - Electric	9.69	0.00	9.69	
			35620251621018	Utilities - Electric	15.63	0.00	15.63	
			35621388651018	Utilities - Electric	22.22	0.00	22.22	
			35622378291018	Utilities - Electric	29.23	0.00	29.23	
			35622803791018	Utilities - Electric	34.08	0.00	34.08	
			35623203291018	Utilities - Electric	30.10	0.00	30.10	
			35623495081018	Utilities - Electric	29.30	0.00	29.30	
			35624668431018	Utilities - Electric	29.02	0.00	29.02	
			35625361151018	Utilities - Electric	19.18	0.00	19.18	
			35629588411018	Utilities - Electric	24.17	0.00	24.17	
			35630250571018	Utilities - Electric	21.35	0.00	21.35	
			35630370111018	Utilities - Electric	31.69	0.00	31.69	
			35630869421018	Utilities - Electric	20.98	0.00	20.98	
			35631755361018	Utilities - Electric	28.50	0.00	28.50	
			35632810381018	Utilities - Electric	19.97	0.00	19.97	
			35634101591018	Utilities - Electric	42.54	0.00	42.54	
			35635840131018	Utilities - Electric	27.06	0.00	27.06	
			35635878161018	Utilities - Electric	21.35	0.00	21.35	
			35638635001018	Utilities - Electric	37.05	0.00	37.05	
			35639668521018	Utilities - Electric	19.46	0.00	19.46	
			35641783141018	Utilities - Electric	30.02	0.00	30.02	
			35642309021018	Utilities - Electric	26.41	0.00	26.41	
			35642590021018	Utilities - Electric	24.24	0.00	24.24	
			35642590101018	Utilities - Electric	53.58	0.00	53.58	
			35642590151018	Utilities - Electric	45.71	0.00	45.71	
			35642590201018	Utilities - Electric	45.58	0.00	45.58	
			35642590251018	Utilities - Electric	70.83	0.00	70.83	
			35642590301018	Utilities - Electric	74.89	0.00	74.89	
			35642590351018	Utilities - Electric	56.43	0.00	56.43	
			35642590401018	Utilities - Electric	82.28	0.00	82.28	
			35642590451018	Utilities - Electric	51.98	0.00	51.98	

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			35642590461018	Utilities - Electric	12.45	0.00	12.45	
			35642590501018	Utilities - Electric	44.36	0.00	44.36	
			35642590651018	Utilities - Electric	47.05	0.00	47.05	
			35642590701018	Utilities - Electric	72.42	0.00	72.42	
			35642590751018	Utilities - Electric	49.89	0.00	49.89	
			35642590801018	Utilities - Electric	68.24	0.00	68.24	
			35642590851018	Utilities - Electric	46.20	0.00	46.20	
			35642590951018	Utilities - Electric	21.94	0.00	21.94	
			35642591001018	Utilities - Electric	94.85	0.00	94.85	
			35642591051018	Utilities - Electric	55.45	0.00	55.45	
			35642591101018	Utilities - Electric	48.32	0.00	48.32	
			35642591151018	Utilities - Electric	59.03	0.00	59.03	
			35642591211018	Utilities - Electric	31.40	0.00	31.40	
			35642591251018	Utilities - Electric	63.80	0.00	63.80	
			35642591301018	Utilities - Electric	35.63	0.00	35.63	
			35642591311018	Utilities - Electric	12.09	0.00	12.09	
			35642591351018	Utilities - Electric	71.24	0.00	71.24	
			35642591401018	Utilities - Electric	60.39	0.00	60.39	
			35642591431018	Utilities - Electric	23.58	0.00	23.58	
			35642591451018	Utilities - Electric	48.07	0.00	48.07	
			35642591501018	Utilities - Electric	37.12	0.00	37.12	
			35642591551018	Utilities - Electric	40.80	0.00	40.80	
			35642591601018	Utilities - Electric	45.71	0.00	45.71	
			35642591651018	Utilities - Electric	69.90	0.00	69.90	
			35642591701018	Utilities - Electric	52.63	0.00	52.63	
			35642591751018	Utilities - Electric	56.56	0.00	56.56	
			35642591801018	Utilities - Electric	44.52	0.00	44.52	
			35642591851018	Utilities - Electric	51.77	0.00	51.77	
			35642591901018	Utilities - Electric	42.90	0.00	42.90	
			35642591931018	Utilities - Electric	32.34	0.00	32.34	
			35642591941018	Utilities - Electric	25.32	0.00	25.32	

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			35642591951018	Utilities - Electric	55.56	0.00	55.56	
			35642592001018	Utilities - Electric	68.65	0.00	68.65	
			35642592051018	Utilities - Electric	73.57	0.00	73.57	
			35642592071018	Utilities - Electric	24.67	0.00	24.67	
			35642592101018	Utilities - Electric	60.27	0.00	60.27	
			35642592131018	Utilities - Electric	16.64	0.00	16.64	
			35642592151018	Utilities - Electric	49.63	0.00	49.63	
			35642592191018	Utilities - Electric	41.46	0.00	41.46	
			35642592201018	Utilities - Electric	61.00	0.00	61.00	
			35642592251018	Utilities - Electric	27.02	0.00	27.02	
			35642592301018	Utilities - Electric	45.75	0.00	45.75	
			35642592351018	Utilities - Electric	11.62	0.00	11.62	
			35642592401018	Utilities - Electric	80.96	0.00	80.96	
			35642592451018	Utilities - Electric	43.28	0.00	43.28	
			35642592501018	Utilities - Electric	42.50	0.00	42.50	
			35642592551018	Utilities - Electric	57.90	0.00	57.90	
			35642592601018	Utilities - Electric	53.45	0.00	53.45	
			35642592651018	Utilities - Electric	65.79	0.00	65.79	
			35642592701018	Utilities - Electric	55.79	0.00	55.79	
			35642592751018	Utilities - Electric	46.70	0.00	46.70	
			35642592801018	Utilities - Electric	80.31	0.00	80.31	
			35642592851018	Utilities - Electric	47.54	0.00	47.54	
			35642592901018	Utilities - Electric	57.03	0.00	57.03	
			35642592951018	Utilities - Electric	62.49	0.00	62.49	
			35642593001018	Utilities - Electric	61.09	0.00	61.09	
			35642593051018	Utilities - Electric	79.23	0.00	79.23	
			35642593101018	Utilities - Electric	59.25	0.00	59.25	
			35642593201018	Utilities - Electric	55.91	0.00	55.91	
			35642593211018	Utilities - Electric	31.69	0.00	31.69	
			35642593251018	Utilities - Electric	12.96	0.00	12.96	
			35642593261018	Utilities - Electric	8.39	0.00	8.39	

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			35642593301018	Utilities - Electric	59.66	0.00	59.66	
			35642593351018	Utilities - Electric	50.98	0.00	50.98	
			35642593401018	Utilities - Electric	64.42	0.00	64.42	
			35642593411018	Utilities - Electric	14.76	0.00	14.76	
			35642593481018	Utilities - Electric	18.45	0.00	18.45	
			35642593501018	Utilities - Electric	58.38	0.00	58.38	
			35642593551018	Utilities - Electric	43.87	0.00	43.87	
			35642593601018	Utilities - Electric	69.25	0.00	69.25	
			35642593651018	Utilities - Electric	60.74	0.00	60.74	
			35642593701018	Utilities - Electric	53.45	0.00	53.45	
			35642593751018	Utilities - Electric	38.17	0.00	38.17	
			35642593831018	Utilities - Electric	21.42	0.00	21.42	
			35642593851018	Utilities - Electric	9.86	0.00	9.86	
			35642593901018	Utilities - Electric	42.85	0.00	42.85	
			35642593951018	Utilities - Electric	40.03	0.00	40.03	
			35642593961018	Utilities - Electric	21.63	0.00	21.63	
			35642594001018	Utilities - Electric	51.11	0.00	51.11	
			35642594031018	Utilities - Electric	19.18	0.00	19.18	
			35642594051018	Utilities - Electric	31.04	0.00	31.04	
			35642594101018	Utilities - Electric	30.43	0.00	30.43	
			35642594151018	Utilities - Electric	43.86	0.00	43.86	
			35642594251018	Utilities - Electric	80.43	0.00	80.43	
			35642594261018	Utilities - Electric	19.82	0.00	19.82	
			35642594301018	Utilities - Electric	47.32	0.00	47.32	
			35642594311018	Utilities - Electric	21.71	0.00	21.71	
			35642594351018	Utilities - Electric	47.44	0.00	47.44	
			35642594401018	Utilities - Electric	46.71	0.00	46.71	
			35642594451018	Utilities - Electric	51.86	0.00	51.86	
			35642594501018	Utilities - Electric	34.99	0.00	34.99	
			35642594551018	Utilities - Electric	66.88	0.00	66.88	
			35642594601018	Utilities - Electric	63.79	0.00	63.79	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			35642594651018	Utilities - Electric	66.88	0.00	66.88	
			35642594701018	Utilities - Electric	63.30	0.00	63.30	
			35642594751018	Utilities - Electric	54.34	0.00	54.34	
			35642594801018	Utilities - Electric	56.16	0.00	56.16	
			35642594851018	Utilities - Electric	37.67	0.00	37.67	
			35642594901018	Utilities - Electric	48.68	0.00	48.68	
			35642594951018	Utilities - Electric	64.91	0.00	64.91	
			35642595001018	Utilities - Electric	52.98	0.00	52.98	
			35642595051018	Utilities - Electric	57.91	0.00	57.91	
			35642595101018	Utilities - Electric	63.44	0.00	63.44	
			35642595151018	Utilities - Electric	46.32	0.00	46.32	
			35642595181018	Utilities - Electric	16.36	0.00	16.36	
			35642595201018	Utilities - Electric	55.55	0.00	55.55	
			35642595251018	Utilities - Electric	46.20	0.00	46.20	
			35642595261018	Utilities - Electric	40.66	0.00	40.66	
			35642595271018	Utilities - Electric	28.21	0.00	28.21	
			35642595301018	Utilities - Electric	47.79	0.00	47.79	
			35642595351018	Utilities - Electric	49.68	0.00	49.68	
			35642595401018	Utilities - Electric	50.42	0.00	50.42	
			35642595451018	Utilities - Electric	89.58	0.00	89.58	
			35642595501018	Utilities - Electric	41.32	0.00	41.32	
			35642595551018	Utilities - Electric	43.89	0.00	43.89	
			35642595601018	Utilities - Electric	42.78	0.00	42.78	
			35642595651018	Utilities - Electric	44.11	0.00	44.11	
			35642595701018	Utilities - Electric	54.74	0.00	54.74	
			35642595751018	Utilities - Electric	55.73	0.00	55.73	
			35642595801018	Utilities - Electric	46.83	0.00	46.83	
			35642595841018	Utilities - Electric	26.12	0.00	26.12	
			35642595851018	Utilities - Electric	79.72	0.00	79.72	
			35642595901018	Utilities - Electric	44.38	0.00	44.38	
			35642595951018	Utilities - Electric	86.87	0.00	86.87	

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			35642596001018	Utilities - Electric	70.95	0.00	70.95	
			35642596051018	Utilities - Electric	24.18	0.00	24.18	
			35642596101018	Utilities - Electric	49.36	0.00	49.36	
			35642596151018	Utilities - Electric	43.61	0.00	43.61	
			35642596181018	Utilities - Electric	19.97	0.00	19.97	
			35642596201018	Utilities - Electric	54.44	0.00	54.44	
			35642596251018	Utilities - Electric	42.49	0.00	42.49	
			35642596301018	Utilities - Electric	46.80	0.00	46.80	
			35642596311018	Utilities - Electric	19.90	0.00	19.90	
			35642596351018	Utilities - Electric	41.28	0.00	41.28	
			35642596381018	Utilities - Electric	33.49	0.00	33.49	
			35642596391018	Utilities - Electric	26.56	0.00	26.56	
			35642596401018	Utilities - Electric	42.50	0.00	42.50	
			35642596451018	Utilities - Electric	72.53	0.00	72.53	
			35642596501018	Utilities - Electric	43.64	0.00	43.64	
			35642596511018	Utilities - Electric	19.39	0.00	19.39	
			35642596701018	Utilities - Electric	22.79	0.00	22.79	
			35642596891018	Utilities - Electric	23.44	0.00	23.44	
			35642597311018	Utilities - Electric	21.99	0.00	21.99	
			35642597411018	Utilities - Electric	27.21	0.00	27.21	
			35642597561018	Utilities - Electric	18.09	0.00	18.09	
			35642597581018	Utilities - Electric	36.83	0.00	36.83	
			35642597781018	Utilities - Electric	25.97	0.00	25.97	
			35642598091018	Utilities - Electric	33.49	0.00	33.49	
			35642598241018	Utilities - Electric	9.85	0.00	9.85	
			35642598321018	Utilities - Electric	31.48	0.00	31.48	
			35642598501018	Utilities - Electric	18.96	0.00	18.96	
			35642598681018	Utilities - Electric	22.07	0.00	22.07	
			35642599031018	Utilities - Electric	26.85	0.00	26.85	
			35642599141018	Utilities - Electric	21.35	0.00	21.35	
			35642599221018	Utilities - Electric	35.88	0.00	35.88	

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			35642599231018	Utilities - Electric	17.72	0.00	17.72	
			35642599631018	Utilities - Electric	46.46	0.00	46.46	
			35642599651018	Utilities - Electric	23.00	0.00	23.00	
			35642657101018	Utilities - Electric	24.75	0.00	24.75	
			35644680671018	Utilities - Electric	22.14	0.00	22.14	
			35646567581018	Utilities - Electric	7.09	0.00	7.09	
			35647525511018	Utilities - Electric	29.66	0.00	29.66	
			35647587031018	Utilities - Electric	41.39	0.00	41.39	
			35650040161018	Utilities - Electric	25.61	0.00	25.61	
			35650072021018	Utilities - Electric	22.07	0.00	22.07	
			35650295621018	Utilities - Electric	49.92	0.00	49.92	
			35650736241018	Utilities - Electric	21.63	0.00	21.63	
			35651995911018	Utilities - Electric	23.36	0.00	23.36	
			35652446011018	Utilities - Electric	30.53	0.00	30.53	
			35652837431018	Utilities - Electric	19.25	0.00	19.25	
			35653850931018	Utilities - Electric	32.05	0.00	32.05	
			35654460381018	Utilities - Electric	21.86	0.00	21.86	
			35655027901018	Utilities - Electric	34.88	0.00	34.88	
			35656758091018	Utilities - Electric	21.05	0.00	21.05	
			35658641991018	Utilities - Electric	19.18	0.00	19.18	
			35659521991018	Utilities - Electric	26.19	0.00	26.19	
			35659719431018	Utilities - Electric	41.39	0.00	41.39	
			35661606411018	Utilities - Electric	21.05	0.00	21.05	
			35662710141018	Utilities - Electric	19.97	0.00	19.97	
			35663598021018	Utilities - Electric	34.29	0.00	34.29	
			35664661631018	Utilities - Electric	28.50	0.00	28.50	
			35666020591018	Utilities - Electric	20.11	0.00	20.11	
			35666267911018	Utilities - Electric	23.51	0.00	23.51	
			35669864391018	Utilities - Electric	24.39	0.00	24.39	
			35671931871018	Utilities - Electric	24.24	0.00	24.24	
			35674252921018	Utilities - Electric	29.88	0.00	29.88	

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			35674989851018	Utilities - Electric	20.26	0.00	20.26	
			35675679621018	Utilities - Electric	26.85	0.00	26.85	
			35676150741018	Utilities - Electric	36.75	0.00	36.75	
			35677237451018	Utilities - Electric	32.84	0.00	32.84	
			35677708711018	Utilities - Electric	19.53	0.00	19.53	
			35677904121018	Utilities - Electric	28.87	0.00	28.87	
			35679500461018	Utilities - Electric	34.16	0.00	34.16	
			35679745901018	Utilities - Electric	34.88	0.00	34.88	
			35680001591018	Utilities - Electric	24.75	0.00	24.75	
			35681394251018	Utilities - Electric	19.03	0.00	19.03	
			35685267031018	Utilities - Electric	44.86	0.00	44.86	
			35690738201018	Utilities - Electric	25.68	0.00	25.68	
			35692937871018	Utilities - Electric	39.79	0.00	39.79	
			35693522671018	Utilities - Electric	22.28	0.00	22.28	
			35695460941018	Utilities - Electric	27.34	0.00	27.34	
			35695887371018	Utilities - Electric	25.61	0.00	25.61	
			35699206581018	Utilities - Electric	1.45	0.00	1.45	
			43357992721018	Utilities - Electric	11.23	0.00	11.23	
			45039216731018	Utilities - Electric	11.43	0.00	11.43	
			56825387841018	Utilities - Electric	0.61	0.00	0.61	
			56891435921018	Utilities - Electric	1.01	0.00	1.01	
			56892570111018	Utilities - Electric	0.87	0.00	0.87	
			56892570121018	Utilities - Electric	13.23	0.00	13.23	
			56892570161018	Utilities - Electric	0.82	0.00	0.82	
			56892570471018	Utilities - Electric	11.35	0.00	11.35	
			56892570611018	Utilities - Electric	12.66	0.00	12.66	
			56892570851018	Utilities - Electric	12.07	0.00	12.07	
			56892571071018	Utilities - Electric	0.78	0.00	0.78	
			56892571111018	Utilities - Electric	28.35	0.00	28.35	
			56892571231018	Utilities - Electric	0.83	0.00	0.83	
			56892571501018	Utilities - Electric	11.44	0.00	11.44	

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			56892571931018	Utilities - Electric	0.88	0.00	0.88	
			56892572231018	Utilities - Electric	9.85	0.00	9.85	
			56892572311018	Utilities - Electric	0.98	0.00	0.98	
			56892572411018	Utilities - Electric	0.79	0.00	0.79	
			56892572991018	Utilities - Electric	0.85	0.00	0.85	
			56892573011018	Utilities - Electric	1.49	0.00	1.49	
			56892573211018	Utilities - Electric	11.48	0.00	11.48	
			56892573281018	Utilities - Electric	9.85	0.00	9.85	
			56892573341018	Utilities - Electric	11.20	0.00	11.20	
			56892573451018	Utilities - Electric	9.85	0.00	9.85	
			56892573611018	Utilities - Electric	1.79	0.00	1.79	
			56892573791018	Utilities - Electric	0.95	0.00	0.95	
			56892573861018	Utilities - Electric	0.80	0.00	0.80	
			56892574541018	Utilities - Electric	11.44	0.00	11.44	
			56892574611018	Utilities - Electric	11.67	0.00	11.67	
			56892574641018	Utilities - Electric	1.13	0.00	1.13	
			56892574691018	Utilities - Electric	11.48	0.00	11.48	
			56892574721018	Utilities - Electric	11.32	0.00	11.32	
			56892574751018	Utilities - Electric	0.98	0.00	0.98	
			56892574931018	Utilities - Electric	11.24	0.00	11.24	
			56892574971018	Utilities - Electric	0.14	0.00	0.14	
			56892574981018	Utilities - Electric	0.74	0.00	0.74	
			56892575011018	Utilities - Electric	15.15	0.00	15.15	
			56892575241018	Utilities - Electric	11.36	0.00	11.36	
			56892575251018	Utilities - Electric	11.64	0.00	11.64	
			56892575561018	Utilities - Electric	11.69	0.00	11.69	
			56892575841018	Utilities - Electric	12.69	0.00	12.69	
			56892576281018	Utilities - Electric	11.32	0.00	11.32	
			56892576481018	Utilities - Electric	11.98	0.00	11.98	
			56892576591018	Utilities - Electric	11.40	0.00	11.40	
			56892576671018	Utilities - Electric	11.54	0.00	11.54	

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			56892576691018	Utilities - Electric	11.55	0.00	11.55	
			56892576720918	Utilities - Electric	0.29	0.00	0.29	
			56892577191018	Utilities - Electric	0.81	0.00	0.81	
			56892577220918	Utilities - Electric	10.77	0.00	10.77	
			56892577221018	Utilities - Electric	9.85	0.00	9.85	
			56892577391018	Utilities - Electric	11.71	0.00	11.71	
			56892577591018	Utilities - Electric	0.65	0.00	0.65	
			56892578071018	Utilities - Electric	0.97	0.00	0.97	
			56892578181018	Utilities - Electric	10.12	0.00	10.12	
			56892578261018	Utilities - Electric	0.79	0.00	0.79	
			56892578541018	Utilities - Electric	2.29	0.00	2.29	
			56892578611018	Utilities - Electric	0.85	0.00	0.85	
			56892578661018	Utilities - Electric	0.91	0.00	0.91	
			56892578671018	Utilities - Electric	11.27	0.00	11.27	
			56892578891018	Utilities - Electric	11.46	0.00	11.46	
			56892578981018	Utilities - Electric	11.62	0.00	11.62	
			56892579011018	Utilities - Electric	9.85	0.00	9.85	
			56892579191018	Utilities - Electric	0.80	0.00	0.80	
			56892579381018	Utilities - Electric	0.72	0.00	0.72	
			56892579431018	Utilities - Electric	1.50	0.00	1.50	
			56892579641018	Utilities - Electric	11.44	0.00	11.44	
			56892579761018	Utilities - Electric	0.84	0.00	0.84	
			56892579811018	Utilities - Electric	11.39	0.00	11.39	
			56892579831018	Utilities - Electric	0.76	0.00	0.76	
			56892579861018	Utilities - Electric	0.71	0.00	0.71	
			61266000051018	Utilities - Gas	1,517.72	0.00	1,517.72	
			74408230821018	Utilities - Electric	51.37	0.00	51.37	
			81703231611018	Utilities - Electric	14.45	0.00	14.45	
			94639783771018	Utilities - Electric	40.80	0.00	40.80	
xxx308732	11/29/18	SANTA CLARA COUNTY POLICE CHIEFS ASSN	10162018	Training and Conferences	50.00	0.00	50.00	\$50.00
xxx308733	11/29/18	SOUTH BAY REGIONAL PUBLIC SAFETY						\$765.00

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			219012	Training and Conferences	290.00	0.00	290.00	
			219013	Training and Conferences	290.00	0.00	290.00	
			219236	Training and Conferences	185.00	0.00	185.00	
xxx308734	11/29/18	UNITED STATES POSTAL SERVICE	P#112-112818	Postage	390.00	0.00	390.00	\$390.00
xxx308735	11/30/18	CINTAS LOC #38K	54K100761	Laundry & Cleaning Services	0.90	0.00	0.90	\$12,888.58
			54K101636	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K102506	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K103356	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K104188	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K105037	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K105872	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K106712	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K107642	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K108686	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K109515	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K110350	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K111182	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K112093	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K112915	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K113829	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K114783	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K115611	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K116423	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K117306	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K118163	Laundry & Cleaning Services	177.29	0.00	177.29	
			54K118164	Laundry & Cleaning Services	157.46	0.00	157.46	
			54K118165	Laundry & Cleaning Services	15.75	0.00	15.75	
			54K118166	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K118167	Laundry & Cleaning Services	117.00	0.00	117.00	
			54K119037	Laundry & Cleaning Services	201.24	0.00	201.24	
			54K119038	Laundry & Cleaning Services	157.46	0.00	157.46	

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			54K119039	Laundry & Cleaning Services	15.75	0.00	15.75	
			54K119040	Laundry & Cleaning Services	0.90	0.00	0.90	
			54K119041	Laundry & Cleaning Services	117.00	0.00	117.00	
			54K119941	Laundry & Cleaning Services	287.19	0.00	287.19	
			54K119942	Laundry & Cleaning Services	169.10	0.00	169.10	
			54K119944	Laundry & Cleaning Services	16.50	0.00	16.50	
			54K119945	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K119946	Laundry & Cleaning Services	112.41	0.00	112.41	
			54K120840	Laundry & Cleaning Services	206.00	0.00	206.00	
			54K120841	Laundry & Cleaning Services	169.10	0.00	169.10	
			54K120842	Laundry & Cleaning Services	16.50	0.00	16.50	
			54K120843	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K120844	Laundry & Cleaning Services	118.08	0.00	118.08	
			54K121722	Laundry & Cleaning Services	371.85	0.00	371.85	
			54K121723	Laundry & Cleaning Services	16.50	0.00	16.50	
			54K121724	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K121725	Laundry & Cleaning Services	118.08	0.00	118.08	
			54K122581	Laundry & Cleaning Services	195.71	0.00	195.71	
			54K122582	Laundry & Cleaning Services	212.65	0.00	212.65	
			54K122583	Laundry & Cleaning Services	16.50	0.00	16.50	
			54K122584	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K122585	Laundry & Cleaning Services	118.08	0.00	118.08	
			54K123423	Laundry & Cleaning Services	259.77	0.00	259.77	
			54K123424	Laundry & Cleaning Services	186.63	0.00	186.63	
			54K123425	Laundry & Cleaning Services	17.94	0.00	17.94	
			54K123426	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K123427	Laundry & Cleaning Services	118.08	0.00	118.08	
			54K124293	Laundry & Cleaning Services	195.71	0.00	195.71	
			54K124294	Laundry & Cleaning Services	186.63	0.00	186.63	
			54K124295	Laundry & Cleaning Services	16.20	0.00	16.20	
			54K124296	Laundry & Cleaning Services	0.95	0.00	0.95	

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			54K124297	Laundry & Cleaning Services	104.88	0.00	104.88	
			54K125300	Laundry & Cleaning Services	104.88	0.00	104.88	
			54K125301	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K125302	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K125303	Laundry & Cleaning Services	188.55	0.00	188.55	
			54K125304	Laundry & Cleaning Services	206.18	0.00	206.18	
			54K126180	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K126181	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K126182	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K126183	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K126184	Laundry & Cleaning Services	195.71	0.00	195.71	
			54K127025	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K127026	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K127027	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K127028	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K127029	Laundry & Cleaning Services	195.71	0.00	195.71	
			54K127803	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K127804	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K127805	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K127806	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K127807	Laundry & Cleaning Services	189.43	0.00	189.43	
			54K128557	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K128558	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K128559	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K128560	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K128561	Laundry & Cleaning Services	189.43	0.00	189.43	
			54K129780	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K129781	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K129782	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K129783	Laundry & Cleaning Services	159.43	0.00	159.43	
			54K129784	Laundry & Cleaning Services	189.43	0.00	189.43	

List of All Claims and Bills Approved for Payment

For Payments Dated 11/25/2018 through 12/1/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			54K130855	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K130856	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K130857	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K130858	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K130859	Laundry & Cleaning Services	191.89	0.00	191.89	
			54K131906	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K131907	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K131908	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K131909	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K131910	Laundry & Cleaning Services	191.89	0.00	191.89	
			54K132919	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K132920	Laundry & Cleaning Services	0.95	0.00	0.95	
			54K132921	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K132922	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K132923	Laundry & Cleaning Services	191.89	0.00	191.89	
			54K134017	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K134018	Laundry & Cleaning Services	2.08	0.00	2.08	
			54K134019	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K134020	Laundry & Cleaning Services	156.93	0.00	156.93	
			54K134021	Laundry & Cleaning Services	192.45	0.00	192.45	
			54K135149	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K135150	Laundry & Cleaning Services	1.52	0.00	1.52	
			54K135151	Laundry & Cleaning Services	16.17	0.00	16.17	
			54K135152	Laundry & Cleaning Services	151.93	0.00	151.93	
			54K135153	Laundry & Cleaning Services	190.94	0.00	190.94	
			54K136292	Laundry & Cleaning Services	123.07	0.00	123.07	
			54K136293	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K136294	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K136295	Laundry & Cleaning Services	143.65	0.00	143.65	
			54K136296	Laundry & Cleaning Services	174.18	0.00	174.18	
			54K137394	Laundry & Cleaning Services	142.19	0.00	142.19	

List of All Claims and Bills Approved for Payment
For Payments Dated 11/25/2018 through 12/1/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			54K137395	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K137396	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K137397	Laundry & Cleaning Services	143.00	0.00	143.00	
			54K137398	Laundry & Cleaning Services	174.18	0.00	174.18	
			54K138579	Laundry & Cleaning Services	142.19	0.00	142.19	
			54K138580	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K138581	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K138582	Laundry & Cleaning Services	141.01	0.00	141.01	
			54K138583	Laundry & Cleaning Services	167.28	0.00	167.28	
			54K139694	Laundry & Cleaning Services	142.19	0.00	142.19	
			54K139695	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K139696	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K139697	Laundry & Cleaning Services	141.01	0.00	141.01	
			54K139698	Laundry & Cleaning Services	175.02	0.00	175.02	
			54K140846	Laundry & Cleaning Services	142.19	0.00	142.19	
			54K140847	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K140848	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K140849	Laundry & Cleaning Services	141.01	0.00	141.01	
			54K140850	Laundry & Cleaning Services	175.02	0.00	175.02	
			54K141955	Laundry & Cleaning Services	142.19	0.00	142.19	
			54K141956	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K141957	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K141958	Laundry & Cleaning Services	141.01	0.00	141.01	
			54K141959	Laundry & Cleaning Services	181.18	0.00	181.18	
			54K143093	Laundry & Cleaning Services	142.19	0.00	142.19	
			54K143094	Laundry & Cleaning Services	2.21	0.00	2.21	
			54K143095	Laundry & Cleaning Services	15.99	0.00	15.99	
			54K143096	Laundry & Cleaning Services	106.41	0.00	106.41	
			54K143097	Laundry & Cleaning Services	160.57	0.00	160.57	
xxx906471	11/28/18	ACCLAMATION INSURANCE MANAGEMENT		Workers' Compensation - Claims	49,253.47	0.00	49,253.47	\$49,253.47

List of All Claims and Bills Approved for Payment

For Payments Dated 11/25/2018 through 12/1/2018

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
Grand Total Payment Amount								\$1,663,147.55



City of Sunnyvale

Agenda Item

18-0957

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Receive and File the FY 2017/18 Annual Status Report on Receipt and Use of Development Impact Fees and Adopt a Resolution Approving Findings Regarding Unspent Impact Fees (Exempt from CEQA pursuant to Section 15378(b)(4) of the CEQA Guidelines

BACKGROUND

To ensure that mitigation fees are spent in a timely manner and on projects for which they were being collected, the State Legislature passed the Mitigation Fee Act (AB 1600). This bill applies to developer fees which were increased or imposed on or after January 1, 1989.

The Mitigation Fee Act (California Government Code Section 66000 et seq.) requires local agencies to present an annual, consolidated report showing the receipt and use of all development impact fees that are subject to the Act collected by the agency. The Annual Status Report must be reviewed by Council within 180 days after the close of the fiscal year.

The Mitigation Fee Act also requires that the local agency make certain findings every five years regarding any unspent impact fees. Previously, the City's impact fees have been on two separate reporting timetables. As new fees are adopted, the complexity of complying with the Mitigation Fee Act's reporting requirements will increase. Many agencies have opted to make the required five-year findings for all impact fees every year when the annual report is presented. This increases efficiency and public transparency and eliminates the possibility that a deadline will be missed. Consequently, commencing with the FY 2015/16 Report, the Council resolution included the required five-year findings for all impact fees. The attached FY 2017/18 resolution follows this format and this format will be used in future Council resolutions regarding the Annual Status Report.

The City assesses four development impact fees - the Housing Mitigation/Impact Fee; the Sense of Place Fee; the Transportation Impact Fee; and the Park Dedication In-lieu Fee (referred to as Park Dedication Fees in this report). The first three are subject to the Mitigation Fee Act, while only a portion of the City's Park Dedication Fee is subject to the Mitigation Fee Act. Specifically, Park Dedication Fees assessed pursuant to the Quimby Act (California Government Code Section 66477) and codified by the City in the Sunnyvale Municipal Code Chapter 18.10 (Subdivisions - Parks and Open Space Dedication) are exempt from the reporting requirements included in the Mitigation Fee Act. Park Dedication Fees assessed pursuant to Sunnyvale Municipal Code Chapter 19.74 (Zoning - Park Dedication Fees for Rental Housing Projects) are subject to the reporting requirements included in the Mitigation Fee Act. Therefore, only the details of the non-exempt Park Dedication Fees are included in the report. Total Park Dedication Fees collected for the year are presented in the City's Comprehensive Annual Financial Report as well as the Recommended Budget for the coming year.

Starting in FY 2015/16, a Housing Impact Fee was established (RTC No. 15-0207). The Housing

Impact Fee expands the existing Housing Mitigation Fee from some industrial projects to most nonresidential developments (all net new commercial, industrial, research and development, retail and lodging projects in any zoning district, unless otherwise exempted) and includes an impact fee for rental housing projects. The monies associated with each are held in the same Housing Mitigation Sub-fund.

In addition to these four active fees, the City maintained a fund balance in FY 2017/18 resulting from Traffic Mitigation Fees. Traffic Mitigation Fees have not been assessed by the City since 2004 as the Traffic Mitigation Fees were superseded by the Transportation Impact Fees. The Traffic Mitigation Fee was created in 2000 as a key component of the Transportation Strategic Program to provide an interim revenue mechanism to fund needed upgrades to the transportation system resulting from new development. In 2004, the City stopped assessing Traffic Mitigation Fees and began assessing Transportation Impact Fees. Both the Traffic Mitigation Fees and the Transportation Impact Fees are subject to the Mitigation Fee Act and are included in the report.

EXISTING POLICY

Sunnyvale Municipal Code Chapters 3.50, 18.10, 19.74 and 19.75.

ENVIRONMENTAL REVIEW

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

DISCUSSION

As prescribed by the Mitigation Fee Act, the Annual Status Report must include the following information for each development impact fee:

- A brief description of the fee and the fund into which the fee was deposited;
- The amount of the fee;
- The associated fund's beginning and ending balances for the fiscal year;
- The total amount of fees collected and interest earned;
- Identification of each public improvement on which impact fees were expended and amount of expenditure on each improvement, including the total percentage of the cost of the public improvement that was funded with impact fees;
- Identification of approximate date by which construction of a public improvement will begin;
- Determination that sufficient funds have been collected to complete financing on an incomplete public improvement;
- Description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the loaned funds will be expended, and in the case of an inter-fund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and
- Amount of any refunds made due to inability to expend impact fees once a determination is made that sufficient impact fees have been collected to finance a public improvement, and the improvement remains incomplete, and the City has not determined an approximate date by which construction will begin.

This information is presented in the attached FY 2017/18 Annual Status Report on Receipt and Use of Development Impact Fees (Attachment 1).

FISCAL IMPACT

In FY 2017/18, the City received \$52,141,954 in newly collected development impact fees. All the fees collected in FY 2017/18 are reportable under the Mitigation Fee Act. The fee revenue will be used to fund public improvements necessary to meet the demand for services resulting from commercial and residential development in the City. The specifics of how these monies are programmed for expenditure are included in the status report, as well as in the FY 2018/19 Adopted Budget and Resource Allocation Plan.

PUBLIC CONTACT

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

The Mitigation Fee Act stipulates a 15-day public review period for the Annual Status Report. The Annual Status Report was available for public inspection on December 4, 2018.

RECOMMENDATION

Receive and file FY 2017/18 Annual Status Report on receipt and use of development impact fees and adopt a Resolution making findings regarding unspent impact fees as required by the Mitigation Fee Act (California Government Code Section 66000 et seq.).

Prepared by: Timothy J. Kirby, Director of Finance
Reviewed by: Trudi Ryan, Director of Community Development
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. FY 2017/18 Annual Status Report on Receipt and Use of Development Impact Fees
2. A Resolution of the City Council of the City of Sunnyvale Approving the Development Impact Fee Annual Report for Fiscal Year 2017/18 and Making Findings Required by the Mitigation Fee Act

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Fee: **Housing Mitigation Fee / Housing Impact Fee**

Fee Description: Fees paid by developers of nonresidential development and rental housing projects that generate demand for affordable housing.
 (Former Sunnyvale Municipal Code Section 19.22.035 and Current Chapter 19.75)

Purpose of Fee: Housing Mitigation Fees (former Sunnyvale Muni. Code Section 19.22.035) were previously collected from developers of high intensity industrial development. In 2015, the City Council repealed Section 19.22.035 and replaced it with SMC Chapter 19.75, which imposes a Housing Impact Fee on nonresidential construction and rental housing construction. The purpose of the former Housing Mitigation Fees and current Housing Impact Fees is to mitigate the impact of development projects that generate a demand for additional affordable housing in the City.

Amount of Fee: Housing Mitigation Fee (Per SMC 19.22.035) \$ 10.50 per applicable sq. ft.
 Housing Impact Fee for Nonresidential Development and Rental Housing
 (Per SMC 19.75)
 A. Office/Industrial/R&D
 • First 25,000 net new sq. ft. \$ 8.00 per applicable sq. ft.
 • All remaining net new sq. ft. \$16.00 per applicable sq. ft.
 B. Retail/Lodging \$ 8.00 per applicable sq. ft.
 C. Rental Housing
 • Small rental projects (4-7 units) \$ 9.00 per applicable sq. ft.
 • Large rental projects (8 + units) \$18.00 per applicable sq. ft.

Fund: Housing Fund/Housing Mitigation Sub-fund
 (070/100)

FY 2017/18 Receipt and Use:

Beginning Balance	\$ 22,135,815
Resources	
New Fees Collected	15,674,084
Other Revenues - Loan Repayments	750,368
Other Revenues – Rental Income /Grants	1,000
Other Sources - 828100 First Time home buyer	242,000
Interest	388,195
Total Resources	<u>\$ 39,191,461</u>

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Expenditures

235330	Affordable Housing Capital Project Management	\$ 190,260
	% Funded by Fee:	100%
	Origination Year:	FY 10/11
	Planned Completion Year:	On-going
235340/42	Management, Supervision, and Administration	128,275
	% Funded by Fee:	100%
	Origination Year:	FY 10/11
	Planned Completion Year:	On-going
826530	County-Wide Homeless Count	10,131
	% Funded by Fee:	100%
	Origination Year:	FY 16/17
	Planned Completion Year:	On-going
828100	First Time Homebuyer Loans (81-120% AMI)	242,000
	% Funded by Fee:	100%
	Origination Year:	FY 16/17
	Planned Completion Year:	On-going
832240	Eight Trees Apartments - Urgent Repairs	182,425
	% Funded by Fee:	100%
	Origination Year:	FY 16/17
	Planned Completion Year:	FY 17/18
833770	Eight Trees Apartments – Loan Phase Two	2,554,925
	% Funded by Fee:	100%
	Origination Year:	FY 16/17
	Planned Completion Year:	FY 17/18

Transfers

General Fund In-Lieu	48,211
Origination Year:	On-going
Planned Completion Year:	On-going
Interfund Transfer To:	General Fund

Total Expenditures/Transfers	\$ <u>3,356,227</u>
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Ending Balance	\$ <u><u>35,835,234</u></u>
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Note: No interfund loans or refunds were made during FY 2017/18.

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Description of Projects:

235330 Affordable Housing Capital Project Management — This operational function provides staff time to support the provision of affordable housing within the City.

235340/42 Management, Supervision, and Administration — This operational function provides staff time to support the provision of affordable housing within the City.

826530 County-Wide Homeless Count – This project will fund the costs to pay for the City's share of conducting a biennial county-wide homeless count and survey. This homeless count and survey is a federally mandated initiative for Santa Clara County. As agreed, each jurisdiction within the County shall contribute a pro-rata share of the cost to conduct the survey based on population. The estimated cost share for each jurisdiction has been figured using the 2010 Census results. For the 2015 count, the City's pro-rata share was 16.76% of the countywide population.

828100 First-Time Homebuyer Loans (81-120% AMI) – This project provides funding for the First Time Homebuyer Program, to be used for down-payment assistance loans to eligible lower and moderate-income households.

832240 Eight Trees Apartments – Urgent Repairs – Eight Trees is a 24-unit affordable rental complex located at 183 Acalanes Drive in Sunnyvale, previously owned by HomeFirst Services of Santa Clara (HomeFirst). The property is dated and needs immediate repairs to address current deficiencies, as well as longer-term renovations to improve physical conditions, sustainability issues such as energy efficiency, and the safety and comfort of the residents. MP Eight Trees LLC (affiliate of MidPen Housing) assumed title to the property and the outstanding debt from HomeFirst, with City approval, with an initial loan of \$600,000 from the City to 1) address urgent repairs, such as correcting some exterior and interior deficiencies including work on balconies, and 2) to pay off one City loan of approximately \$100,000, which is due in full on June 30, 2016. The \$600,000 in City funding will be provided as a 55-year loan. Council approved the \$600,000 commitment of HMF for this project on June 14, 2016 (RTC 16-0442). This project is consistent with the goals and objectives in the City's General Plan Housing Element and will allow MidPen to complete urgent repairs needed to improve safety at the property, and preserve this important affordable housing resource for the future. A portion of the funds available were disbursed in 2016/17 and the remaining balance were disbursed in 2017/18.

833770 Eight Trees Apartments Loan for Phase Two Rehab - Provide a new loan of \$3.3 million to an affiliate of MidPen Housing Corp. for refinance of the existing senior loan and partially fund the Phase Two rehabilitation of Eight Trees Apartments, located at 183 Acalanes Dr. in Sunnyvale. There are several outstanding Housing loans on this property which will remain in place post-closing of the new loan. See RTC 16-1103, approved by Council on 11/28/2017, for more detail. The property was built more than fifty years ago. Renovation is needed to extend the useful life of the buildings, improve energy- and water-efficiency, add

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

common areas for resident services and property management, and improve safety and comfort throughout the property. A fire sprinkler system will be added as well. The renovations will also improve the property's appearance. Several units will be reconfigured: eight 2-bedroom units will be converted into four 1-bedroom units and four 3-bedroom units. A small community building with meeting room and leasing office will be added in the courtyard between the two apartment structures, replacing the existing swimming pool. The borrower will apply for tax credits for financing the rest of the rehab work. The Planning permit was approved by the ZA in Oct. 2017 (File 2017-7615).

General Fund Transfer — Transfer to the General Fund to cover the indirect costs realized during the course of managing Housing activities not directly associated with a specific capital improvement project.

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Fee: **Sense of Place Fee**

Fee Description: Fees paid by developers in areas where planned public improvements exceed the requirements of other areas of the City, including those with special land use or public improvement plans.

Purpose of Fee: The City Council has adopted Sense of Place Fees for certain geographic regions of the City in order to fund streetscape and other improvements that will encourage pedestrian, bicycle, and public transit use. These improvements are necessary to mitigate the impact of higher intensity development on the surrounding environment that results from increased population and traffic. The funds are used for improvements such as bike lanes, pedestrian crossings, area markers and other elements identified in the applicable Sense of Place plan adopted by the City Council. The geographic areas subject to Sense of Place fees at the end of FY 2017/18 were Tasman Crossing, Fair Oaks Junction, and East Sunnyvale.

Amount of Fee: \$1,232.00 per unit in the applicable areas – Tasman Crossing / Fair Oaks Junction
 \$2,428.00 per unit in the applicable areas – East Sunnyvale, residential unit
 .92 per sq. ft. in the applicable areas – East Sunnyvale, nonresidential s.f.

Fund: Capital Projects Fund/Sense of Place Fees Sub-fund
 (385/970)

FY 2017/2018 Receipt and Use:

Beginning Balance	\$ 1,594,794
Resources	
New Fees Collected	2,110,296
Interest	<u>34,175</u>
Total Resources	<u>\$ 3,739,265</u>
Expenditures	\$ 0
Transfers	\$ 0
Total Expenditures/Transfers	<u>\$ 0</u>
Ending Balance	<u>\$ 3,739,265</u>

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Fee: **Transportation Impact Fee**

Fee Description: Fees adopted pursuant to the Transportation Strategic Program to fund major transportation projects necessary to support land use plans. (Sunnyvale Municipal Code, Chap. 3.50)

Purpose of Fee: Transportation impact fees are collected from developers of projects that contribute to traffic on the local roadway system at levels defined as significant per the criterion of the City of Sunnyvale General Plan and the Santa Clara Valley Transportation Authority Congestion Management Program Transportation Impact Analysis Program. Funds are used for projects identified in the Sunnyvale General Plan Land Use and Transportation Element, adopted November 11, 1997 as required to maintain roadway intersection levels of service per City General Plan policy. Projects to improve the regional transportation system are identified through the City's *Resource Allocation Plan* process and are listed in the *Resource Allocation Plan*. These public improvements require various sources of funding in addition to development impact fees, including federal, state and regional apportionments and/or grant funding. Such funds are budgeted to the extent they can be reasonably projected. The City of Sunnyvale has adopted a Capital Improvement Program (CIP) which provides the approximate location, estimated cost and status of each proposed capital project, which is available to the public upon request and is posted on the City's website. In addition, the City adopts the CIP as a component of its annual budget process which is subject to extensive public input and public hearing. All transportation system improvements to support General Plan land use are anticipated to be completed by 2030.

<u>Amount of Fee:</u>	A. Impact Fee — Area South of State Route 237	
	• Single Family detached, per dwelling unit	\$ 3,114.00
	• Multi-family attached, per dwelling unit	\$ 1,931.00
	• Office, per 1,000 square feet	\$ 4,640.00
	• Retail, per 1,000 square feet	\$ 5,776.00
	• Industrial, per 1,000 square feet	\$ 3,021.00
	• Research and Development, per 1,000 square feet	\$ 3,332.00
	• Hotel, per room	\$ 1,868.00
	• Uses not enumerated, per trip	\$ 3,114.00
	B. Impact Fee — Industrial Area North of State Route 237	
	• Industrial, per 1,000 square feet	\$ 5,779.00
	• Research and Development, per 1,000 square feet	\$ 6,375.00
	• Destination Retail, per 1,000 square feet	\$11,052.00
	• Neighborhood Retail, per 1,000 square feet	\$ 5,526.00

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

- Hotel, per room \$ 3,575.00
- Uses not enumerated, per trip \$ 5,958.00

Fund: Capital Projects Fund/Transportation Impact Fees Sub-fund
 (385/960)

FY 2017/18 Receipt and Use:

Beginning Balance	\$ 26,712,977
Resources	
New Fees Collected	8,226,540
Interest	<u>403,735</u>
Total Resources	<u>\$ 35,343,252</u>

Expenditures

825530 Computerized Transportation Model Update	16,478
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% Funded by Fee:	100%
Origination Year:	FY 05/06
Planned Completion Year:	On-going

826890 Mathilda/237/101 Interchange Improvements	2,826,438
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% Funded by Fee:	50%
Origination Year:	FY 07/08
Planned Completion Year:	FY 19/20

832440 Mary Ave Overcrossing Environmental Impact Report	240,921
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% Funded by Fee:	100%
Origination Year:	FY 16/17
Planned Completion Year:	FY 18/19

Transfers

830760 Mary Avenue Bicycle Lanes	221,861
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% Funded by Fee:	19%
Origination Year:	FY 13/14
Planned Completion Year:	FY 18/19

831140 Safe Routes to School Pedestrian Safety	118,156
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% Funded by Fee:	17%
Origination Year:	FY 14/15
Planned Completion Year:	FY 18/19

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

832060 ITS – Advance Traffic Management Syst		77,490
% Funded by Fee:	55%	
Origination Year:	FY 16/17	
Planned Completion Year:	FY 18/19	
832330 Grade Separation Caltrain Crossings at Mary Avenue Study Issue 7		114,451
% Funded by Fee:	14%	
Origination Year:	FY 16/17	
Planned Completion Year:	FY 18/19	
832910 Bernardo Avenue Bicycle Undercrossing Environmental Analysis		124,923
% Funded by Fee:	8%	
Origination Year:	FY 17/18	
Planned Completion Year:	FY 21/22	
General Fund In-Lieu		13,776
Origination Year	On-going	
Planned Completion Year:	On-going	
Interfund Transfer To:	General Fund	
Project Admin In-Lieu		6004
Origination Year:	On-going	
Planned Completion Year:	On-going	
Interfund Transfer To:	General Fund	
Total Expenditures/Transfers		\$ 3,760,497
Ending Balance		\$ 31,582,754

Note: No interfund loans or refunds were made during FY 2017/18

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Description of Projects:

825530 Computerized Transportation Model Update — This project provides funding for the Transportation Model Update. The City's Transportation Impact Fee is based upon long range projections of roadway capacity needs from a computerized Transportation Model. Updating the Transportation Model provides the City with a basis for upholding a fair valuation of the Transportation Impact Fee. This important source of transportation improvement revenue benefits residents, travelers, and developers in the City by allocating a fair share of the cost of transportation system expansion to the land development contributing to the need for the improvements. This model update is necessary every five years over the life of the General Plan.

826890 Mathilda/237/101 Interchange Improvements — This project involves preparation of Caltrans required Project Initiation Document (PID); environmental documents; and Plans, Specifications, and Estimate (PS&E) for a roadway improvement to reconstruct the interchanges of Mathilda Avenue with SR 237 and US 101. The intent of improvement is to simplify weaving operations, improve queuing at signals, and provide more efficient traffic flow. The project under study involves re-design of traffic signals and re-routing of a frontage road and freeway ramps. The purpose of the project is to provide for safe and efficient movement of traffic at one of the busiest and most complex roadway systems in the region.

832440 Mary Avenue Overcrossing Environmental Impact Report — The project will complete the environmental impact report (EIR) for the Mary Avenue Overcrossing between the intersection of Mary Avenue and Almanor Avenue to the intersection of 11th Avenue and E Street. The overcrossing will span Routes 101 and 237. The project provides multimodal connectivity to support the level and type of development envisioned in the Moffett Park Specific Plan. The project will complete traffic analyses and environmental impact review associated with four project options including:

- A four-lane Mary Avenue with dedicated bike lanes and sidewalks
- A two-lane Mary Avenue with enhanced bike lanes and sidewalks
- A bicycle and pedestrian crossing
- Removal of the Mary Avenue overcrossing from the General Plan

830760 Mary Avenue Bicycle Lanes — This project will reconfigure roadway striping and traffic signals to provide bike lanes on a 2.8 mile segment of Mary Avenue between Fremont Avenue and Maude Avenue. Scope includes grinding of existing striping, seal coating of the roadway, installation of new roadway striping, installation of signs, and modification of traffic signals to conform to the new striping configuration. The purpose of the project is to provide bike lanes where none currently exist, consistent with the City's Bicycle Plan and Bicycle Capital Improvement Program.

831140 Safe Routes to School Pedestrian Safety Improvements - The Federal Safe Route to School (SRTS) program enables and encourages students in kindergarten through 8th grade to safely walk and bicycle to school by facilitating the planning, design, and implementation of improvement projects in and around school neighborhoods. In 2014, the City received \$1.6

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million in SRTS grant funds. This grant provides for installation of pedestrian enhancements for school route intersections at 17 school sites. The enhanced intersection treatments includes high visibility signs and markings, new traffic controls, warning devices, improved signal timing, and traffic calming devices on school walking routes to 17 schools.

832060 ITS – Advance Traffic Management System — Advance Traffic Management System (ATMS) will be deployed throughout the City. This will monitor the traffic in real time and assign the green timings depending upon the demand, while maintaining traffic progression on the main corridors. The system will help reduce the delays, congestions and pollutant air emissions along the connected corridors. ATMS will form the backbone for deployment and integration of ITS capabilities throughout the City.

832330 – Grade Separation Caltrain Crossings at Mary Avenue Study Issue — The study would evaluate grade separations of the current at-grade crossings of Caltrain at Mary Avenue and Sunnyvale Avenue. The study will identify alternatives, costs, and limitations, over vs. under separation, right of way requirements, roadway operations, and potential environmental issues. Alternative concepts such as commute-hour reversible lanes could be considered. Commute hour capacity improvement due to grade separation would be evaluated to determine if roadway configuration/lane reduction could be considered as an economizing measure.

832910 – Bernardo Avenue Bicycle Undercrossing Environmental Analysis — The Bernardo Avenue Undercrossing environmental analysis project will provide environmental clearance to allow the undercrossing to be built at a later date. The undercrossing will provide a bicycle and pedestrian connection on Bernardo Avenue near Evelyn Avenue and Central Expressway under the Caltrain Railroad tracks. The undercrossing will be important for bicycle and pedestrian circulation as there are few opportunities for bicyclists and pedestrians to cross the Caltrain tracks at a safe location in the western part of the City. The undercrossing will also provide a viable connection to the northern part of the City where there are many employers and high-density residential developments. Currently, the project is listed in the Santa Clara VTA Valley Transportation Plan 2040 as a future project with priority funding. Partial funding for this project was secured from the Santa Clara Valley Transportation Authority OBAG 2 (One Bay Area Grant – Cycle 2) grant.

The project is required as part of the TIF program, and the estimated total construction cost is \$9.5 million. Final schedule could change based on availability and programming of grant funding.

General Fund In-Lieu — Transfer to the General Fund to cover the indirect costs realized during the course of managing transportation related activities not directly associated with a specific capital improvement project.

Project Administration In-Lieu — Transfer to the Project Management Services General Service Fund to cover the indirect costs realized during the course of managing transportation related capital projects.

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Fund: Traffic Mitigation Fee

Fee Description: Specific fee amounts assessed as a condition of development to mitigate increased demands for traffic improvements. This fee was superseded by the Transportation Impact Fee (TIF) in FY 2003/04.

Purpose of Fee: Transportation Mitigation Fees were collected from developers of projects that contributed to traffic on the local roadway system at levels defined as significant per the criterion of the City of Sunnyvale General Plan and the Santa Clara Valley Transportation Authority Congestion Management Program Transportation Impact Analysis Program. Funds are used for projects identified in the Sunnyvale General Plan Land Use and Transportation Element, adopted November 11, 1997 as required to maintain roadway intersection levels of service per City General Plan policy. Projects to improve the regional transportation system are identified through the City's Resource Allocation Plan process and are listed in the Resource Allocation Plan. These public improvements require various sources of funding in addition to development impact fees, including federal, state and regional apportionments and/or grant funding. Such funds are budgeted to the extent they can be reasonably projected. The City of Sunnyvale has adopted a Capital Improvement Program (CIP) which provides the approximate location, estimated cost and status of each proposed capital project, which is available to the public upon request and is posted on the City's website. In addition, the City adopts the CIP as a component of its annual budget process which is subject to extensive public input and public hearing. All transportation system improvements to support General Plan land use are anticipated to be completed by 2030.

Amount of Fee: Amount is subject to the Fee Schedule that was in effect at the time the development project was approved.

Fund: Capital Projects Fund/Traffic Mitigation Sub-fund
(385/950)

FY 2017/2018 Receipt and Use:

Beginning Balance	\$ 821,479
Resources	
Interest	<u>10,246</u>
Total Resources	<u>\$ 831,725</u>

City of Sunnyvale
Annual Status Report on Receipt and Use of Development Impact Fees
FY 2017/18

Transfers

830110 Sunnyvale-Saratoga Road Pedestrian Safety Signal	14,124
% Funded by Fee:	9%
Origination Year:	FY 13/14
Planned Completion Year:	FY 17/18
Interfund Transfer To:	Cap.Proj. – General Assets
831140 Safe Routes to School Pedestrian Safety Improvements	273,142
% Funded by Fee:	17%
Origination Year:	FY 14/15
Planned Completion Year:	FY 16/17
Interfund Transfer To:	Cap.Proj. – General Assets
832100 Intersection of Mathilda Ave and Indio Way	13,009
% Funded by Fee:	6%
Origination Year:	FY 16/17
Planned Completion Year:	FY 17/18
Interfund Transfer To:	Cap.Proj. – General Assets
Total Expenditures/Transfers	\$ 300,275
Ending Balance	\$ 531,450

Note: No interfund loans or refunds were made during FY 2017/18.

Description of Projects

830110 Sunnyvale-Saratoga Road Pedestrian Safety Signal – This project will improve Sunnyvale-Saratoga Road for bicyclists and pedestrians within Sunnyvale. A new pedestrian traffic signal with advanced warning signs will be installed to enhance the safety of pedestrians crossing this segment; Sunnyvale-Saratoga Road experiences high speed, high volume traffic and it is treated as an "off-ramp". This pedestrian traffic signal will be interconnected with the existing traffic signal at Mathilda/Talisman, which is within a few hundred feet of the proposed pedestrian signal. ADA compliant curb ramps will be installed at the new pedestrian signal location, and curb ramps will be reconstructed at all corners on Mathilda/Talisman to comply with the latest ADA standards. Existing pedestrian "refuge" and mid-block pedestrian push buttons will be removed at Mathilda/Talisman, bicycle detection will be provided on all legs of the intersection, and the crosswalk on the south leg will be straightened out to provide a more direct pedestrian

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pathway. Lastly, green colored bike lane will be installed to delineate high speed and high conflict locations between bicyclists and pedestrians at both the Sunnyvale-Saratoga/Mathilda and Mathilda/Talisman locations.

831140 Safe Routes to School Pedestrian Safety Improvements - The Federal Safe Route to School (SRTS) program enables and encourages students in kindergarten through 8th grade to safely walk and bicycle to school by facilitating the planning, design, and implementation of improvement projects in and around school neighborhoods. In 2014, the City received \$1.6 million in SRTS grant funds. This grant provides for installation of pedestrian enhancements for school route intersections at 17 school sites. The enhanced intersection treatments include high visibility signs and markings, new traffic controls, warning devices, improved signal timing, and traffic calming devices on school walking routes to 17 schools.

832100 Intersection of Mathilda Ave and Indio Way - This project will improve pedestrian navigation via removal of existing pork chop islands and free right turn lanes at the intersection. Ancillary work also includes modification of the traffic signal to include: new traffic signal poles and mast arms, audible countdown and ADA accessible pedestrian signals for all approaches with safewalk feature, new high visibility crosswalks, realign the existing crosswalks by removing slip lanes, install bike detection systems and green bike lane treatment at conflict areas.

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Fee: **Park Dedication Fee**

Fee Description: Fee assessed on certain residential subdivisions to purchase land, buy equipment, or construct improvements in neighborhood and district parks and recreational facilities serving the subdivision.
(Sunnyvale Municipal Code, Chap. 19.74 — Non-exempt from Mitigation Fee Act reporting requirements.)

Purpose of Fee: Park dedication fees are collected pursuant to Chapters 18.10 and 19.74 of the Sunnyvale Municipal Code to mitigate increased demands for park and recreational facilities due to new residential development. Park dedication fee revenues are expended to develop new or rehabilitate existing neighborhood or community parks or recreational facilities, to purchase land, buy equipment or construct improvements in neighborhood and community parks. Ongoing operational or maintenance costs are excluded.

Amount of Fee: \$126.00 per square foot.

Fund: Park Dedication Fund – Multi-Family Residential
(141/200)

FY 2017/2018 Receipt and Use:

The City of Sunnyvale collects two different types of Park Dedication Fees. Fees authorized by the Quimby Act (California Government Code §66477) (part of the Subdivision Map Act) are codified in Sunnyvale Municipal Code, Chapter 18.10. Quimby Fees are imposed on developers of residential subdivisions and may be used to purchase land, buy equipment or construct improvements in neighborhood parks, district parks, and recreational facilities serving the residential subdivision. The fees collected for this type of development are exempt from reporting requirements, and details are not included in this report.

The second type of Park Dedication Fee was established pursuant to the Mitigation Fee Act (California Government Code §66000(b)) and codified by the City in the Sunnyvale Municipal Code, Chapter 19.74. These Park Dedication Fees are assessed on developers of multi-family residential rental housing projects and may be used to purchase land, buy equipment or construct improvements in neighborhood parks, district parks, and recreational facilities serving the multi-family residential unit. The fees collected for this type of development are subject to the reporting requirements included in the Mitigation Fee Act.

Beginning Balance	\$ 5,215,833
Resources	
New Fees Collected	26,131,034
Interest	<u>116,902</u>
Total Resources	<u>\$ 31,463,769</u>

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FY 2017/18

Expenditures

Transfers

818550 Park Buildings – Rehabilitation	\$ 1,038,132
% Funded by Fee:	100%
Origination Year:	FY 96/97
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
818600 Senior Center Buildings - Rehabilitation	3,080
% Funded by Fee:	100%
Origination Year:	FY 96/97
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
820240 Park Tennis/Basketball Court Reconstruction	415,707
% Funded by Fee:	100%
Origination Year:	FY 98/99
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
820270 Playground Equipment Replacement	1,461,256
% Funded by Fee:	100%
Origination Year:	FY 98/99
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
820280 Park Furniture and Fixtures Replacement	110,120
% Funded by Fee:	100%
Origination Year:	FY 98/99
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
826710 Washington Community Swim Center	303,937
% Funded by Fee:	100%
Origination Year:	FY 03/04
Planned Completion Year:	FY 18/19
Interfund Transfer To:	Infrast. – General Assets

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828290 Parks Parking Lot Rehabilitation	2,934
% Funded by Fee:	100%
Origination Year:	FY 09/10
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
828400 Golf Buildings Renovations	708,600
% Funded by Fee:	100%
Origination Year:	FY 09/10
Planned Completion Year:	FY 34/35
Interfund Transfer To:	Infrast. – Comm Rec
829160 Golf Course Trimming and Removal	32,171
% Funded by Fee:	100%
Origination Year:	FY 07/08
Planned Completion Year:	FY 17/18
Interfund Transfer To:	Infrast. – Comm Rec
829190 Community Center Comprehensive Infrastructure	5,343,889
% Funded by Fee:	100%
Origination Year:	FY 11/12
Planned Completion Year:	On-going
Interfund Transfer To:	Infrast. – General Assets
829440 Land Acquisition Due Diligence	9,600
% Funded by Fee:	100%
Origination Year:	FY 11/12
Planned Completion Year:	On-going
Interfund Transfer To:	Capital Projects – Gen Fund Assets
830280 Sunnyvale Baylands Park Infrastructure	9,275
% Funded by Fee:	100%
Origination Year:	FY 09/10
Planned Completion Year:	FY 23/24
Interfund Transfer To:	Infrast. – General Assets
830340 Fair Oaks Park Renovation and Enhancement	111,806
% Funded by Fee:	100%
Origination Year:	FY 13/14
Planned Completion Year:	FY 28/29
Interfund Transfer To:	Infrast. – General Assets

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830480 Orchard Heritage Park		516,377
% Funded by Fee:	100%	
Origination Year:	FY 12/13	
Planned Completion Year:	FY 17/18	
Interfund Transfer To:	Infrast. – General Assets	
830490 Fremont Pool Infrastructure Improvements		14,786
% Funded by Fee:	100%	
Origination Year:	FY 12/13	
Planned Completion Year:	On-going	
Interfund Transfer To:	Infrast. – General Assets	
831520 Preliminary Design of Golf Course Renovations		1,502
% Funded by Fee:	100%	
Origination Year:	FY 15/16	
Planned Completion Year:	FY 17/18	
Interfund Transfer To:	Infrast. – General Assets	
831570 Park Irrigation & Pump Systems Rehabilitation		72,766
% Funded by Fee:	100%	
Origination Year:	FY15/16	
Planned Completion Year:	FY19/20	
Interfund Transfer To:	Infrast. – General Assets	
832780 All Inclusive Playground		250,000
% Funded by Fee:	100%	
Origination Year:	FY 17/18	
Planned Completion Year:	FY 19/20	
Interfund Transfer To:	Infrast. – General Assets	
Project Administration In-Lieu		1,217,145
Origination Year:	On-going	
Planned Completion Year:	On-going	
Interfund Transfer To:	Internal Services Fund	
Total Expenditures/Transfers		\$ 11,623,082
Ending Balance		\$ 19,840,687

Note: No interfund loans or refunds were made during FY 2017/18.

City of Sunnyvale
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Exempt Park Dedication Fees:

During FY 2017/18, the City collected no revenue in exempt Park Dedication Fees. The City has specified capital projects for parks and common use spaces that serve the community. Descriptions of the projects are included in *Volume III* of the *FY 2017/18 Adopted Budget and Resource Allocation Plan*. As previously noted, these fees are exempt from reporting requirements, and therefore, details are not included in this report.

Description of Projects:

818550 Park Buildings – Rehabilitation – This project provides for renovations and upgrades to Park Buildings for a multitude of reasons, including compliance with code requirements and Americans with Disabilities Act (ADA) guidelines, safety improvements, and repairs to aging infrastructure.

818600 Senior Center Buildings – Rehabilitation – This project provides for upgrades to building systems and ongoing electrical, HVAC, and roof rehabilitation of the Senior Center to maintain its operational effectiveness in future years. Funds in FY 2017/18 are for replacement of the automatic doors. Funds in FY 2022/23 and FY 2023/24 are for design and construction of HVAC component replacement, solar panel replacement, fire safety code required upgrades, and flat roof surface replacement.

820240 Park Tennis/Basketball Court Reconstruction – This project provides for the reconstruction of 32 City-owned tennis and basketball courts and does not include the 16 tennis courts at the Sunnyvale Tennis Center, which are included in a separate project. Based on historical data, usage, and current surveys, major reconstruction and repair for each court is required approximately every 30 years. Reconstruction will include surfacing, fencing, and hardware, as appropriate.

Funds in FY 2016/17 are for design and FY 2017/18 are construction for grind, mill and resurfacing of two tennis courts and one basketball court at Ponderosa Park. The two tennis courts at Washington Park are resurfaced and striped. The basketball court at Orchard Gardens Park will be resurfaced and striped. The 1/2 basketball court at Encinal Park will be resurfaced and striped. The two tennis courts at Braly Park and one basketball court at Ortega Park will be grinded, milled, resurfaced and striped. Funds in FY 2020/21 and 2021/22 are for design and construction of two tennis courts at Columbia Park/School, for two tennis courts at Fairwood Park, and four tennis courts at Serra Park. FY 2022/23 and 2023/24 funds are for six tennis courts at Sunnyvale Middle School. After FY 2023/24, tennis and basketball court reconstruction will occur as part of major park renovations.

820270 Playground Equipment Replacement - This project provides for the replacement of parks playground equipment and resilient surfacing on a 20-year cycle.

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820280 Park Furniture and Fixtures Replacement - This project provides for the replacement of picnic tables, park benches, drinking fountains, trash containers, retaining walls and other fixtures.

826710 Washington Community Swim Center - This project provides for the complete replacement and enhancement of the Washington Pool complex including pool, deck, and buildings. It will significantly improve recreational swim, water play, and therapeutic opportunities for the community through the use of features such as a new family observation area, zero depth entry, water play equipment, slides, and wading areas. Included in the scope of work are modifications to the surrounding park areas that will be needed due to the expanding footprint of the pool complex.

Funds programmed beginning in FY 2015/16 were for design. Funds in FY 2017/18 and FY 2018/19 are for construction.

828290 Parks Parking Lot Rehabilitation - This project provides for the renovation and replacement of existing storm drains in all City parks parking lots. It replaces dated storm drain piping with upgraded pipe that should mitigate problems such as tree roots. After replacing storm drain piping, parking lots will be resurfaced with an asphalt overlay. Paving work will be performed on a 20-year cycle. Replacement priorities are determined by an extensive survey and review of the condition of all park parking lots. Staff updates the survey each year and adjusts planning based on actual conditions of the drains and the lots. In addition, the renovation schedule is coordinated with other major park renovation projects.

Work needed at other sites has been included in the scopes of the new park renovation/enhancement projects. Funds in FY 2035/36 and 2036/37 are for design and construction, respectively, for Seven Seas, Ponderosa, DeAnza, Murphy, Washington, Raynor, and Las Palmas Parks.

828400 Golf Buildings Renovations - This project provides for the repair/renovation of existing golf building components at both Sunnyvale and Sunken Gardens golf courses to bring them into compliance with current building codes and ADA requirements. Components include flooring, electrical/lighting systems (including practice range), HVAC systems, plumbing, interior/exterior painting, stairs and ramp ways, and cabinetry.

829160 Golf Course Tree Trimming and Removal - This project provides for the pruning and removal of mature trees at Sunnyvale and Sunken Gardens Golf Courses. The vast majority of the trees have reached maturity and are dead/dying or have safety issues that must be addressed. Pruning from the ground can no longer be done, so now these trees must be pruned either by climbing or by the use of bucket trucks to ensure employee health and safety. Typically, this type of "high" tree work is performed by an outside contractor. The required work has grown cumulatively over the last 10 years and has surpassed the ability of the operating funds to adequately address. Removed trees will be replaced with an appropriate species somewhere on the course grounds to maintain tree inventory at its current level. This project will restore the conditions of the trees to meet established service levels and to ensure the safety of golf course users.

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829190 Community Center Comprehensive Infrastructure - This project provides for infrastructure repairs and renovations to buildings at the Community Center. The scope of the project includes roof replacement and repair, HVAC (heating, ventilation, and air conditioning) system replacement and repair, fire protection systems, and waterproofing.

829440 Land Acquisition Due Diligence - Muni Code Ch. 18.10 requires developers to dedicate land or pay an in-lieu fee for park land for new residential development. Development activities may result in an offer of dedication of park land and related property to the City. This project allows for due diligence to cover for professional services associated with review and evaluation of parcels dedicated to the City and coordination with State regulatory oversight agencies. This project includes work with developments that are proposing to dedicate land to fulfill their Park Dedication requirements. This project also covers exploratory due diligence for City purchases of park lands.

830280 Sunnyvale Baylands Park Infrastructure - The City has a 25-year lease (with an automatic 10-year extension) that commenced in 2010 with Santa Clara County for the operation of this facility. This project provides for the repair and/or replacement of infrastructure including irrigation systems, playground equipment, drainage systems, buildings, and asphalt surfaces at Sunnyvale Baylands Park.

830340 Fair Oaks Park Renovation and Enhancement - This project will provide a major renovation of the 15 acre park facility, originally built in 1969, to ensure its sustainability for the future. Public input meetings will be held during the design phase to gather feedback from neighbors, park users, and other stake holders. The input will be utilized to assist in determining the scope of work. Replacement of the athletic field with synthetic turf and bleachers/fencing; replacement of park and building lighting systems with energy efficient fixtures; addition of a dog park; replacement of the water play feature; reconstruction of basketball courts and conversion of one to a tennis court; replacement of playground, replacement of portions of landscaped and ornamental grass areas and the associated irrigation/pump system; replacement of park fixtures, including benches and tables, with recycled plastic equipment; replacement of portions of drainage systems; replacement of portions of concrete pathways; construction of new parking lot at N. Britton Ave., and the additional work required to connect interlinking areas. The current cost estimates were based on recent construction; the actual costs and scope could change pending public input during the design process.

An annual escalation of 4.5% is included in this project budget. Funds are for design in FY 2017/18 and FY 2018/19 and funds in FY 2019/20 are for construction. This project does not include the amenities that are otherwise grant funded, including, the replacement of auxiliary restroom, reconstruction of the parking lot and associated landscape. To replace artificial turf, funds in FY 2029/30 are for design and FY 2029/30 are for construction.

Design and construction of this project will be scoped to fit within the allocated budget.

830480 Orchard Heritage Park - This facility is located on the Community Center Campus and is comprised of the heritage orchard and adjacent structures including the museum, the Orchard

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Heritage building, and the park maintenance/storage building. In 2011, Council approved revisions to the Orchard Heritage Park Master Plan that involved removing the cinder block wall separating the museum from the nearby parking lot, relocating the maintenance building and adjacent dumpster enclosure elsewhere on the campus, and landscaping the area between the museum and the parking lot. This project will provide for the demolition of the various structures, construction of new ones, and landscaping per the direction of the Master Plan. The purpose of this project is to make the museum and surrounding area more accessible, usable, and attractive.

830490 Fremont Pool Infrastructure Improvements - Fremont Union High School District (FUHSD) and the City are in a shared-use agreement for the Fremont High School swimming pool. The current agreement runs through 2025. The City shares 50% of all costs for the swimming pool with FUHSD. The work is performed by the school district and the costs include equipment replacement, infrastructure upgrades, utilities, and district staff time. This project is for replacement of Fremont Pool mechanical equipment and infrastructure upgrades to the pool. The carbon dioxide feed system and circulation pump impeller were replaced in 2013, the pool was relined in 15/16, and the boiler and circulation pump impeller was replaced in 16/17.

Funding listed in future years is for equipment and infrastructure upgrades, and estimates are based on historical replacement needs. The identified needs are as follows: pool relining in FY 2027/28, pump impeller replacement/rebuild in FYs 2021/22 and 2026/27, carbon dioxide feed system in FY 2023/24.

831520 Preliminary Design of Golf Course Renovation - This project provides for a preliminary design of irrigation systems, tees, and greens at both of the City's golf courses. Sunnyvale Golf Course was constructed in 1968 and Sunken Gardens Golf Course in 1973. This project would identify components of the irrigation systems that need to be replaced or renovated. The components include controllers, main and lateral lines/piping, flow meters, pumps, wiring, valves, and heads, as well as any design changes to the system and components. This project would also identify any work that needs to be completed on the tees and greens such as grading, shaping, drainage, and placements.

831570 Park Irrigation 7 Pump Systems Rehabilitation - This project provides for infrastructure repairs and renovations to park irrigation and pump systems at all parks and pump systems for ornamental ponds and water play areas at Braly, Ponderosa, Lakewood, Las Palmas, Ortega, Seven Seas and Serra Parks and the Community Center. Scope of work is inclusive of all system components. The irrigation and related pump systems include valves, heads, electrical wiring, pumps, motors and piping required for the provision of landscape and turf irrigation. The pond pump systems components include motors, pumps, wiring, piping and vault enclosure.

The irrigation system at Braly Park is minimally functional due to wire failure. Needed work includes wire and valve replacement and related system modifications. The irrigation system renovation at Ponderosa Park includes redesign and system modification involving lateral piping,

City of Sunnyvale
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heads, and pump system addition to ensure complete coverage of landscape and turf. Existing funds are for design and construction of the irrigation systems.

The pond pump systems including the vaults/enclosures at Braly, Serra, Las Palmas Parks, and the Community Center currently do not meet safety regulations and need to be replaced. Pump system renovation/replacement includes motor, pump, electrical systems and piping. Braly Park uses a 5 hp motor; Las Palmas and Serra utilize a 10 hp motor and the Community Center a 50 hp motor. Funds in FY 2018/19 are for design and FY 2019/20 are for construction.

832780 All Inclusive Playground - This project is to provide an all-inclusive playground at one of the City's Community Parks. The playground will have equipment suitable for all park users including the elderly and children with various physical and cognitive abilities.

Project Administration In-Lieu — Transfer to the Project Management Services General Service Fund to cover the indirect costs realized during the course of managing park related capital projects.

RESOLUTION NO. ____-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE APPROVING THE DEVELOPMENT
IMPACT FEE ANNUAL REPORT FOR FISCAL YEAR
2017/18 AND MAKING THE FIVE-YEAR FINDINGS
REGARDING UNSPENT FEES REQUIRED BY THE
MITIGATION FEE ACT**

WHEREAS, the City of Sunnyvale has adopted certain fees designed to mitigate the impacts of new development in the City on traffic, housing, and parks; and

WHEREAS, pursuant to the Mitigation Fee Act (Government Code Section 66000 *et seq.*) the City is required to make an annual accounting of development impact fees which the City has collected and to make additional findings every five years if there are any funds remaining at the end of the prior fiscal year; and

WHEREAS, the Annual Development Impact Fee Report for Fiscal Year 2017/18 identifies impact fee programs for which there are unexpended development impact fees; and

WHEREAS, the City Council desires to make the findings required by law with respect to such fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE hereby adopts the following findings:

1. The City Council hereby approves the Annual Development Impact Fee Report for Fiscal Year 2017/18 in accordance with Government Code Section 66006.

2. Based upon the Annual Development Impact Fee Report for Fiscal Year 2017/18, the accompanying staff report, and such other information that was presented to City Council during its consideration of this item, the City Council finds as required by Government Code Section 66001(d) the following:

- a. The purpose of the development impact fees has been identified.
- b. There is a continued need for the improvements and a reasonable relationship between the fees and the impacts of development for which the fees are collected.
- c. The sources and amounts of funding anticipated to complete the financing of the improvements have been identified.
- d. The approximate dates for funding improvements have been identified.

Adopted by the City Council at a regular meeting held on _____, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney



City of Sunnyvale

Agenda Item

18-0970

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Award a Contract to Sanact Incorporated for Sewer Siphon Cleaning and Inspection: Phase One Project (F19-047) and Approve Budget Modification No. 10

REPORT IN BRIEF

Approval is requested to award a contract in the amount of \$223,025 to Sanact Incorporated of Livermore to provide sewer siphon cleaning and inspection. Approval is also requested for a 10% contingency in the amount of \$22,303 and approve Budget Modification No. 10 to fund the project.

EXISTING POLICY

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

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

The project is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 for maintenance or repair of existing public facilities involving negligible or no expansion of use beyond which presently exists.

BACKGROUND AND DISCUSSION

Sewer siphons are sewer pipes that allow wastewater to cross under obstructions such as creeks, large underground pipelines, and major thoroughfares such as Central Expressway. Typical sewer main depths range from 5 to 8 feet below the street. Siphon pipes drop down below the obstruction, then rise back up on the other side utilizing gravity to move wastewater through the system. These low points tend to collect grease and debris, and require routine cleaning to prevent blockages and possible overflows.

Staff performs a relatively light cleaning of most of the siphons every 90 days. This includes hydro flushing and some debris removal. However, staff does not have the specialized equipment needed to perform a more thorough cleaning to remove heavy debris that accumulates over time. The scope of work for this project includes a thorough cleaning and removal of heavy debris and a video inspection at 3 siphon locations around the City.

The initial project (F18-295) to clean and inspect all Citywide sewer siphons and pipes was advertised in June of 2018 with one bid received in the amount of \$1,129,480. Staff recommended the rejection of the bid (RTC No. 18-0684) due to insufficient funding. After reviewing the project, staff decided to divide the project into smaller portions and bid the work in phases.

An Invitation for Bids was advertised for competitive bidding on the City's DemandStar public procurement network on September 25, 2018, with seven companies requesting bid documents. Sealed bids were opened on October 24, 2018, with three (3) responsive bids received. The bid summary is contained in Attachment 1. It is important to note that the low bid for projects with "optional bid items" is solely determined by the base bid amount. The lowest responsive and responsible bid was submitted by Sanact Inc., with a base bid amount of \$125,025 and two optional bid items, which staff is recommending to be included in the award, totaling \$98,000.

FISCAL IMPACT

The construction contract to be awarded in the amount of \$223,025 plus 10% contingency. The Wastewater Management Fund includes a Project 829100 - Sanitary Sewer Siphon Cleaning and Assessment. The available budget of \$101,000 is insufficient to fund this work. Therefore, staff is recommending approval of Budget Modification No. 10 to fund this contract. Staff will review the project budget going forward as part of the FY 2019/20 Recommended Budget and include adjustments as necessary.

Budget Modification No. 10 FY 2018/19

	Current	Increase/ (Decrease)	Revised
Development Enterprise Funds			
<u>Expenditures</u>			
Project 829100 - Sanitary Sewer Siphon Cleaning and Assessment	\$101,000	\$144,328	\$245,328
<u>Reserves</u>			
Capital and Infrastructure Reserve	\$4,123,661	(\$144,328)	\$3,979,333

PUBLIC CONTACT

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

RECOMMENDATION

1) Award a contract in substantially the same form as Attachment 2 to the report in the amount of \$223,025 to Sanact Incorporated and authorize the City Manager to execute the contract when all necessary conditions have been met, 2) Approve a 10% contingency in the amount of \$22,303, and 3) Approve Budget Modification No. 10 in the amount of \$144,328.

Prepared by: Gregory S. Card, Purchasing Officer
Reviewed by: Timothy J. Kirby, Director of Finance
Reviewed by: Ramana Chinnakotla, Director of Environmental Services
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Bid Summary
2. Draft Maintenance and Repair Agreement

[illegible]

DRAFT MAINTENANCE AND REPAIR AGREEMENT

THIS CONTRACT dated _____ is by and between the CITY OF SUNNYVALE, a municipal corporation of the State of California ("Owner") and SANACT INCORPORATED, a California corporation ("Contractor").

RECITALS:

The parties to this Contract have mutually covenanted and agreed, as follows:

1. **The Contract Documents.** The complete Contract consists of the following documents: Notice Inviting Bids; Instructions to Bidders; Performance Bond and Payment Bond; Guaranty; Plans and Specifications, "Sewer Siphon Cleaning and Inspection: Phase One", Invitation for Bids No. F19-047", including one Addendum; OSHA, and other standards and codes as outlined in the Specifications. These documents are all incorporated by reference. The documents comprising the complete contract are collectively referred to as the Contract Documents.

Any and all obligations of the Owner and the Contractor are fully set forth and described therein.

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

2. **The Work.** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, transportation, and material necessary to perform and complete the project in a good and workmanlike manner. The work consists of cleaning and CCTV inspection of three (3) sanitary sewer siphon barrels at two (2) sites and shall be completed in strict conformity with the Plans and Specifications. At one of the two sites, the second of the two siphon barrels is included as Additive Alternate Bid Item A1. At the other site, a separate twin 8" siphon (both barrels) is included as Additive Alternate Bid Item A2. These Plans and Specifications are entitled respectively, "Sewer Siphon Cleaning and Inspection: Phase One."

It is understood and agreed that the work will be performed and completed as required in the Plans and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the Owner, or its representatives. The Owner hereby designates as its representative for the purpose of this contract the Senior Civil Engineer in the Water and Sewer Division or an employee of the Owner who will be designated in writing by the Director of Environmental Services Department.

3. The Owner agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of Two Hundred Twenty Three Thousand Twenty Five and 00/100 (\$223,025.00) subject to final determination of the work performed and materials furnished at unit prices per "Exhibit A" attached hereto and incorporated by this reference, and subject to additions and deductions in accordance, as provided in the Documents and in accordance with Contract Documents. The sum includes base bid and accepted Additive Optional Numbers I and II.

4. **Permits; Compliance with Law.** Contractor shall, at its expense, obtain all necessary permits and licenses, easements, etc., for the construction of the project, give all necessary notices, pay all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

5. **Inspection by Owner.** Contractor shall at all times maintain proper facilities and provide safe access for inspection by the Owner to all parts of the work, and to the shops wherein the work is in preparation. Where the Specifications require work to be specially tested or approved, it shall not be tested or covered up without timely notice to the Owner of its readiness for inspection and without the approval thereof or consent thereto by the latter. Should any such work be covered up without such notice, approval, or consent, it must, if required by Owner, be uncovered for examination at the Contractor's expense.

6. **Extra or Additional Work and Changes.** Should Owner at any time during the progress of the work request any alterations, deviations, additions or omissions from the Specifications or Plans or other

Contract Documents it shall be at liberty to do so, and the same shall in no way affect or make void the contract, but will be added to or deducted from the amount of the contract price, as the case may be, by a fair and reasonable valuation, agreed to in writing between the parties hereto. No extra work shall be performed or change be made unless in pursuance of a written order from the Director of Public Works or authorized representative, stating that the extra work or change is authorized and no claim for an addition to the contract sum shall be valid unless so ordered.

7. Time for Completion. All work under this contract shall be completed before the expiration of twenty (20) working days from the date specified in the Notice to Proceed.

If Contractor shall be delayed in the work by the acts or neglect of Owner, or its employees or those under it by contract or otherwise, or by changes ordered in the work, or by strikes, lockouts by others, fire, unusual delay in transportation, unavoidable casualties or any causes beyond the Contractor's control, or by delay authorized by the Owner, or by any cause which the Owner shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the Owner may decide.

This provision does not exclude the recovery of damages for delay by either party under other provisions.

8. Inspection and Testing of Materials. Contractor shall notify Owner a sufficient time in advance of the manufacture or production of materials, to be supplied under this contract, in order that the Owner may arrange for mill or factory inspection and testing of same, if Owner requests such notice from Contractor.

9. Termination for Breach, etc. If Contractor should file a bankruptcy petition and/or be judged bankrupt, or if Contractor should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of insolvency, or if Contractor or any subcontractors should violate any of the provisions of the Contract, Owner may serve written notice upon Contractor and its surety of Owner's intention to terminate the Contract. The notice shall contain the reasons for such intention to terminate the Contract, and, unless within ten days after serving such notice, such violation shall cease and satisfactory arrangements for correction thereof be made, upon the expiration of the ten days, the Contract shall cease and terminate. In the event of any such termination, Owner shall immediately serve written notice thereof upon the surety and the Contractor, and the surety shall have the right to take over and perform the Contract; provided, however that, if the surety within fifteen days after the serving upon it of notice of termination does not give Owner written notice of its intention to take over and perform the Contract or does not commence performance thereof within thirty days from the date of the serving of such notice, Owner may take over the work and prosecute the same to completion by contract or by any other method it may deem advisable, for the account and at the expense of Contractor, and Contractor and its surety shall be liable to Owner for any excess cost occasioned Owner thereby, and in such event Owner may without liability for so doing take possession of and utilize in completing the work, such materials, appliances, plant and other property belonging to Contractor as may be on the site of the work and necessary therefor.

10. Owner's Right to Withhold Certain Amounts and Make Application Thereof. In addition to the amount which Owner may retain under Paragraph 21 until the final completion and acceptance of all work covered by the Contract, Owner may withhold from payment to Contractor such amount or amounts as in its judgment may be necessary to pay just claims against Contractor or any subcontractors for labor and services rendered and materials furnished in and about the work. Owner may apply such withheld amount or amounts to the payment of such claims in its discretion. In so doing Owner shall be deemed the agent of Contractor and any payment so made by Owner shall be considered as a payment made under the Contract by Owner to the Contractor and Owner shall not be liable to Contractor for any such payment made in good faith. Such payment may be made without prior judicial determination of the claim or claims.

11. Notice and Service Thereof. All notices required pursuant to this Contract shall be communicated in writing, and shall be delivered in person, by commercial courier or by first class or priority mail delivered by the United States Postal Service. Transmission of notice by facsimile or by telephone may be deemed sufficient if the requirement for written notice is waived, in writing, by the receiving party.

Notices delivered in person shall be deemed communicated as of actual receipt. Notices sent by mail or courier service shall be deemed communicated as of three days after mailing or dispatch, unless that date is a date on which there is no mail or delivery service, in which case communication shall be deemed to occur the next mail service or delivery day. The burden of proof of compliance with this requirement for written notice shall be on the sending party. All notices sent pursuant to this Contract shall be addressed as follows:

Owner: City of Sunnyvale
Environmental Services Department
Water and Sewer Division
P. O. Box 3707
Sunnyvale, CA 94088-3707
ATTN: Eric Evans P.E.

Contractor: Sanact Incorporated
Attn: Rodney A. Wray
5717 Brisa Street
Livermore, CA 94550

12. Assignment of Contract. Neither the Contract, nor any part thereof, nor moneys due or to become due thereunder may be assigned by Contractor without the prior written approval of Owner.

13. Compliance with Specifications of Materials. Whenever in the Specifications, any material or process is indicated or specified by patent or proprietary name, or by name of manufacturer, such Specifications must be met by Contractor, unless Owner agrees in writing to some other material, process or article offered by Contractor which is equal in all respects to the one specified.

14. Contract Security. Contractor shall furnish a surety bond in an amount at least equal to 100 percent of the contract price as security for the faithful performance of this Contract. Contractor shall also furnish a separate surety bond in an amount at least equal to 100 percent of the contract price as security for the payment of all persons for furnishing materials, provisions, provender, or other supplies, or teams, used in, upon, for or about the performance of the work contracted to be done, or for performing any work or labor thereon of any kind, and for the payment of amounts due under the Unemployment Insurance Code with respect to such work or labor in connection with this Contract, and for the payment of a reasonable attorney's fee to be fixed by the court in case suit is brought upon the bond. Bonds shall be issued by an admitted surety insurer authorized to operate in the state of California.

15. Insurance. Contractor shall not commence work under this Contract until all insurance required under this paragraph has been obtained and such insurance has been approved by the Owner, nor shall Contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been so obtained and approved. Contractor shall furnish the Owner with satisfactory proof of the carriage of insurance required, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Contract and particularly Paragraph 16 hereof. Any policy of insurance required of the Contractor under this Contract shall also contain an endorsement providing that thirty (30) days' notice must be given in writing to the Owner of any pending change in the limits of liability or of any cancellation or modification of the policy. Insurance carrier shall be California-admitted.

(a) Worker's Compensation Insurance and Employer's Liability Insurance. Contractor shall take out and maintain during the life of this Contract Workers' Compensation Insurance and Employer's Liability Insurance for all of employees employed at the site of the project and, in case any work is sublet, Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance and Employer's Liability Insurance for all of the latter's employees unless such employees are covered by the protection afforded by Contractor.

In signing this Contract, Contractor makes the following certification, required by Section 1861 of the Labor Code:

"I am aware of the provision of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

(b) General and Automobile Liability Insurance. Contractor, at its own cost and expense, shall maintain personal injury liability and property damage insurance for the period covered by the Contract in the amount of Two Million Dollars (\$2,000,000.00) per occurrence and \$4,000,000 annual aggregate combined single limit coverage. Such coverage shall include, but shall not be limited to, protection against claims arising therefrom, and damage to property resulting from activities contemplated under this Contract, use of owned automobiles, products and completed operations, including U, C and X. Such insurance shall be with insurers and under forms of policies satisfactory in all respects to the Owner and shall provide that notice must be given to Owner at least thirty (30) days prior to cancellation or material change. The following endorsements shall be attached to the policy:

Policy shall cover on an "occurrence" basis. Policy must cover personal injuries as well as bodily injuries. Exclusion of contractual liability must be eliminated from personal injury endorsement. Broad form property damage endorsement must be attached. Owner is to be named as an additional insured on any contracts of insurance under this paragraph (b). Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code. The policies of insurance shall be considered primary insurance before any policies of insurance maintained by Owner.

16. Hold Harmless. Contractor agrees to defend, save, indemnify and hold harmless Owner and all its officers, employees, and agents, against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (Contractor's employees included) and damage to property, arising directly or indirectly out of the obligations herein undertaken or out of the operations conducted by Contractor, save and except claims or litigation arising through the active negligence or willful misconduct of Owner, or of Owner's officials, agents, employees, servants, or independent contractors who are directly responsible to Owner. Contractor shall make good and reimburse Owner for any expenditures, including reasonable attorneys' fees, Owner may make by reason of such claim or litigation, and, if requested by Owner, Contractor shall defend any such suits at the sole cost and expense of Contractor.

17. Hours of Work. Eight hours of labor during any one calendar day and forty hours of labor during any one calendar week shall constitute the maximum hours of service upon all work done hereunder, and it is expressly stipulated that no laborer, worker, or mechanic employed at any time by the Contractor or by any subcontractor or subcontractors under this Contract, upon the work or upon any part of the work contemplated by this Contract, shall be required or permitted to work thereon more than eight hours during any one calendar day and forty hours during any one calendar week, except, as provided by Section 1815 of the Labor Code of the State of California, work performed by employees of contractors in excess of eight hours per day and forty hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay. It is further expressly stipulated that for each and every violation of Sections 1811-1815, inclusive, of the Labor Code of the State of California, all the provisions whereof are deemed to be incorporated herein, Contractor shall forfeit, as a penalty to Owner, twenty-five (\$25.00) for each laborer, worker, or mechanic employed in the execution of this Contract by Contractor, or by any subcontractor under this Contract, for each calendar day during which the laborer, worker, or mechanic is required or permitted to work more than eight hours in any one calendar day and forty hours in any one calendar week in violation of the provisions of the Sections of the Labor Code.

Contractor, and each subcontractor, shall, in accordance with California Labor Code Section 1776 or as the same may be later amended, keep accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with work under this agreement. Each payroll record shall contain or be verified by a written declaration under penalty of perjury, in accordance with Labor Code Section 1776(a). Such payroll records shall be made available at all reasonable times at the Contractor's principal office to the persons authorized to inspect such records pursuant to Labor Code Section 1776. A certified copy of all payroll records shall be made available for inspection or furnished upon request to a representative of the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations, as well as to the Owner's representative. In the event the Contractor or a Subcontractor fails to comply in a timely manner within ten days to a written notice requesting the records, such contractor or subcontractor shall forfeit one hundred dollars (\$100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated, in accordance with Labor Code Section 1776(h).

18. Wage Rates. Pursuant to the Labor Code of the State of California, or any applicable local law, Owner has ascertained the general prevailing rate per diem wages and rates for holidays, and overtime work in the city, for each craft, classification or type of laborer, worker, or mechanic needed to execute this Contract. Owner has adopted, by reference, the general prevailing rate of wages applicable to the work to be done under the Contract, as adopted and published by the Division of Labor Standards Enforcement and Labor Statistics and Research of the State of California, Department of Industrial Relations, to which reference is hereby made for a full and detailed description. A copy of the prevailing wage rates may be reviewed in the office of the Director of Public Works, City of Sunnyvale, 456 West Olive Avenue, Sunnyvale, California. Wage rates can also be obtained through the California Department of Industrial Relations website at: <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

Neither the notice inviting bids nor this Contract shall constitute a representation of fact as to the prevailing wage rates upon which the Contractor or any subcontractor may base any claim against Owner.

It shall be mandatory upon Contractor and upon any subcontractor to pay not less than the specified rates to all laborers, workers, and mechanics employed in the execution of the Contract. It is further expressly stipulated that Contractor shall, as a penalty to Owner, forfeit two hundred dollars (\$200.00) for each calendar day, or portion thereof, for each laborer, worker, or mechanic paid less than the stipulated prevailing rates for any work done under this Contract by Contractor or by any subcontractor; and Contractor agrees to comply with all provisions of Section 1775 of the Labor Code.

In case it becomes necessary for Contractor or any subcontractor to employ on the project under this Contract any person in a trade or occupation (except executives, supervisory, administrative, clerical, or other non-manual workers as such) for which no minimum wage rate is herein specified, Contractor shall immediately notify Owner who will promptly thereafter determine the prevailing rate for such additional trade or occupation and shall furnish Contractor with the minimum rate based thereon. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.

19. Accident Prevention. Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Industrial Accident Commission of the State of California.

20. Contractor's Guarantee. Owner shall not, in any way or manner, be answerable or suffer loss, damage, expense or liability for any loss or damage that may happen to the building, work, or equipment or any part thereof, or in, on, or about the same during its construction and before acceptance. Contractor unqualifiedly guarantees the first-class quality of all workmanship and of all materials, apparatus, and equipment used or installed by Contractor or by any subcontractor or supplier in the project which is the subject of this Contract, unless a lesser quality is expressly authorized in the Plans and Specifications,

in which event Contractor unqualifiedly guarantees such lesser quality; and that the work as performed by Contractor will conform with the Plans and Specifications or any written authorized deviations therefrom. In case of any defect in work, materials, apparatus or equipment, whether latent or patent, revealed to Owner within one year of the date of acceptance of completion of this Contract by Owner, Contractor will forthwith remedy such defect or defects without cost to Owner.

21. Liquidated Damages. Time shall be the essence of this Contract. If Contractor fails to complete, within the time fixed for such completion, the entire work mentioned and described and contracted to be done and performed, Contractor shall become liable to Owner for liquidated damages in the sum of Five Hundred and No/100 dollars (\$500.00) for each and every calendar day during which work shall remain uncompleted beyond such time fixed for completion or any lawful extension thereof. The amount specified as liquidated damages is presumed to be the amount of damage sustained by Owner since it would be impracticable or extremely difficult to fix the actual damage; and the amount of liquidated damages may be deducted by Owner from moneys due Contractor hereunder, or its assigns and successors at the time of completion, and Contractor, or its assigns and successors at the time of completion, and its sureties shall be liable to Owner for any excess.

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

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

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

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

_____/_____/_____
City Attorney Date

EXHIBIT A

BASE BID:

Base Bid Item No.	Site Name	Pipe size (in)*	Approx. Pipe QTY. (Length* (ft))	QTY	Unit	Total Cost
1	Roosevelt Ave. @ Central Expwy – <u>West Barrel</u>	24-inch	270	1	LS	\$41,675.00
2	Roosevelt Ave. @ Central Expwy – <u>East Barrel</u>	24-inch	270	1	LS	\$41,675.00
3	Mathilda Ave. @ Central Expwy – <u>West Barrel</u>	24-inch	210	1	LS	\$41,675.00

OPTIONAL I:

Optional Bid Item No.	Site Name	Pipe size (in)*	Approx. Pipe QTY. (Length* (ft))	QTY	Unit	Total Cost
A1	Mathilda Ave. @ Central Expwy – <u>East Barrel</u>	24-inch	210	1	LS	\$49,000.00

OPTIONAL II:

Optional Bid Item No.	Site Name	Pipe size (in)*	Approx. Pipe QTY. (Length* (ft))	QTY	Unit	Total Cost
A2	Roosevelt Ave. @ Central Expwy – Twin 8" Barrels	8-inch	2 x 240 (480 LF total)	1	LS	\$49,000.00

EXHIBIT B

Utilization of Local Workforce in Construction Projects - The Sunnyvale City Council has adopted a policy which encourages utilization of local workforces, including State-certified apprentices, as a means of supporting economic opportunities for all members of the community. Local workforce is defined as workers residing in Santa Clara County. The lowest responsive and responsible bidder must provide a projection of locally-hired workers utilized for this contract.

Contractor	Projected Number of Locally Hired Workers_____
Subcontractor(s)	Projected Percent of Locally Hired Workers_____%



City of Sunnyvale

Agenda Item

18-1037

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to (1) update pay rates for Casual Employee Classifications to Reflect the January 1, 2019 Sunnyvale Minimum Wage, and for the City Council Stipend Amount; (2) Implement Formatting Changes to the Schedule of Pay; (3) Remove Classifications No Longer Used; and (4) Include Step 2 and Step 3 for the Casual NOVA Youth Worker Classification

BACKGROUND

This Report presents for Council consideration a resolution amending the salary table of the City's Salary Resolution in accordance with Section 3.80.040 of the Sunnyvale Municipal Code to:

- incorporate the minimum wage of \$15.65 effective January 1, 2019 for applicable classifications;
- revise the City Council Stipend amount for 2019 in accordance with City Charter section 603,
- approve various formatting changes to improve readability and remove classifications that are no longer in use; and
- include two additional salary steps for the Casual NOVA Youth Worker Classification.

EXISTING POLICY

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

Council Policy 7.3.1 *Legislative Management - Goals and Policies* - Policy 7.3D.1: Maintain a recruitment and selection process that ensures a highly competent workforce.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment, and section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment .

DISCUSSION

In accordance with the CalPERS requirement for a publicly available pay schedule (2 CCR Section 570.5), Staff is presenting the salary schedule with changes to be effective January 1, 2019. These changes include updating salaries of casual employees to comply with an increase to the Sunnyvale minimum wage and an increase to the City Council Stipend. Since the salary table is being reviewed,

Staff is also recommending various formatting changes to increase the functionality of the table, removing certain classifications that are no longer in use, and adding a Step 2 and Step 3 for the Casual NOVA Youth Worker classification.

Minimum Wage

On April 12, 2016, the City Council adopted an ordinance amending Section 3.80.040 of the Sunnyvale Municipal Code to increase the City's minimum wage to \$15 per hour by 2018, and thereafter by a formula based on the CPI-U (RTC No. 16-0151). The 2019 calculated City minimum wage is \$15.65.

To implement this increase for certain employee classifications in the City that currently have wage rates set below the 2019 minimum, the salary table of the City's Salary Resolution must be updated.

Casual employee classifications have one to six steps. With the adjustments of casual employees' hourly rates in alignment with the increase of the City of Sunnyvale minimum wage, the steps below the minimum wage will be eliminated and steps exceeding the minimum wage will not be increased. For example, the Casual Service Maintenance 1 position top step will be eclipsed by the minimum wage increase to \$15.65 per hour in 2019. Consequently, the Casual Service Maintenance series will be restructured with the elimination of Casual Service Maintenance 1 effective January 1, 2019.

City Council Stipend

City Charter Section 603 provides for a cost of living adjustment annually on January 1, that shall increase the compensation of the City Council and Mayor by a percentage equal to the percentage increase in the preceding October's 12-month rolling average of the Consumer Price Index-Urban (CPI), or successor index, for San Francisco-Oakland-San Jose, as determined by the US Department of Labor. In no event shall the CPI-U compensation adjustment exceed 5%.

The percentage increase in the preceding October's rolling 12-month average of the CPI-U San Francisco-Oakland-Hayward was 3.72%. Accordingly, the annual stipend rate for Councilmembers will increase from \$29,580.12 to \$30,680.52 and the annual stipend rate for the Mayor will increase from \$39,440.40 to \$40,907.64.

Formatting Changes

To improve the readability of the salary table, the following changes are recommended:

Regular classification table:

- Use landscape orientation.
- Add annual equivalent for hourly classifications.
- Use initial capitalization, rather than all caps for the classifications.
- Change suffixes from I/II/III to 1/2/3.
- Remove the column that indicates bargaining unit (the information is included in the Notes at the end of the table).
- Spell out abbreviations.
- Re-order Part-Time classification titles, so that the 'Part-time' is at the end of the title. Full time and part time classifications will sort alphabetically together.

Casual classification table:

- Use landscape orientation.
- Use initial capitalization, rather than all caps for the classifications.
- Change suffixes from I/II/III to 1/2/3.
- Spell out abbreviations.
- Remove duplicated classifications for casual v. seasonal. Casual and Seasonal will be denoted by the Job Code column being split (two columns).
- Sort by 'Unit' to group Project- and Recreation-specific classifications together.

Classifications for Removal

Several classifications are recommended to be removed from the Schedule of Pay to improve transparency. Many of these classifications were replaced over the years with general equivalents, such as the 'Finance Manager: Accounting' classification with the 'Finance Manager' classification, or the work previously done by the classification has been transitioned to another classification. The following classifications are not in use and are not anticipated to be used in the foreseeable future.

- Accountant-Confidential
- Administrative Aide/Grant Compliance Coordinator
- Assistant to the Director of Parks and Recreation
- Finance Manager: Accounting
- Hazardous Materials Coordinator
- Manager, Applications Development
- Manager, Bureau of Technical Services-Public Safety
- Operations Manager: Facilities
- Public Safety Records Coordinator
- Quality Assurance Officer
- Senior Human Resources Analyst
- Senior Management Analyst: Human Resources
- Senior Programmer Analyst-Confidential
- Superintendent of Trees and Landscape
- Water Meter Repair Worker

Casual NOVA Youth Workers

Staff is recommending that the Summer Casual NOVA Youth Worker classification include a Step 2 and Step 3. Previously, this Casual classification only had Step 1. The two additional steps will allow NOVA to pay above minimum wage for enrollees in the summer jobs program who have completed high school and/or are enrolled in community college.

FISCAL IMPACT

The increase in the City Council Stipend is approximately \$8,100, and was accounted for in the FY 18/19 Recommended Budget. Forty-three current Casual employees will receive an increase from their current rate of pay due to the minimum wage change. Casual classifications are temporary and short-term by definition, and the number of hours that are worked can vary, therefore impact in the future will depend on the number of employees and hours worked. Departments that employ Temporary/Casual workers will absorb the cost increases due to this change within their existing budgets. It is not anticipated that this change will have any material impact on the City's financial position going forward.

PUBLIC CONTACT

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

RECOMMENDATION

Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to (1) update pay rates for Casual Employee Classifications to Reflect the January 1, 2019 Sunnyvale Minimum Wage, and for the City Council Stipend Amount; (2) Implement Formatting Changes to the Schedule of Pay; (3) Remove Classifications No Longer Used; and (4) Include Step 2 and Step 3 for the Casual NOVA Youth Worker Classification

Prepared by: Michelle Ahlberg, Human Resources Manager

Reviewed by: Tina Murphy, Director, Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution
2. Draft Salary Table

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, TO (1) UPDATE THE PAY SCALE FOR CASUAL EMPLOYEE CLASSIFICATIONS TO REFLECT THE JANUARY 1, 2019 CITY'S LOCAL MINIMUM WAGE, AND FOR THE CITY COUNCIL STIPEND AMOUNT; (2) IMPLEMENT FORMATTING CHANGES TO THE SCHEDULE OF PAY; (3) REMOVE CLASSIFICATIONS NO LONGER USED; AND (4) INCLUDE STEP 2 AND STEP 3 FOR THE CASUAL NOVA YOUTH WORKER CLASSIFICATION

WHEREAS, CalPERS requires a publicly available pay schedule (2 C.C.R. Section 570.5), City Staff is presenting the salary schedule with changes to be effective January 1, 2019; and

WHEREAS, on April 19, 2016, City Council adopted Ordinance No. 3078-16, City of Sunnyvale ("City") Minimum Wage Increase to \$15 by 2018, and thereafter a formula based on the Consumer Price Index for all urban consumers ("CPI-U"), and based on the CPI-U increase, the City's local minimum wage will be \$15.65 on January 1st, for all casual employee classifications; and

WHEREAS, City Charter Section 603 provides for annual cost of living adjustment annually on January 1st to the City Council's stipend, and the annual stipend will increase by 3.72% for Councilmembers and the Mayor's stipend; and

WHEREAS, the current salary table has become outdated and contains some classifications that are no longer in use, City staff recommends formatting changes for improved readability, and removal of classifications no longer in use in the salary table for better transparency; and

WHEREAS, City staff also recommends adding two additional steps to the Summer Casual NOVA Youth Worker classification, which will allow NOVA to pay above minimum wage for enrollees in the summer jobs program who have completed high school and/or are enrolled in community college; and

WHEREAS, the City Council desires to adopt this resolution to reflect the changes as delineated above.

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

1. Resolution No. 190-05 is hereby amended by amending the Salary Table, as set forth in Exhibit "A" attached and incorporated by reference.
2. All other provisions of Resolution No. 190-05 shall remain in full force and effect.
3. The Salary Resolution amendments noted above shall be effective shall be effective January 1, 2019.

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

City of Sunnyvale Salary Table

Section 1: [Regular Classifications](#)

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

Section 3: [Council Members](#)

Revisions:

Current revision: January 1, 2019

Regular/Part Time Classifications - Revisions since 2011: 10/2/2011, 11/21/2011, 3/29/2012, 5/15/2012, 8/27/2012, 10/2/2012, 12/26/2012, 2/6/2013, 3/3/2013, 6/3/2013, 7/7/2013, 9/30/2013, 12/4/2013, 12/22/2013, 2/25/2014, 7/6/2014, 8/17/2014, 8/31/2014, 12/7/2014, 12/9/2014, 7/5/2015, 9/27/2015, 12/1/2015, 12/15/2015, 1/03/2016, 7/03/2016, 8/24/2016, 9/25/2016, 2/12/2017, 3/12/2017, 7/2/2017, 7/16/2017, 9/10/2017, 9/12/2017, 2/11/2018, 3/11/2018, 4/22/2018, 6/17/2018, 7/1/2018, 7/15/2018, 8/26/2018, 9/23/2018, 1/1/2019

Casual/Temporary Classifications - Revisions since 2011: 1/20/2013, 3/29/2012, 4/27/2014, 6/22/2014, 12/21/2014, 5/10/2015, 2/14/2016, 4/5/2016, 7/1/2016, 1/1/2017, 1/1/2018, 1/1/2019

City Council - Revisions since 2011: 1/1/2012, 1/1/2013, 1/1/2014, 1/1/2015, 1/1/2016, 1/1/2017, 1/1/2018, 1/1/2019

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1000	Accountant	B	101	38.3628	40.2808	42.2948	44.4097	46.6301	48.9615	79,795	101,840	7/1/18
6800	Accounting Technician	B	646	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
1100	Administrative Aide	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
8500	Administrative Aide, Part-time	L	8500	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1101	Administrative Aide-Confidential	G	640	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1102	Administrative Aide-Employment Development	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1250	Administrative Analyst	B	630	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
8601	Administrative Analyst, Part-time	L	8601	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0305	Administrative Librarian	E	19							123,966	145,843	7/1/18
6000	Administrative Secretary	G	105	31.2783	32.8423	34.4844	36.2085	38.0190	39.9199	65,059	83,033	7/1/18
0309	Administrative Services Manager	E	17							102,443	120,521	7/1/18
0217	Affordable Housing Manager	E	18							114,974	135,264	7/1/18
2170	Animal Control Officer	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
0013	Assistant City Attorney	K	19K							138,721	163,201	7/1/18
0206	Assistant City Engineer	E	19MA							131,472	154,673	7/1/18
0110	Assistant City Manager	F	25							262,644	315,173	9/10/17
0400	Assistant Director of Community Development	E	21							155,504	182,946	7/1/18
0259	Assistant Director of Finance	D	30CONF							155,504	182,946	8/26/18
0205	Assistant Director of Public Works/City Engineer	E	21							155,504	182,946	7/1/18
5015	Assistant Golf Professional	B	665	20.9328	21.9795	23.0785	24.2324	25.4440	26.7162	43,540	55,570	7/1/18
1251	Assistant Planner	B	126	35.0712	36.8248	38.6660	40.5993	42.6291	44.7608	72,948	93,102	7/1/18
0320	Assistant to the City Manager	D	20CONF							138,721	163,201	7/1/18
1200	Associate Planner	B	107	42.1937	44.3035	46.5188	48.8447	51.2869	53.8512	87,763	112,010	7/1/18
1205	Automotive Shop Attendant	B	669	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
8900	Automotive Shop Attendant, Part-time	L	8900	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
0367	Budget Analyst 1	E	16							94,861	111,601	7/1/18
0368	Budget Analyst 2	E	17							102,443	120,521	7/1/18
0364	Budget Manager	E	32							136,659	160,774	8/26/18
4001	Building Inspector 1	B	702	36.9795	38.8284	40.7700	42.8086	44.9491	47.1966	76,917	98,169	7/1/18
4000	Building Inspector 2	B	111	40.7700	42.8086	44.9491	47.1966	49.5563	52.0343	84,802	108,231	7/1/18
8303	Building Services Worker, Part-time	L	8303	28.4310	29.8525	31.3452	32.9124	34.5580	36.2861	59,136	75,475	7/1/18
2501	Business Liaison	B	124	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
8700	Business Liaison, Part-time	L	8700	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
0209	Business Operations Manager	E	19							123,966	145,843	7/1/18
6750	Buyer 1	B	145	33.8131	35.5038	37.2790	39.1429	41.0999	43.1550	70,331	89,762	7/1/18
2000	Buyer 2	B	112	38.0736	39.9773	41.9761	44.0748	46.2785	48.5926	79,193	101,073	7/1/18
2500	Career Advisor	B	124	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
8701	Career Advisor, Part-time	L	8701	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
0210	Chief Building Official	E	20							138,842	163,343	7/1/18
0190	Chief Information Officer	F	31							234,504	281,405	9/10/17
0011	City Attorney	n/a	301						249,708	249,708	249,708	7/15/18
0203	City Clerk	D	18CONF							112,599	132,469	7/1/18
0010	City Manager	n/a	300	302,041					362,449	302,041	362,449	9/12/17
0388	City Property Administrator	E	19							123,966	145,843	7/1/18
1400	Civil Engineer	B	116	46.0037	48.3039	50.7192	53.2552	55.9180	58.7139	95,688	122,125	7/1/18
0371	Civilian Assistant Fire Marshal	E	33							135,221	159,083	9/23/18
0369	Civilian Fire Marshal	E	21							155,504	182,946	9/23/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
6805	Collections Specialist	B	646	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
0316	Communications Officer	E	18							114,974	135,264	7/1/18
0342	Community Resources Manager	E	18							114,974	135,264	7/1/18
2351	Community Services Coordinator 1	B	164	32.5231	34.1494	35.8568	37.6495	39.5319	41.5086	67,648	86,338	7/1/18
2300	Community Services Coordinator 2	B	628	37.6498	39.5322	41.5089	43.5844	45.7635	48.0519	78,312	99,948	7/1/18
0213	Community Services Manager	E	17							102,443	120,521	7/1/18
2150	Community Services Officer	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
8702	Computer Systems Specialist, Part-time	L	8702	36.2300	38.0414	39.9435	41.9408	44.0379	46.2397	75,358	96,179	7/1/18
5753	Cross Connection Control Specialist	B	186	35.2960	37.0607	38.9136	40.8595	42.9025	45.0477	73,416	93,699	7/1/18
8301	Custodian, Part-time	L	8301	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
6675	Customer Service Representative	B	648	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
0341	Deputy Chief Public Safety	M	20PS							195,184	229,628	7/1/18
0341	Deputy Chief Public Safety (Graduate Degree)	M	20PSG							200,064	235,369	7/1/18
0014	Deputy City Attorney	K	17K							112,599	132,469	7/1/18
2460	Deputy City Clerk	B	637	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0113	Deputy City Manager	F	30							213,562	251,249	6/17/18
0120	Director of Community Development	F	31							234,504	281,405	9/10/17
0140	Director of Employment Development	F	22ED1							161,605	193,925	9/10/17
0185	Director of Environmental Services	F	31							234,504	281,405	9/10/17
0130	Director of Finance	F	31							234,504	281,405	9/10/17
0145	Director of Human Resources	F	31							234,504	281,405	9/10/17
0155	Director of Library & Community Services	F	31							234,504	281,405	9/10/17
0170	Director of Public Safety	F	24PS							254,995	305,993	9/10/17
0180	Director of Public Works	F	31							234,504	281,405	9/10/17
0260	Economic Development Manager	E	19							123,966	145,843	7/1/18
2160	Emergency Management Coordinator	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
2480	Emergency Medical Services Coordinator	B	674	44.4849	46.7090	49.0446	51.4967	54.0715	56.7751	92,529	118,092	7/1/18
8110	Emergency Medical Services Specialist 1, Part-time	L	8110	38.6753	40.6092	42.6396	44.7716	47.0102	49.3607	80,445	102,670	7/1/18
8120	Emergency Medical Services Specialist 2, Part-time	L	8120	44.4849	46.7090	49.0446	51.4967	54.0715	56.7751	92,529	118,092	7/1/18
2650	Employment Development Information Systems Analyst	B	108	38.9712	40.9201	42.9659	45.1142	47.3700	49.7386	81,060	103,456	7/1/18
0301	Employment Training Manager	E	17							102,443	120,521	7/1/18
1160	Employment Training Program Coordinator	B	611	34.9390	36.6858	38.5202	40.4462	42.4686	44.5920	72,673	92,751	7/1/18
8100	Employment Training Program Coordinator, Part-time	L	8100	34.9390	36.6858	38.5202	40.4462	42.4686	44.5920	72,673	92,751	7/1/18
1500	Engineering Assistant 1	B	117	38.4560	40.3790	42.3979	44.5179	46.7436	49.0810	79,988	102,088	7/1/18
1410	Engineering Assistant 2	B	660	42.2306	44.3422	46.5591	48.8872	51.3316	53.8981	87,840	112,108	7/1/18
4900	Environmental Chemist 1	B	196	32.3324	33.9489	35.6462	37.4286	39.3001	41.2651	67,251	85,831	7/1/18
8250	Environmental Chemist 1, Part-time	L	8250	32.3324	33.9489	35.6462	37.4286	39.3001	41.2651	67,251	85,831	7/1/18
1351	Environmental Chemist 2	B	100	37.6061	39.4866	41.4610	43.5341	45.7106	47.9962	78,221	99,832	7/1/18
8251	Environmental Chemist 2, Part-time	L	8251	37.6061	39.4866	41.4610	43.5341	45.7106	47.9962	78,221	99,832	7/1/18
1350	Environmental Compliance Inspector	B	135	36.9206	38.7666	40.7049	42.7401	44.8771	47.1208	76,795	98,011	7/1/18
1840	Environmental Engineering Coordinator	B	168	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
0326	Environmental Programs Manager	E	18MA							117,003	137,650	7/1/18
5050	Equipment Mechanic	B	128	33.2132	34.8738	36.6176	38.4482	40.3707	42.3892	69,083	88,170	7/1/18
7100	Equipment Mechanic-in-Training	B	129	28.3713	29.7898	31.2794	32.8434	34.4856	36.2099	59,012	75,317	7/1/18
6410	Executive Assistant	G	166	36.5621	38.3903	40.3098	42.3253	44.4416	46.6637	76,049	97,060	7/1/18
5310	Facilities Technician 1	B	680	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
5315	Facilities Technician 2	B	681	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5320	Facilities Technician 3	B	682	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
5300	Facility Attendant 1	B	670	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
8150	Facility Attendant 1, Part-time	L	8150	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
5301	Facility Attendant 2	B	671	21.2573	22.3200	23.4361	24.6080	25.8383	27.1302	44,215	56,431	7/1/18
8151	Facility Attendant 2, Part-time	L	8151	21.2573	22.3200	23.4361	24.6080	25.8383	27.1302	44,215	56,431	7/1/18
6830	Finance Analyst 1	B	692	34.6654	36.3987	38.2188	40.1297	42.1361	44.2429	72,104	92,025	7/1/18
6840	Finance Analyst 2	B	693	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0363	Finance Manager	E	19							123,966	145,843	7/1/18
6875	Finance Technician	B	677	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
4460	Fire Prevention Inspector 1	B	212	39.2623	41.2254	43.2867	45.4510	47.7236	50.1098	81,666	104,228	9/23/18
4461	Fire Prevention Inspector 2	B	213	43.1886	45.3480	47.6154	49.9962	52.4960	55.1208	89,832	114,651	9/23/18
4481	Fire Protection Engineer 1	B	215	51.6300	54.2115	56.9221	59.7682	62.7566	65.8944	107,390	137,060	9/23/18
4482	Fire Protection Engineer 2	B	216	56.7930	59.6327	62.6143	65.7450	69.0322	72.4838	118,129	150,766	9/23/18
4475	Fire Protection Inspector	B	651	47.5075	49.8829	52.3770	54.9958	57.7456	60.6329	98,816	126,116	9/23/18
0380	Fleet Manager	E	18							114,974	135,264	7/1/18
4490	Fleet Services Coordinator	B	700	39.8559	41.8484	43.9409	46.1379	48.4449	50.8671	82,900	105,804	7/1/18
5025	Golf Course Equipment Mechanic	B	645	33.2132	34.8738	36.6176	38.4482	40.3707	42.3892	69,083	88,170	7/1/18
0327	Golf Operations Manager	E	18							114,974	135,264	7/1/18
5010	Golf Professional	B	664	28.8258	30.2674	31.7808	33.3697	35.0381	36.7901	59,958	76,523	7/1/18
8200	Golf Service Assistant, Part-time	L	8200	16.9296	17.7759	18.6649	19.5980	20.5780	21.6068	35,214	44,942	7/1/18
2505	Graphic Artist	B	184	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
8300	Graphic Artist, Part-time	L	8300	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
7300	Greenskeeper	B	134	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
7325	Groundswoker	B	626	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
4450	Hazardous Materials Inspector	B	110	51.2891	53.8537	56.5461	59.3734	62.3423	65.4593	106,681	136,155	7/1/18
0302	Head Golf Professional	E	15							87,835	103,335	7/1/18
5100	Heavy Equipment Operator	B	130	33.1895	34.8489	36.5913	38.4206	40.3418	42.3588	69,034	88,106	7/1/18
2430	Help Desk Technician	B	708	32.4424	34.0645	35.7677	37.5561	39.4340	41.4057	67,480	86,124	7/1/18
0202	Housing Officer	E	19							123,966	145,843	7/1/18
2925	Housing Programs Analyst	B	179	36.9940	38.8436	40.7858	42.8250	44.9664	47.2145	76,948	98,206	7/1/18
2950	Housing Programs Technician	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
4400	Housing Rehabilitation Specialist	B	131	37.7506	39.6380	41.6202	43.7012	45.8861	48.1806	78,521	100,216	7/1/18
1450	Human Resources Analyst	G	187	40.3460	42.3634	44.4816	46.7056	49.0409	51.4930	83,920	107,105	7/1/18
0282	Human Resources Manager	D	19CONF							123,859	145,716	7/1/18
1775	Human Resources Technician	G	640	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
2450	I.T. Coordinator	B	123	44.1450	46.3523	48.6699	51.1034	53.6584	56.3415	91,822	117,190	7/1/18
2455	I.T. Coordinator-Confidential	G	685	44.1450	46.3523	48.6699	51.1034	53.6584	56.3415	91,822	117,190	7/1/18
0331	Information Technology Manager	E	20							138,842	163,343	7/1/18
0338	Internal Auditor	E	16							94,861	111,601	7/1/18
0211	Job Seeker Services Manager	E	19							123,966	145,843	7/1/18
8305	Lab/Field Technician, Part-time	L	8305	29.7487	31.2362	32.7982	34.4381	36.1600	37.9680	61,877	78,973	7/1/18
4950	Laboratory/Field Technician	B	620	29.7487	31.2362	32.7982	34.4381	36.1600	37.9680	61,877	78,973	7/1/18
0390	Laboratory/Pretreatment Manager	E	18							114,974	135,264	7/1/18
4960	Landfill Technican	B	672	29.0438	30.4960	32.0209	33.6218	35.3028	37.0679	60,411	77,101	7/1/18
8350	Landfill Technician, Part-time	L	8350	29.0438	30.4960	32.0209	33.6218	35.3028	37.0679	60,411	77,101	7/1/18
5150	Lead Equipment Mechanic	B	136	37.1987	39.0587	41.0114	43.0622	45.2151	47.4760	77,373	98,750	7/1/18
6100	Legal Secretary	G	137	31.3923	32.9620	34.6100	36.3405	38.1575	40.0654	65,296	83,336	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1600	Librarian	B	139	33.6891	35.3734	37.1421	38.9994	40.9492	42.9967	70,073	89,433	7/1/18
8400	Librarian, Part-time	L	8400	33.6891	35.3734	37.1421	38.9994	40.9492	42.9967	70,073	89,433	7/1/18
2100	Library Assistant	B	140	27.4718	28.8453	30.2876	31.8020	33.3919	35.0617	57,141	72,928	7/1/18
0303	Library Circulation Manager	E	15							87,835	103,335	7/1/18
8402	Library Specialist 1, Part-time	L	8402	15.8212	16.6122	17.4429	18.3150	19.2308	20.1923	32,908	42,000	7/1/18
8403	Library Specialist 2, Part-time	L	8403	18.6133	19.5438	20.5212	21.5472	22.6245	23.7560	38,716	49,412	7/1/18
8404	Library Specialist 3, Part-time	L	8404	21.8980	22.9928	24.1426	25.3496	26.6172	27.9480	45,548	58,132	7/1/18
5250	Mail Clerk	B	690	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
8130	Mail Clerk, Part-time	L	8130	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
5860	Maintenance Worker 1	B	699	27.0771	28.4309	29.8524	31.3450	32.9123	34.5579	56,320	71,880	7/1/18
5850	Maintenance Worker 2	B	698	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
0276	Management Analyst	E	16							94,861	111,601	7/1/18
0274	Management Analyst: Employment Development	E	16							94,861	111,601	7/1/18
0324	Manager, Bureau Of Technical Services-Public Safety	E	20							138,842	163,343	7/1/18
6150	Meter Reader	B	147	28.6364	30.0682	31.5717	33.1502	34.8078	36.5482	59,564	76,020	7/1/18
8107	Meter Reader, Part-time	L	8107	28.6364	30.0682	31.5717	33.1502	34.8078	36.5482	59,564	76,020	7/1/18
0204	Neighborhood Preservation Manager	E	18							114,974	135,264	7/1/18
2349	Neighborhood Preservation Specialist	B	118	33.3805	35.0495	36.8020	38.6422	40.5742	42.6030	69,431	88,614	7/1/18
4825	Network Engineer	B	642	50.2274	52.7388	55.3758	58.1446	61.0518	64.1042	104,473	133,337	7/1/18
2420	Network Technician	B	687	36.5626	38.3906	40.3101	42.3256	44.4419	46.6641	76,050	97,061	7/1/18
6200	Office Assistant	B	149	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
8102	Office Assistant, Part-time	L	8102	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
6210	Office Assistant-Confidential	G	676	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
6250	Office Clerk	B	150	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
0329	Operations Manager: Facilities	E	17							102,443	120,521	7/1/18
1060	Paralegal	G	658	38.3628	40.2808	42.2948	44.4097	46.6301	48.9615	79,795	101,840	7/1/18
5350	Parks Leader	B	153	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
0330	Parks Manager	E	17							102,443	120,521	7/1/18
7320	Parks Supervisor	B	613	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
7600	Parks Worker 1	B	198	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
7650	Parks Worker 2	B	600	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
7675	Parks Worker 3	B	614	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
1015	Payroll Supervisor	G	675	42.1989	44.3089	46.5243	48.8508	51.2931	53.8578	87,774	112,024	7/1/18
6855	Payroll Technician 1	G	703	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6857	Payroll Technician 2	G	705	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
6860	Payroll Technician 3	G	686	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
4080	Permit Center Coordinator	B	655	47.8315	50.2231	52.7342	55.3711	58.1397	61.0465	99,490	126,977	7/1/18
0262	Permit Center Manager	E	26							118,875	139,852	7/1/18
2110	Permit Clerk 1	B	180	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
2112	Permit Clerk 2	B	172	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
2115	Permit Technician	B	639	32.1667	33.7752	35.4638	37.2369	39.0988	41.0537	66,907	85,392	7/1/18
2440	Personal Computer Technician	B	708	32.4424	34.0645	35.7677	37.5561	39.4340	41.4057	67,480	86,124	7/1/18
4875	Plan Check Engineer	B	627	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
4855	Plan Checker 1	B	662	38.8282	40.7696	42.8082	44.9485	47.1959	49.5557	80,763	103,076	7/1/18
4805	Plan Checker 2	B	656	42.8085	44.9489	47.1962	49.5561	52.0340	54.6358	89,042	113,642	7/1/18
0230	Planning Officer	E	20							138,842	163,343	7/1/18
7500	Press Operator	B	155	26.2156	27.5263	28.9026	30.3478	31.8652	33.4584	54,528	69,593	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1020	Principal Accountant	B	616	46.7175	49.0534	51.5062	54.0815	56.7855	59.6248	97,172	124,020	7/1/18
2050	Principal Buyer	B	683	43.9755	46.1741	48.4829	50.9071	53.4523	56.1251	91,469	116,740	7/1/18
5730	Principal Design & Construction Operator	B	710	46.7046	49.0402	51.4922	54.0667	56.7699	59.6085	97,146	123,986	7/1/18
0334	Principal Human Resources Analyst	D	17CONF							102,362	120,426	7/1/18
2204	Principal Network Engineer	B	632	59.5076	62.4830	65.6072	68.8876	72.3319	75.9486	123,776	157,973	7/1/18
6300	Principal Office Assistant	B	156	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
8105	Principal Office Assistant, Part-time	L	8105	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
6301	Principal Office Assistant-Confidential	G	102	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
1700	Principal Planner	B	157	52.1394	54.7464	57.4837	60.3580	63.3759	66.5446	108,450	138,413	7/1/18
2202	Principal Programmer Analyst	B	632	59.5076	62.4830	65.6072	68.8876	72.3319	75.9486	123,776	157,973	7/1/18
6701	Principal Storekeeper	B	668	33.9084	35.6036	37.3838	39.2532	41.2158	43.2765	70,529	90,015	7/1/18
1885	Principal Transportation Engineer/Planner	B	709	56.5284	59.3547	62.3225	65.4387	68.7106	72.1460	117,579	150,064	7/1/18
5752	Principal Water Pollution Control Operator	B	710	46.7046	49.0402	51.4922	54.0667	56.7699	59.6085	97,146	123,986	7/1/18
1255	Program Coordinator	B	638	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0375	Program Quality & Operations Manager	E	20							138,842	163,343	7/1/18
2200	Programmer Analyst	B	103	45.2966	47.5614	49.9395	52.4364	55.0581	57.8112	94,217	120,247	7/1/18
0236	Public Safety Captain	M	19PS							174,274	205,027	7/1/18
0236	Public Safety Captain (Graduate Degree)	M	19PSG							178,631	210,153	7/1/18
0245	Public Safety Communications Manager	E	18							114,974	135,264	7/1/18
4500	Public Safety Dispatcher	A	200	42.8669	45.0103	47.2608	49.6238	52.1050		89,163	108,378	2/11/18
4525	Public Safety Dispatcher-in-Training	A	205	37.0301	38.8816	40.8256				77,023	84,917	2/11/18
4601	Public Safety Lieutenant	C	309	65.5831	68.8623	72.3054	75.9206	79.7167		136,413	165,811	7/1/18
4601	Public Safety Lieutenant (Bachelor's Degree & EMT)	C	309BE	69.8460	73.3383	77.0053	80.8555	84.8983		145,280	176,588	7/1/18
4601	Public Safety Lieutenant (Bachelor's Degree)	C	309B	67.2227	70.5838	74.1130	77.8187	81.7096		139,823	169,956	7/1/18
4601	Public Safety Lieutenant (Emt)	C	309E	68.2065	71.6168	75.1976	78.9575	82.9054		141,870	172,443	7/1/18
4601	Public Safety Lieutenant (Master's Degree & EMT)	C	309ME	71.4856	75.0599	78.8129	82.7535	86.8912		148,690	180,734	7/1/18
4601	Public Safety Lieutenant (Master's Degree)	C	309M	68.8623	72.3054	75.9206	79.7167	83.7025		143,234	174,101	7/1/18
7400	Public Safety Maintenance Worker	B	144	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
3002	Public Safety Officer 1	C	307	51.6861	54.2704	56.9840	59.8332			107,507	124,453	7/1/18
3002	Public Safety Officer 1 (EMT)	C	307E	53.7535	56.4412	59.2633	62.2264			111,807	129,431	7/1/18
3003	Public Safety Officer 1-Trainee	C	308	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3003	Public Safety Officer 1-Trainee (EMT)	C	308E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
3001	Public Safety Officer 2	C	306	54.6944	57.4291	60.3006	63.3156	66.4814	68.1434	113,764	141,738	7/1/18
3001	Public Safety Officer 2 (Bachelor's Degree & EMT)	C	306BE						72.5727	150,951	150,951	7/1/18
3001	Public Safety Officer 2 (Bachelor's Degree)	C	306B						69.8470	145,282	145,282	7/1/18
3001	Public Safety Officer 2 (EMT)	C	306E	56.8821	59.7262	62.7126	65.8483	69.1406	70.8692	118,315	147,408	7/1/18
3001	Public Safety Officer 2 (Master's Degree & EMT)	C	306ME						74.2763	154,495	154,495	7/1/18
3001	Public Safety Officer 2 (Master's Degree)	C	306M						71.5506	148,825	148,825	7/1/18
3006	Public Safety Officer Academy Attendee/Graduate	C	305	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3006	Public Safety Officer Academy Attendee/Graduate (EMT)	C	305E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
3000	Public Safety Officer-in-Training	C	305	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3000	Public Safety Officer-in-Training (EMT)	C	305E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
6351	Public Safety Property Clerk 1	B	615	29.8269	31.3182	32.8842	34.5283	36.2547	38.0673	62,040	79,180	7/1/18
6350	Public Safety Property Clerk 2	B	159	31.3967	32.9666	34.6148	36.3455	38.1628	40.0710	65,305	83,348	7/1/18
1130	Public Safety Records Coordinator	B	621	34.1265	35.8330	37.6244	39.5058	41.4812	43.5552	70,983	90,595	7/1/18
0246	Public Safety Records Manager	E	29							90,463	106,427	7/1/18
6052	Public Safety Records Senior Specialist	B	635	30.9217	32.4678	34.0911	35.7957	37.5854	39.4647	64,317	82,087	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
6050	Public Safety Records Specialist 1	B	633	25.2995	26.5647	27.8929	29.2875	30.7518	32.2892	52,623	67,162	7/1/18
6051	Public Safety Records Specialist 2	B	634	28.1108	29.5164	30.9921	32.5418	34.1688	35.8772	58,470	74,625	7/1/18
2180	Public Safety Specialist	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
4650	Public Works Construction Inspector	B	160	37.7507	39.6383	41.6203	43.7013	45.8863	48.1807	78,521	100,216	7/1/18
5510	Public Works Crew Leader	B	161	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
5640	Public Works Supervisor	B	191	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
0362	Purchasing Officer	E	19							123,966	145,843	7/1/18
5431	Recycled Water Coordinator	B	663	36.8585	38.7014	40.6365	42.6683	44.8018	47.0418	76,666	97,847	7/1/18
0218	Regulatory Programs Division Manager	E	20							138,842	163,343	7/1/18
0285	Risk Manager	D	19CONF							123,859	145,716	7/1/18
1010	Senior Accountant	B	641	42.1989	44.3089	46.5243	48.8508	51.2931	53.8578	87,774	112,024	7/1/18
6850	Senior Accounting Technician	B	647	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
0012	Senior Assistant City Attorney	K	20K							158,924	186,969	7/1/18
4700	Senior Building Inspector	B	167	44.9121	47.1576	49.5155	51.9913	54.5910	57.3204	93,417	119,226	7/1/18
5651	Senior Building Services Leader	B	604	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
1140	Senior Buyer	B	624	41.8811	43.9754	46.1740	48.4828	50.9070	53.4522	87,113	111,181	7/1/18
2145	Senior Community Services Officer	B	151	38.6753	40.6092	42.6396	44.7716	47.0102	49.3607	80,445	102,670	7/1/18
1850	Senior Construction Inspector/Coordinator	B	174	44.9121	47.1576	49.5155	51.9913	54.5910	57.3204	93,417	119,226	7/1/18
4150	Senior Crime Analyst	B	653	45.8509	48.1437	50.5508	53.0784	55.7322	58.5189	95,370	121,719	7/1/18
8106	Senior Crime Analyst, Part-time	L	8106	45.8509	48.1437	50.5508	53.0784	55.7322	58.5189	95,370	121,719	7/1/18
0373	Senior Engineer	E	26							118,875	139,852	7/1/18
1300	Senior Environmental Chemist	B	114	41.6152	43.6959	45.8805	48.1746	50.5834	53.1124	86,560	110,474	7/1/18
1349	Senior Environmental Compliance Inspector	B	146	42.8637	45.0071	47.2575	49.6201	52.1012	54.7063	89,156	113,789	7/1/18
0374	Senior Environmental Engineer	E	26							118,875	139,852	7/1/18
7301	Senior Greenskeeper	B	609	38.2878	40.2022	42.2124	44.3230	46.5392	48.8662	79,639	101,642	7/1/18
4425	Senior Hazardous Materials Inspector	B	210	56.4181	59.2390	62.2009	65.3109	68.5764	72.0052	117,350	149,771	9/23/18
4325	Senior Housing Rehabilitation Specialist	B	601	41.5254	43.6017	45.7818	48.0709	50.4743	52.9980	86,373	110,236	7/1/18
0339	Senior Internal Auditor	E	18							114,974	135,264	7/1/18
2400	Senior Library Assistant	B	170	28.6004	30.0304	31.5319	33.1085	34.7638	36.5021	59,489	75,924	7/1/18
5710	Senior Maintenance Worker	B	177	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
0322	Senior Management Analyst	E	18							114,974	135,264	7/1/18
6450	Senior Meter Reader	B	171	30.9751	32.5237	34.1500	35.8575	37.6504	39.5331	64,428	82,229	7/1/18
2345	Senior Neighborhood Preservation Specialist	B	148	36.7201	38.5559	40.4838	42.5081	44.6334	46.8651	76,378	97,479	7/1/18
6500	Senior Office Assistant	B	172	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
8104	Senior Office Assistant, Part-time	L	8104	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
6501	Senior Office Assistant-Confidential	G	644	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
5600	Senior Park Utility Worker	B	173	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
4090	Senior Plan Check Engineer	B	691	56.4857	59.3100	62.2753	65.3893	68.6588	72.0917	117,490	149,951	7/1/18
1260	Senior Planner	B	654	47.1664	49.5247	52.0009	54.6012	57.3311	60.1977	98,106	125,211	7/1/18
2201	Senior Programmer Analyst	B	631	50.2274	52.7388	55.3758	58.1446	61.0518	64.1042	104,473	133,337	7/1/18
4550	Senior Public Safety Dispatcher	A	201	49.2969	51.7618	54.3499	57.0674	59.9208		102,538	124,635	2/11/18
1860	Senior Traffic Engineer	B	181	54.2065	56.9168	59.7624	62.7507	65.8883	69.1826	112,750	143,900	7/1/18
1865	Senior Transportation Engineer	B	610	51.6250	54.2064	56.9167	59.7623	62.7506	65.8882	107,380	137,047	7/1/18
1875	Senior Transportation Planner	B	657	48.8596	51.3027	53.8676	56.5610	59.3891	62.3585	101,628	129,706	7/1/18
5930	Senior Wastewater Collections Worker	B	177	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
5820	Senior Water Distribution Worker	B	696	31.6200	33.2011	34.8611	36.6039	38.4344	40.3561	65,770	83,941	7/1/18
5751	Senior Water Pollution Control Operator	B	679	40.8615	42.9046	45.0499	47.3025	49.6676	52.1510	84,992	108,474	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5425	Senior Water Pollution Control Plant Mechanic	B	185	41.8826	43.9766	46.1757	48.4843	50.9086	53.4541	87,116	111,185	7/1/18
2504	Senior Workforce Services Representative	B	666	26.1218	27.4280	28.7995	30.2395	31.7514	33.3390	54,333	69,345	7/1/18
8800	Senior Workforce Services Representative, Part-time	L	8800	26.1218	27.4280	28.7995	30.2395	31.7514	33.3390	54,333	69,345	7/1/18
1345	Solid Waste Contract Administrator	B	115	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
0275	Solid Waste Programs Division Manager	E	20							138,842	163,343	7/1/18
4800	Solid Waste Specialist	B	169	39.1907	41.1503	43.2078	45.3681	47.6367	50.0183	81,517	104,038	7/1/18
6650	Staff Office Assistant	B	180	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
8103	Staff Office Assistant, Part-time	L	8103	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6651	Staff Office Assistant-Confidential	G	109	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6700	Storekeeper 1	B	182	29.8349	31.3266	32.8931	34.5379	36.2647	38.0778	62,057	79,202	7/1/18
6600	Storekeeper 2	B	176	31.3967	32.9666	34.6148	36.3455	38.1628	40.0710	65,305	83,348	7/1/18
6710	Storekeeper/Buyer	B	112	38.0736	39.9773	41.9761	44.0748	46.2785	48.5926	79,193	101,073	7/1/18
5200	Street Lighting Technician	B	142	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
0353	Street Operations Manager	E	17							102,443	120,521	7/1/18
0216	Superintendent of Community Services	E	20							138,842	163,343	7/1/18
0212	Superintendent of Facilities Maintenance	E	19							123,966	145,843	7/1/18
0222	Superintendent of Parks & Golf	E	20							138,842	163,343	7/1/18
0270	Superintendent of Public Works Operations	E	20							138,842	163,343	7/1/18
0223	Superintendent of Trees & Landscape	E	19							123,966	145,843	7/1/18
0310	Supervising Librarian	E	17							102,443	120,521	7/1/18
2120	Technical Support Specialist	B	649	44.9304	47.1768	49.5358	52.0125	54.6132	57.3438	93,455	119,275	7/1/18
1950	Traffic Engineer	B	188	46.0037	48.3039	50.7192	53.2552	55.9180	58.7139	95,688	122,125	7/1/18
4200	Traffic Engineering Technician 1	B	127	28.8665	30.3099	31.8255	33.4167	35.0875	36.8418	60,042	76,631	7/1/18
4201	Traffic Engineering Technician 2	B	607	31.7532	33.3408	35.0080	36.7585	38.5963	40.5259	66,047	84,294	7/1/18
0290	Transportation & Traffic Manager	E	20							138,842	163,343	7/1/18
1955	Transportation Engineer	B	612	43.8133	46.0037	48.3039	50.7192	53.2552	55.9180	91,132	116,309	7/1/18
1861	Transportation Planner	B	183	47.2832	49.6474	52.1298	54.7364	57.4732	60.3468	98,349	125,521	7/1/18
0363	Treasury Manager	E	19							123,966	145,843	7/1/18
0344	Urban Landscape Manager	E	17							102,443	120,521	7/1/18
0315	Utility Billing Manager	E	19							123,966	145,843	7/1/18
7800	Utility Worker	B	192	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
8600	Vehicle Abatement Officer, Part-time	L	8600	27.0453	28.3977	29.8176	31.3084	32.8739	34.5174	56,254	71,796	7/1/18
5920	Wastewater Collections Crew Leader	B	161	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
5910	Wastewater Collections Supervisor	B	191	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
0352	Wastewater Operations Manager	E	17W							106,800	125,647	7/1/18
0201	Water & Sewer Systems Division Manager	E	20							138,842	163,343	7/1/18
5430	Water Conservation Coordinator	B	650	36.8585	38.7014	40.6365	42.6683	44.8018	47.0418	76,666	97,847	7/1/18
5810	Water Distribution Crew Leader	B	695	35.6784	37.4624	39.3355	41.3025	43.3676	45.5361	74,211	94,715	7/1/18
5800	Water Distribution Supervisor	B	694	39.2434	41.2057	43.2659	45.4292	47.7006	50.0857	81,626	104,178	7/1/18
5830	Water Distribution Worker	B	697	29.8524	31.3450	32.9123	34.5579	36.2859	38.1003	62,093	79,249	7/1/18
0351	Water Operations Manager	E	18W							120,774	142,087	7/1/18
0395	Water Pollution Control Maintenance Manager	E	18							114,974	135,264	7/1/18
0396	Water Pollution Control Operations Manager	E	19							123,966	145,843	7/1/18
5901	Water Pollution Control Operator 1	B	197	34.8580	36.6010	38.4309	40.3524	42.3702	44.4887	72,505	92,536	7/1/18
5900	Water Pollution Control Operator 2	B	202	35.7296	37.5160	39.3919	41.3615	43.4295	45.6009	74,318	94,850	7/1/18
7900	Water Pollution Control Operator-in-Training	B	199	26.6660	27.9992	29.3992	30.8692	32.4124	34.0332	55,465	70,789	7/1/18
0295	Water Pollution Control Plant Division Manager	E	20							138,842	163,343	7/1/18

Section 1

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5400	Water Pollution Control Plant Mechanic	B	154	37.9653	39.8636	41.8566	43.9496	46.1471	48.4544	78,968	100,785	7/1/18
5399	Water Pollution Control Plant Mechanic-in-Training	B	713	32.4309	34.0524	35.7551	37.5427	39.4199	41.3909	67,456	86,093	7/1/18
5435	Water Pollution Control Plant Systems Integrator	B	711	46.3918	48.7115	51.1471	53.7045	56.3897	59.2091	96,495	123,155	7/1/18
4100	Water System Operator	B	186	35.2960	37.0607	38.9136	40.8595	42.9025	45.0477	73,416	93,699	7/1/18
2540	Web & Communications Specialist	B	706	38.2186	40.1296	42.1359	44.2428	46.4549	48.7777	79,495	101,458	7/1/18
2550	Workforce Development Analyst	B	661	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
2503	Workforce Services Representative	B	667	23.7032	24.8883	26.1326	27.4392	28.8112	30.2518	49,303	62,924	7/1/18
0284	Youth & Family Resources Manager	E	18							114,974	135,264	7/1/18

Notes

CONF and Mgmt-CONF:

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

PSOA:

Educational Incentive: The employee must provide the Department of Human Resources with notification of the degree to establish the educational incentive.

Bachelor's Degree - 2.5%

Master's Degree - 5.0%

Emergency Medical Technician (EMT) - 4.0%

Donning and Doffing - PS Officer-in-Training and PS Officer - 1.373%

Donning and Doffing - PS Lieutenant - 0.80%

PSMA:

Educational Incentive: The employee must provide the Department of Human Resources with notification of the degree to establish the educational incentive.

Graduate Degree - 2.5%

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

Category A applies to Public Safety Dispatcher-in-Training, Public Safety Dispatchers, and Senior Public Safety Dispatchers (**COA**)

Category B applies to Miscellaneous Classified Employees (**SEA**)

Category C applies to Public Safety Lieutenants, Public Safety Officers, and Public Safety Officers-in-Training (**PSOA**)

Category D applies to Unrepresented Classified Management Employees (**MGMT-CONF**)

Category E applies to Represented Classified Management Employees (**MGMT-SMA**)

Category F applies to Unclassified Department Directors (**MGMT-DIR**)

Category G applies to Classified Confidential Employees (**CONF**)

Category K applies to Unclassified Management Employees appointed by the City Attorney (**MGMT-OCA**)

Category L applies to Classified Regular Part-time Employees (**SEIU**)

Category M applies to Public Safety Captain and Deputy Chief of Public Safety (**MGMT-PSMA**)

Section 2

City of Sunnyvale
Salary Table - Casual/Seasonal Classifications

Job Code		Job Title	Unit	Pay Category	Scale	Min. range /	Step 2	Step 3	Step 4	Step 5	Max. range /	Effective Date
Casual	Seasonal											
9503	9530	Casual Clerical 2	Casual	TEMP	1004	15.6500	16.0339	16.8356	17.6774	18.5612	19.4893	1/1/19
9504	9531	Casual Clerical 3	Casual	TEMP	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	5/10/15
9505	9532	Casual Clerical 4	Casual	TEMP	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	5/10/15
9009	9442	Casual Crime Prevention Asst	Casual	TEMP	936	15.6500						1/1/19
9979	9996	Casual Executive 1	Casual	TEMP	1007	65.4445	68.7167	72.1526	75.7602	79.5482	83.5256	5/10/15
9506	9533	Casual Executive 2	Casual	TEMP	1008	87.7019	92.0870	96.6913	101.5259	106.6022	111.9323	5/10/15
9507	9534	Casual Executive 3	Casual	TEMP	1009	117.5289	123.4054	129.5756	136.0544	142.8571	150.0000	5/10/15
9022	9028	Casual Librarian	Casual	TEMP	1050	30.1026	31.6076	33.1880	34.8475	36.5898	38.4192	4/10/16
9800	9801	Casual Library Specialist 1	Casual	TEMP	1051			15.6500	16.3652	17.1835	18.0427	1/1/19
9025	9027	Casual Library Specialist 2	Casual	TEMP	1052	16.6317	17.4632	18.3365	19.2533	20.2159	21.2269	4/10/16
9700	9701	Casual Library Specialist 3	Casual	TEMP	1053	19.5667	20.5450	21.5723	22.6508	23.7835	24.9727	4/10/16
9980	9989	Casual Management 1	Casual	TEMP	1014	36.5857	38.4150	40.3358	42.3526	44.4702	46.6937	5/10/15
9513	9541	Casual Management 2	Casual	TEMP	1015	49.0284	51.4798	54.0538	56.7565	59.5943	62.5740	5/10/15
9514	9542	Casual Management 3	Casual	TEMP	1016	65.7027	68.9879	72.4373	76.0591	79.8621	83.8552	5/10/15
9982	9990	Casual Paraprofessional 1	Casual	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9515	9543	Casual Paraprofessional 2	Casual	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9516	9544	Casual Paraprofessional 3	Casual	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9978	9975	Casual Professional - Registered/Certified 1	Casual	TEMP	1035	32.7223	34.3584	36.0763	37.8801	39.7741	41.7628	5/10/15
9520	9548	Casual Professional - Registered/Certified 2	Casual	TEMP	1024	43.8509	46.0435	48.3457	50.7630	53.3011	55.9662	5/10/15
9521	9549	Casual Professional - Registered/Certified 3	Casual	TEMP	1026	58.7645	61.7027	64.7878	68.0272	71.4286	75.0000	5/10/15
9981	9991	Casual Professional 1	Casual	TEMP	1017	19.5342	20.5110	21.5365	22.6134	23.7440	24.9312	5/10/15
9517	9545	Casual Professional 2	Casual	TEMP	1018	26.1778	27.4867	28.8610	30.3041	31.8193	33.4102	5/10/15
9518	9546	Casual Professional 3	Casual	TEMP	1019	35.0808	36.8348	38.6765	40.6104	42.6409	44.7729	5/10/15
9519	9547	Casual Professional 4	Casual	TEMP	1020	47.0116	49.3621	51.8303	54.4218	57.1429	60.0000	5/10/15
9250	9251	Casual Public Safety Cadet	Casual	TEMP	962	15.6500						1/1/19
9569	9557	Casual Service Maintenance 2	Casual	TEMP	1004	15.6500	16.0339	16.8356	17.6774	18.5612	19.4893	1/1/19
9570	9558	Casual Service Maintenance 3	Casual	TEMP	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	5/10/15
9571	9559	Casual Service Maintenance 4	Casual	TEMP	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	5/10/15
9984	9993	Casual Skilled Craft 1	Casual	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9572	9560	Casual Skilled Craft 2	Casual	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9576	9564	Casual Staff Support 2	Casual	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9577	9565	Casual Staff Support 3	Casual	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	5/10/15
9983	9994	Casual Technical 1	Casual	TEMP	1027	21.8148	22.9056	24.0509	25.2534	26.5161	27.8419	5/10/15
9578	9566	Casual Technical 2	Casual	TEMP	1028	29.2340	30.6957	32.2304	33.8420	35.5341	37.3108	5/10/15
9579	9567	Casual Technical 3	Casual	TEMP	1029	39.1763	41.1351	43.1919	45.3515	47.6190	50.0000	5/10/15
9580	9568	Casual Unskilled Laborer 2	Casual	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9023	9443	Casual Capital Project Assistant 1	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9501	9528	Casual Capital Project Assistant 2	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9502	9529	Casual Capital Project Assistant 3	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9024	9440	Casual Grant Assistant 1	Project	TEMP	1010				15.6500	15.8294	16.6208	1/1/19
9508	9535	Casual Grant Assistant 2	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9509	9536	Casual Grant Assistant 3	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9510	9537	Casual Grant Assistant 4	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9026	9436	Casual Special Project Assistant 1	Project	TEMP	1010				15.6500	15.8294	16.6208	1/1/19

Section 2

City of Sunnyvale
Salary Table - Casual/Seasonal Classifications

Job Code		Job Title	Unit	Pay Category	Scale	Min. range /	Step 2	Step 3	Step 4	Step 5	Max. range /	Effective Date
Casual	Seasonal											
9573	9561	Casual Special Project Assistant 2	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9574	9562	Casual Special Project Assistant 3	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9575	9563	Casual Special Project Assistant 4	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9018		Intern 1	Project	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9019		Intern 2	Project	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	1/1/18
9419	9441	Casual Assistant Pool Manager	Recreation	TEMP	921	15.6500	15.7500	16.5400	17.3600	18.2300	19.1400	1/1/19
9312	9538	Casual Intermittent Recreation 1	Recreation	TEMP	1011				15.6500	15.9096	16.7051	1/1/19
9511	9539	Casual Intermittent Recreation 2	Recreation	TEMP	1012	17.5404	18.4174	19.3383	20.3052	21.3204	22.3865	5/10/15
9512	9540	Casual Intermittent Recreation 3	Recreation	TEMP	1013	23.5058	24.6811	25.9151	27.2109	28.5714	30.0000	5/10/15
9421	9429	Casual Lifeguard/Swim Instructor 2 (WSI Certified)	Recreation	TEMP	927				15.6500	15.8100	16.6000	1/1/19
9422	9430	Casual Pool Manager	Recreation	TEMP	928	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/14
9407	9435	Casual Program Assistant	Recreation	TEMP	907	16.0000	16.8000	17.6400	18.5200	19.4500	20.4200	4/27/14
9423	9431	Casual Recreation Attendant	Recreation	TEMP	931					15.6500	15.9500	1/1/19
9522	9551	Casual Recreation Instructor/Official 2	Recreation	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9523	9552	Casual Recreation Instructor/Official 3	Recreation	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	5/10/15
9524	9553	Casual Recreation Instructor/Official 4	Recreation	TEMP	1023	24.7882	26.0276	27.3290	28.6954	30.1302	31.6367	5/10/15
9525	9554	Casual Recreation Instructor/Official 5	Recreation	TEMP	1034	33.2185	34.8795	36.6234	38.4546	40.3773	42.3962	5/10/15
9526	9555	Casual Recreation Instructor/Official 6	Recreation	TEMP	1025	44.5160	46.7418	49.0789	51.5328	54.1095	56.8150	5/10/15
9527	9556	Casual Recreation Instructor/Official 7	Recreation	TEMP	1033	59.6557	62.6385	65.7704	69.0589	72.5119	76.1375	5/10/15
9413	9433	Casual Recreation Specialist	Recreation	TEMP	913	15.6500						1/1/19
9584	9581	Casual Senior Case Manager 1	Recreation	TEMP	1030	20.0000	21.0000	22.0500	23.1525	24.3101	25.5256	5/10/15
9585	9582	Casual Senior Case Manager 2	Recreation	TEMP	1031	26.8019	28.1420	29.5491	31.0266	32.5779	34.2068	5/10/15
9586	9583	Casual Senior Case Manager 3	Recreation	TEMP	1032	35.9171	37.7130	39.5986	41.5786	43.6575	45.8404	5/10/15
9425	9434	Casual Site Lead	Recreation	TEMP	939	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/14
9426	9437	Casual Sports Official	Recreation	TEMP	947	20.0000	21.0000	22.0500	23.1500	24.3100	25.5300	4/27/14
9427	9439	Casual Theatre Technician	Recreation	TEMP	949	25.0000	26.2500	27.5600	28.9400	30.3900	31.9100	4/27/14
9299	9298	Casual NOVA Youth Worker	WIA	TEMP	802	15.6500	16.4300	17.2500				1/1/19

Section 3

City of Sunnyvale
Salary Table - Council Members

Job Code	Job Title	Unit	Pay Category	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0006	COUNCIL MEMBER	Council	N/A	302	30,680.52 (Annual)						1/1/19
0007	MAYOR	Council	N/A	303	40,907.64 (Annual)						1/1/19

City of Sunnyvale
Salary Table

Section 1: [Regular Classifications](#)

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

Section 3: [Council Members](#)

Revisions:

Current revision: January 1, 2019

Regular/Part Time Classifications - Revisions since 2011: 10/2/2011, 11/21/2011, 3/29/2012, 5/15/2012, 8/27/2012, 10/2/2012, 12/26/2012, 2/6/2013, 3/3/2013, 6/3/2013, 7/7/2013, 9/30/2013, 12/4/2013, 12/22/2013, 2/25/2014, 7/6/2014, 8/17/2014, 8/31/2014, 12/7/2014, 12/9/2014, 7/5/2015, 9/27/2015, 12/1/2015, 12/15/2015, 1/03/2016, 7/03/2016, 8/24/2016, 9/25/2016, 2/12/2017, 3/12/2017, 7/2/2017, 7/16/2017, 9/10/2017, 9/12/2017, 2/11/2018, 3/11/2018, 4/22/2018, 6/17/2018, 7/1/2018, 7/15/2018, 8/26/2018, 9/23/2018, 1/1/2019

Casual/Temporary Classifications - Revisions since 2011: 1/20/2013, 3/29/2012, 4/27/2014, 6/22/2014, 12/21/2014, 5/10/2015, 2/14/2016, 4/5/2016, 7/1/2016, 1/1/2017, 1/1/2018, 1/1/2019

City Council - Revisions since 2011: 1/1/2012, 1/1/2013, 1/1/2014, 1/1/2015, 1/1/2016, 1/1/2017, 1/1/2018, 1/1/2019

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1000	Accountant	B	101	38.3628	40.2808	42.2948	44.4097	46.6301	48.9615	79,795	101,840	7/1/18
6800	Accounting Technician	B	646	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
1100	Administrative Aide	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
8500	Administrative Aide, Part-time	L	8500	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1101	Administrative Aide-Confidential	G	640	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1102	Administrative Aide-Employment Development	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
1250	Administrative Analyst	B	630	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
8601	Administrative Analyst, Part-time	L	8601	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0305	Administrative Librarian	E	19							123,966	145,843	7/1/18
6000	Administrative Secretary	G	105	31.2783	32.8423	34.4844	36.2085	38.0190	39.9199	65,059	83,033	7/1/18
0309	Administrative Services Manager	E	17							102,443	120,521	7/1/18
0217	Affordable Housing Manager	E	18							114,974	135,264	7/1/18
2170	Animal Control Officer	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
0013	Assistant City Attorney	K	19K							138,721	163,201	7/1/18
0206	Assistant City Engineer	E	19MA							131,472	154,673	7/1/18
0110	Assistant City Manager	F	25							262,644	315,173	9/10/17
0400	Assistant Director of Community Development	E	21							155,504	182,946	7/1/18
0259	Assistant Director of Finance	D	30CONF							155,504	182,946	8/26/18
0205	Assistant Director of Public Works/City Engineer	E	21							155,504	182,946	7/1/18
5015	Assistant Golf Professional	B	665	20.9328	21.9795	23.0785	24.2324	25.4440	26.7162	43,540	55,570	7/1/18
1251	Assistant Planner	B	126	35.0712	36.8248	38.6660	40.5993	42.6291	44.7608	72,948	93,102	7/1/18
0320	Assistant to the City Manager	D	20CONF							138,721	163,201	7/1/18
1200	Associate Planner	B	107	42.1937	44.3035	46.5188	48.8447	51.2869	53.8512	87,763	112,010	7/1/18
1205	Automotive Shop Attendant	B	669	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
8900	Automotive Shop Attendant, Part-time	L	8900	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
0367	Budget Analyst 1	E	16							94,861	111,601	7/1/18
0368	Budget Analyst 2	E	17							102,443	120,521	7/1/18
0364	Budget Manager	E	32							136,659	160,774	8/26/18
4001	Building Inspector 1	B	702	36.9795	38.8284	40.7700	42.8086	44.9491	47.1966	76,917	98,169	7/1/18
4000	Building Inspector 2	B	111	40.7700	42.8086	44.9491	47.1966	49.5563	52.0343	84,802	108,231	7/1/18
8303	Building Services Worker, Part-time	L	8303	28.4310	29.8525	31.3452	32.9124	34.5580	36.2861	59,136	75,475	7/1/18
2501	Business Liaison	B	124	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
8700	Business Liaison, Part-time	L	8700	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
0209	Business Operations Manager	E	19							123,966	145,843	7/1/18
6750	Buyer 1	B	145	33.8131	35.5038	37.2790	39.1429	41.0999	43.1550	70,331	89,762	7/1/18
2000	Buyer 2	B	112	38.0736	39.9773	41.9761	44.0748	46.2785	48.5926	79,193	101,073	7/1/18
2500	Career Advisor	B	124	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
8701	Career Advisor, Part-time	L	8701	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
0210	Chief Building Official	E	20							138,842	163,343	7/1/18
0190	Chief Information Officer	F	31							234,504	281,405	9/10/17
0011	City Attorney	n/a	301						249,708	249,708	249,708	7/15/18
0203	City Clerk	D	18CONF							112,599	132,469	7/1/18
0010	City Manager	n/a	300	302,041					362,449	302,041	362,449	9/12/17
0388	City Property Administrator	E	19							123,966	145,843	7/1/18
1400	Civil Engineer	B	116	46.0037	48.3039	50.7192	53.2552	55.9180	58.7139	95,688	122,125	7/1/18
0371	Civilian Assistant Fire Marshal	E	33							135,221	159,083	9/23/18
0369	Civilian Fire Marshal	E	21							155,504	182,946	9/23/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
6805	Collections Specialist	B	646	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
0316	Communications Officer	E	18							114,974	135,264	7/1/18
0342	Community Resources Manager	E	18							114,974	135,264	7/1/18
2351	Community Services Coordinator 1	B	164	32.5231	34.1494	35.8568	37.6495	39.5319	41.5086	67,648	86,338	7/1/18
2300	Community Services Coordinator 2	B	628	37.6498	39.5322	41.5089	43.5844	45.7635	48.0519	78,312	99,948	7/1/18
0213	Community Services Manager	E	17							102,443	120,521	7/1/18
2150	Community Services Officer	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
8702	Computer Systems Specialist, Part-time	L	8702	36.2300	38.0414	39.9435	41.9408	44.0379	46.2397	75,358	96,179	7/1/18
5753	Cross Connection Control Specialist	B	186	35.2960	37.0607	38.9136	40.8595	42.9025	45.0477	73,416	93,699	7/1/18
8301	Custodian, Part-time	L	8301	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
6675	Customer Service Representative	B	648	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
0341	Deputy Chief Public Safety	M	20PS							195,184	229,628	7/1/18
0341	Deputy Chief Public Safety (Graduate Degree)	M	20PSG							200,064	235,369	7/1/18
0014	Deputy City Attorney	K	17K							112,599	132,469	7/1/18
2460	Deputy City Clerk	B	637	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0113	Deputy City Manager	F	30							213,562	251,249	6/17/18
0120	Director of Community Development	F	31							234,504	281,405	9/10/17
0140	Director of Employment Development	F	22ED1							161,605	193,925	9/10/17
0185	Director of Environmental Services	F	31							234,504	281,405	9/10/17
0130	Director of Finance	F	31							234,504	281,405	9/10/17
0145	Director of Human Resources	F	31							234,504	281,405	9/10/17
0155	Director of Library & Community Services	F	31							234,504	281,405	9/10/17
0170	Director of Public Safety	F	24PS							254,995	305,993	9/10/17
0180	Director of Public Works	F	31							234,504	281,405	9/10/17
0260	Economic Development Manager	E	19							123,966	145,843	7/1/18
2160	Emergency Management Coordinator	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
2480	Emergency Medical Services Coordinator	B	674	44.4849	46.7090	49.0446	51.4967	54.0715	56.7751	92,529	118,092	7/1/18
8110	Emergency Medical Services Specialist 1, Part-time	L	8110	38.6753	40.6092	42.6396	44.7716	47.0102	49.3607	80,445	102,670	7/1/18
8120	Emergency Medical Services Specialist 2, Part-time	L	8120	44.4849	46.7090	49.0446	51.4967	54.0715	56.7751	92,529	118,092	7/1/18
2650	Employment Development Information Systems Analyst	B	108	38.9712	40.9201	42.9659	45.1142	47.3700	49.7386	81,060	103,456	7/1/18
0301	Employment Training Manager	E	17							102,443	120,521	7/1/18
1160	Employment Training Program Coordinator	B	611	34.9390	36.6858	38.5202	40.4462	42.4686	44.5920	72,673	92,751	7/1/18
8100	Employment Training Program Coordinator, Part-time	L	8100	34.9390	36.6858	38.5202	40.4462	42.4686	44.5920	72,673	92,751	7/1/18
1500	Engineering Assistant 1	B	117	38.4560	40.3790	42.3979	44.5179	46.7436	49.0810	79,988	102,088	7/1/18
1410	Engineering Assistant 2	B	660	42.2306	44.3422	46.5591	48.8872	51.3316	53.8981	87,840	112,108	7/1/18
4900	Environmental Chemist 1	B	196	32.3324	33.9489	35.6462	37.4286	39.3001	41.2651	67,251	85,831	7/1/18
8250	Environmental Chemist 1, Part-time	L	8250	32.3324	33.9489	35.6462	37.4286	39.3001	41.2651	67,251	85,831	7/1/18
1351	Environmental Chemist 2	B	100	37.6061	39.4866	41.4610	43.5341	45.7106	47.9962	78,221	99,832	7/1/18
8251	Environmental Chemist 2, Part-time	L	8251	37.6061	39.4866	41.4610	43.5341	45.7106	47.9962	78,221	99,832	7/1/18
1350	Environmental Compliance Inspector	B	135	36.9206	38.7666	40.7049	42.7401	44.8771	47.1208	76,795	98,011	7/1/18
1840	Environmental Engineering Coordinator	B	168	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
0326	Environmental Programs Manager	E	18MA							117,003	137,650	7/1/18
5050	Equipment Mechanic	B	128	33.2132	34.8738	36.6176	38.4482	40.3707	42.3892	69,083	88,170	7/1/18
7100	Equipment Mechanic-in-Training	B	129	28.3713	29.7898	31.2794	32.8434	34.4856	36.2099	59,012	75,317	7/1/18
6410	Executive Assistant	G	166	36.5621	38.3903	40.3098	42.3253	44.4416	46.6637	76,049	97,060	7/1/18
5310	Facilities Technician 1	B	680	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
5315	Facilities Technician 2	B	681	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5320	Facilities Technician 3	B	682	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
5300	Facility Attendant 1	B	670	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
8150	Facility Attendant 1, Part-time	L	8150	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
5301	Facility Attendant 2	B	671	21.2573	22.3200	23.4361	24.6080	25.8383	27.1302	44,215	56,431	7/1/18
8151	Facility Attendant 2, Part-time	L	8151	21.2573	22.3200	23.4361	24.6080	25.8383	27.1302	44,215	56,431	7/1/18
6830	Finance Analyst 1	B	692	34.6654	36.3987	38.2188	40.1297	42.1361	44.2429	72,104	92,025	7/1/18
6840	Finance Analyst 2	B	693	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0363	Finance Manager	E	19							123,966	145,843	7/1/18
6875	Finance Technician	B	677	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
4460	Fire Prevention Inspector 1	B	212	39.2623	41.2254	43.2867	45.4510	47.7236	50.1098	81,666	104,228	9/23/18
4461	Fire Prevention Inspector 2	B	213	43.1886	45.3480	47.6154	49.9962	52.4960	55.1208	89,832	114,651	9/23/18
4481	Fire Protection Engineer 1	B	215	51.6300	54.2115	56.9221	59.7682	62.7566	65.8944	107,390	137,060	9/23/18
4482	Fire Protection Engineer 2	B	216	56.7930	59.6327	62.6143	65.7450	69.0322	72.4838	118,129	150,766	9/23/18
4475	Fire Protection Inspector	B	651	47.5075	49.8829	52.3770	54.9958	57.7456	60.6329	98,816	126,116	9/23/18
0380	Fleet Manager	E	18							114,974	135,264	7/1/18
4490	Fleet Services Coordinator	B	700	39.8559	41.8484	43.9409	46.1379	48.4449	50.8671	82,900	105,804	7/1/18
5025	Golf Course Equipment Mechanic	B	645	33.2132	34.8738	36.6176	38.4482	40.3707	42.3892	69,083	88,170	7/1/18
0327	Golf Operations Manager	E	18							114,974	135,264	7/1/18
5010	Golf Professional	B	664	28.8258	30.2674	31.7808	33.3697	35.0381	36.7901	59,958	76,523	7/1/18
8200	Golf Service Assistant, Part-time	L	8200	16.9296	17.7759	18.6649	19.5980	20.5780	21.6068	35,214	44,942	7/1/18
2505	Graphic Artist	B	184	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
8300	Graphic Artist, Part-time	L	8300	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
7300	Greenskeeper	B	134	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
7325	Groundsworker	B	626	17.0702	17.9237	18.8198	19.7607	20.7488	21.7864	35,506	45,316	7/1/18
4450	Hazardous Materials Inspector	B	110	51.2891	53.8537	56.5461	59.3734	62.3423	65.4593	106,681	136,155	7/1/18
0302	Head Golf Professional	E	15							87,835	103,335	7/1/18
5100	Heavy Equipment Operator	B	130	33.1895	34.8489	36.5913	38.4206	40.3418	42.3588	69,034	88,106	7/1/18
2430	Help Desk Technician	B	708	32.4424	34.0645	35.7677	37.5561	39.4340	41.4057	67,480	86,124	7/1/18
0202	Housing Officer	E	19							123,966	145,843	7/1/18
2925	Housing Programs Analyst	B	179	36.9940	38.8436	40.7858	42.8250	44.9664	47.2145	76,948	98,206	7/1/18
2950	Housing Programs Technician	B	104	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
4400	Housing Rehabilitation Specialist	B	131	37.7506	39.6380	41.6202	43.7012	45.8861	48.1806	78,521	100,216	7/1/18
1450	Human Resources Analyst	G	187	40.3460	42.3634	44.4816	46.7056	49.0409	51.4930	83,920	107,105	7/1/18
0282	Human Resources Manager	D	19CONF							123,859	145,716	7/1/18
1775	Human Resources Technician	G	640	34.8213	36.5625	38.3905	40.3101	42.3256	44.4419	72,428	92,439	7/1/18
2450	I.T. Coordinator	B	123	44.1450	46.3523	48.6699	51.1034	53.6584	56.3415	91,822	117,190	7/1/18
2455	I.T. Coordinator-Confidential	G	685	44.1450	46.3523	48.6699	51.1034	53.6584	56.3415	91,822	117,190	7/1/18
0331	Information Technology Manager	E	20							138,842	163,343	7/1/18
0338	Internal Auditor	E	16							94,861	111,601	7/1/18
0211	Job Seeker Services Manager	E	19							123,966	145,843	7/1/18
8305	Lab/Field Technician, Part-time	L	8305	29.7487	31.2362	32.7982	34.4381	36.1600	37.9680	61,877	78,973	7/1/18
4950	Laboratory/Field Technician	B	620	29.7487	31.2362	32.7982	34.4381	36.1600	37.9680	61,877	78,973	7/1/18
0390	Laboratory/Pretreatment Manager	E	18							114,974	135,264	7/1/18
4960	Landfill Technican	B	672	29.0438	30.4960	32.0209	33.6218	35.3028	37.0679	60,411	77,101	7/1/18
8350	Landfill Technician, Part-time	L	8350	29.0438	30.4960	32.0209	33.6218	35.3028	37.0679	60,411	77,101	7/1/18
5150	Lead Equipment Mechanic	B	136	37.1987	39.0587	41.0114	43.0622	45.2151	47.4760	77,373	98,750	7/1/18
6100	Legal Secretary	G	137	31.3923	32.9620	34.6100	36.3405	38.1575	40.0654	65,296	83,336	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1600	Librarian	B	139	33.6891	35.3734	37.1421	38.9994	40.9492	42.9967	70,073	89,433	7/1/18
8400	Librarian, Part-time	L	8400	33.6891	35.3734	37.1421	38.9994	40.9492	42.9967	70,073	89,433	7/1/18
2100	Library Assistant	B	140	27.4718	28.8453	30.2876	31.8020	33.3919	35.0617	57,141	72,928	7/1/18
0303	Library Circulation Manager	E	15							87,835	103,335	7/1/18
8402	Library Specialist 1, Part-time	L	8402	15.8212	16.6122	17.4429	18.3150	19.2308	20.1923	32,908	42,000	7/1/18
8403	Library Specialist 2, Part-time	L	8403	18.6133	19.5438	20.5212	21.5472	22.6245	23.7560	38,716	49,412	7/1/18
8404	Library Specialist 3, Part-time	L	8404	21.8980	22.9928	24.1426	25.3496	26.6172	27.9480	45,548	58,132	7/1/18
5250	Mail Clerk	B	690	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
8130	Mail Clerk, Part-time	L	8130	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
5860	Maintenance Worker 1	B	699	27.0771	28.4309	29.8524	31.3450	32.9123	34.5579	56,320	71,880	7/1/18
5850	Maintenance Worker 2	B	698	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
0276	Management Analyst	E	16							94,861	111,601	7/1/18
0274	Management Analyst: Employment Development	E	16							94,861	111,601	7/1/18
0324	Manager, Bureau Of Technical Services-Public Safety	E	20							138,842	163,343	7/1/18
6150	Meter Reader	B	147	28.6364	30.0682	31.5717	33.1502	34.8078	36.5482	59,564	76,020	7/1/18
8107	Meter Reader, Part-time	L	8107	28.6364	30.0682	31.5717	33.1502	34.8078	36.5482	59,564	76,020	7/1/18
0204	Neighborhood Preservation Manager	E	18							114,974	135,264	7/1/18
2349	Neighborhood Preservation Specialist	B	118	33.3805	35.0495	36.8020	38.6422	40.5742	42.6030	69,431	88,614	7/1/18
4825	Network Engineer	B	642	50.2274	52.7388	55.3758	58.1446	61.0518	64.1042	104,473	133,337	7/1/18
2420	Network Technician	B	687	36.5626	38.3906	40.3101	42.3256	44.4419	46.6641	76,050	97,061	7/1/18
6200	Office Assistant	B	149	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
8102	Office Assistant, Part-time	L	8102	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
6210	Office Assistant-Confidential	G	676	23.3488	24.5159	25.7419	27.0290	28.3806	29.7995	48,566	61,983	7/1/18
6250	Office Clerk	B	150	21.1618	22.2201	23.3311	24.4974	25.7223	27.0084	44,017	56,177	7/1/18
0329	Operations Manager: Facilities	E	17							102,443	120,521	7/1/18
1060	Paralegal	G	658	38.3628	40.2808	42.2948	44.4097	46.6301	48.9615	79,795	101,840	7/1/18
5350	Parks Leader	B	153	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
0330	Parks Manager	E	17							102,443	120,521	7/1/18
7320	Parks Supervisor	B	613	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
7600	Parks Worker 1	B	198	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
7650	Parks Worker 2	B	600	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
7675	Parks Worker 3	B	614	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
1015	Payroll Supervisor	G	675	42.1989	44.3089	46.5243	48.8508	51.2931	53.8578	87,774	112,024	7/1/18
6855	Payroll Technician 1	G	703	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6857	Payroll Technician 2	G	705	29.4561	30.9288	32.4755	34.0991	35.8040	37.5942	61,269	78,196	7/1/18
6860	Payroll Technician 3	G	686	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
4080	Permit Center Coordinator	B	655	47.8315	50.2231	52.7342	55.3711	58.1397	61.0465	99,490	126,977	7/1/18
0262	Permit Center Manager	E	26							118,875	139,852	7/1/18
2110	Permit Clerk 1	B	180	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
2112	Permit Clerk 2	B	172	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
2115	Permit Technician	B	639	32.1667	33.7752	35.4638	37.2369	39.0988	41.0537	66,907	85,392	7/1/18
2440	Personal Computer Technician	B	708	32.4424	34.0645	35.7677	37.5561	39.4340	41.4057	67,480	86,124	7/1/18
4875	Plan Check Engineer	B	627	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
4855	Plan Checker 1	B	662	38.8282	40.7696	42.8082	44.9485	47.1959	49.5557	80,763	103,076	7/1/18
4805	Plan Checker 2	B	656	42.8085	44.9489	47.1962	49.5561	52.0340	54.6358	89,042	113,642	7/1/18
0230	Planning Officer	E	20							138,842	163,343	7/1/18
7500	Press Operator	B	155	26.2156	27.5263	28.9026	30.3478	31.8652	33.4584	54,528	69,593	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
1020	Principal Accountant	B	616	46.7175	49.0534	51.5062	54.0815	56.7855	59.6248	97,172	124,020	7/1/18
2050	Principal Buyer	B	683	43.9755	46.1741	48.4829	50.9071	53.4523	56.1251	91,469	116,740	7/1/18
5730	Principal Design & Construction Operator	B	710	46.7046	49.0402	51.4922	54.0667	56.7699	59.6085	97,146	123,986	7/1/18
0334	Principal Human Resources Analyst	D	17CONF							102,362	120,426	7/1/18
2204	Principal Network Engineer	B	632	59.5076	62.4830	65.6072	68.8876	72.3319	75.9486	123,776	157,973	7/1/18
6300	Principal Office Assistant	B	156	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
8105	Principal Office Assistant, Part-time	L	8105	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
6301	Principal Office Assistant-Confidential	G	102	33.0274	34.6787	36.4127	38.2334	40.1451	42.1523	68,697	87,677	7/1/18
1700	Principal Planner	B	157	52.1394	54.7464	57.4837	60.3580	63.3759	66.5446	108,450	138,413	7/1/18
2202	Principal Programmer Analyst	B	632	59.5076	62.4830	65.6072	68.8876	72.3319	75.9486	123,776	157,973	7/1/18
6701	Principal Storekeeper	B	668	33.9084	35.6036	37.3838	39.2532	41.2158	43.2765	70,529	90,015	7/1/18
1885	Principal Transportation Engineer/Planner	B	709	56.5284	59.3547	62.3225	65.4387	68.7106	72.1460	117,579	150,064	7/1/18
5752	Principal Water Pollution Control Operator	B	710	46.7046	49.0402	51.4922	54.0667	56.7699	59.6085	97,146	123,986	7/1/18
1255	Program Coordinator	B	638	36.3986	38.2186	40.1296	42.1360	44.2428	46.4549	75,709	96,626	7/1/18
0375	Program Quality & Operations Manager	E	20							138,842	163,343	7/1/18
2200	Programmer Analyst	B	103	45.2966	47.5614	49.9395	52.4364	55.0581	57.8112	94,217	120,247	7/1/18
0236	Public Safety Captain	M	19PS							174,274	205,027	7/1/18
0236	Public Safety Captain (Graduate Degree)	M	19PSG							178,631	210,153	7/1/18
0245	Public Safety Communications Manager	E	18							114,974	135,264	7/1/18
4500	Public Safety Dispatcher	A	200	42.8669	45.0103	47.2608	49.6238	52.1050		89,163	108,378	2/11/18
4525	Public Safety Dispatcher-in-Training	A	205	37.0301	38.8816	40.8256				77,023	84,917	2/11/18
4601	Public Safety Lieutenant	C	309	65.5831	68.8623	72.3054	75.9206	79.7167		136,413	165,811	7/1/18
4601	Public Safety Lieutenant (Bachelor's Degree & EMT)	C	309BE	69.8460	73.3383	77.0053	80.8555	84.8983		145,280	176,588	7/1/18
4601	Public Safety Lieutenant (Bachelor's Degree)	C	309B	67.2227	70.5838	74.1130	77.8187	81.7096		139,823	169,956	7/1/18
4601	Public Safety Lieutenant (Emt)	C	309E	68.2065	71.6168	75.1976	78.9575	82.9054		141,870	172,443	7/1/18
4601	Public Safety Lieutenant (Master's Degree & EMT)	C	309ME	71.4856	75.0599	78.8129	82.7535	86.8912		148,690	180,734	7/1/18
4601	Public Safety Lieutenant (Master's Degree)	C	309M	68.8623	72.3054	75.9206	79.7167	83.7025		143,234	174,101	7/1/18
7400	Public Safety Maintenance Worker	B	144	27.1032	28.4584	29.8813	31.3754	32.9442	34.5916	56,375	71,951	7/1/18
3002	Public Safety Officer 1	C	307	51.6861	54.2704	56.9840	59.8332			107,507	124,453	7/1/18
3002	Public Safety Officer 1 (EMT)	C	307E	53.7535	56.4412	59.2633	62.2264			111,807	129,431	7/1/18
3003	Public Safety Officer 1-Trainee	C	308	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3003	Public Safety Officer 1-Trainee (EMT)	C	308E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
3001	Public Safety Officer 2	C	306	54.6944	57.4291	60.3006	63.3156	66.4814	68.1434	113,764	141,738	7/1/18
3001	Public Safety Officer 2 (Bachelor's Degree & EMT)	C	306BE						72.5727	150,951	150,951	7/1/18
3001	Public Safety Officer 2 (Bachelor's Degree)	C	306B						69.8470	145,282	145,282	7/1/18
3001	Public Safety Officer 2 (EMT)	C	306E	56.8821	59.7262	62.7126	65.8483	69.1406	70.8692	118,315	147,408	7/1/18
3001	Public Safety Officer 2 (Master's Degree & EMT)	C	306ME						74.2763	154,495	154,495	7/1/18
3001	Public Safety Officer 2 (Master's Degree)	C	306M						71.5506	148,825	148,825	7/1/18
3006	Public Safety Officer Academy Attendee/Graduate	C	305	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3006	Public Safety Officer Academy Attendee/Graduate (EMT)	C	305E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
3000	Public Safety Officer-in-Training	C	305	49.2249	51.6861	54.2704	56.9840			102,388	118,527	7/1/18
3000	Public Safety Officer-in-Training (EMT)	C	305E	51.1939	53.7535	56.4412	59.2633			106,483	123,268	7/1/18
6351	Public Safety Property Clerk 1	B	615	29.8269	31.3182	32.8842	34.5283	36.2547	38.0673	62,040	79,180	7/1/18
6350	Public Safety Property Clerk 2	B	159	31.3967	32.9666	34.6148	36.3455	38.1628	40.0710	65,305	83,348	7/1/18
1130	Public Safety Records Coordinator	B	621	34.1265	35.8330	37.6244	39.5058	41.4812	43.5552	70,983	90,595	7/1/18
0246	Public Safety Records Manager	E	29							90,463	106,427	7/1/18
6052	Public Safety Records Senior Specialist	B	635	30.9217	32.4678	34.0911	35.7957	37.5854	39.4647	64,317	82,087	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
6050	Public Safety Records Specialist 1	B	633	25.2995	26.5647	27.8929	29.2875	30.7518	32.2892	52,623	67,162	7/1/18
6051	Public Safety Records Specialist 2	B	634	28.1108	29.5164	30.9921	32.5418	34.1688	35.8772	58,470	74,625	7/1/18
2180	Public Safety Specialist	B	106	33.8069	35.4972	37.2720	39.1356	41.0924	43.1469	70,318	89,746	7/1/18
4650	Public Works Construction Inspector	B	160	37.7507	39.6383	41.6203	43.7013	45.8863	48.1807	78,521	100,216	7/1/18
5510	Public Works Crew Leader	B	161	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
5640	Public Works Supervisor	B	191	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
0362	Purchasing Officer	E	19							123,966	145,843	7/1/18
5431	Recycled Water Coordinator	B	663	36.8585	38.7014	40.6365	42.6683	44.8018	47.0418	76,666	97,847	7/1/18
0218	Regulatory Programs Division Manager	E	20							138,842	163,343	7/1/18
0285	Risk Manager	D	19CONF							123,859	145,716	7/1/18
1010	Senior Accountant	B	641	42.1989	44.3089	46.5243	48.8508	51.2931	53.8578	87,774	112,024	7/1/18
6850	Senior Accounting Technician	B	647	33.3841	35.0534	36.8060	38.6464	40.5785	42.6074	69,439	88,623	7/1/18
0012	Senior Assistant City Attorney	K	20K							158,924	186,969	7/1/18
4700	Senior Building Inspector	B	167	44.9121	47.1576	49.5155	51.9913	54.5910	57.3204	93,417	119,226	7/1/18
5651	Senior Building Services Leader	B	604	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
1140	Senior Buyer	B	624	41.8811	43.9754	46.1740	48.4828	50.9070	53.4522	87,113	111,181	7/1/18
2145	Senior Community Services Officer	B	151	38.6753	40.6092	42.6396	44.7716	47.0102	49.3607	80,445	102,670	7/1/18
1850	Senior Construction Inspector/Coordinator	B	174	44.9121	47.1576	49.5155	51.9913	54.5910	57.3204	93,417	119,226	7/1/18
4150	Senior Crime Analyst	B	653	45.8509	48.1437	50.5508	53.0784	55.7322	58.5189	95,370	121,719	7/1/18
8106	Senior Crime Analyst, Part-time	L	8106	45.8509	48.1437	50.5508	53.0784	55.7322	58.5189	95,370	121,719	7/1/18
0373	Senior Engineer	E	26							118,875	139,852	7/1/18
1300	Senior Environmental Chemist	B	114	41.6152	43.6959	45.8805	48.1746	50.5834	53.1124	86,560	110,474	7/1/18
1349	Senior Environmental Compliance Inspector	B	146	42.8637	45.0071	47.2575	49.6201	52.1012	54.7063	89,156	113,789	7/1/18
0374	Senior Environmental Engineer	E	26							118,875	139,852	7/1/18
7301	Senior Greenskeeper	B	609	38.2878	40.2022	42.2124	44.3230	46.5392	48.8662	79,639	101,642	7/1/18
4425	Senior Hazardous Materials Inspector	B	210	56.4181	59.2390	62.2009	65.3109	68.5764	72.0052	117,350	149,771	9/23/18
4325	Senior Housing Rehabilitation Specialist	B	601	41.5254	43.6017	45.7818	48.0709	50.4743	52.9980	86,373	110,236	7/1/18
0339	Senior Internal Auditor	E	18							114,974	135,264	7/1/18
2400	Senior Library Assistant	B	170	28.6004	30.0304	31.5319	33.1085	34.7638	36.5021	59,489	75,924	7/1/18
5710	Senior Maintenance Worker	B	177	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
0322	Senior Management Analyst	E	18							114,974	135,264	7/1/18
6450	Senior Meter Reader	B	171	30.9751	32.5237	34.1500	35.8575	37.6504	39.5331	64,428	82,229	7/1/18
2345	Senior Neighborhood Preservation Specialist	B	148	36.7201	38.5559	40.4838	42.5081	44.6334	46.8651	76,378	97,479	7/1/18
6500	Senior Office Assistant	B	172	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
8104	Senior Office Assistant, Part-time	L	8104	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
6501	Senior Office Assistant-Confidential	G	644	29.1412	30.5983	32.1283	33.7347	35.4213	37.1923	60,614	77,360	7/1/18
5600	Senior Park Utility Worker	B	173	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
4090	Senior Plan Check Engineer	B	691	56.4857	59.3100	62.2753	65.3893	68.6588	72.0917	117,490	149,951	7/1/18
1260	Senior Planner	B	654	47.1664	49.5247	52.0009	54.6012	57.3311	60.1977	98,106	125,211	7/1/18
2201	Senior Programmer Analyst	B	631	50.2274	52.7388	55.3758	58.1446	61.0518	64.1042	104,473	133,337	7/1/18
4550	Senior Public Safety Dispatcher	A	201	49.2969	51.7618	54.3499	57.0674	59.9208		102,538	124,635	2/1/18
1860	Senior Traffic Engineer	B	181	54.2065	56.9168	59.7624	62.7507	65.8883	69.1826	112,750	143,900	7/1/18
1865	Senior Transportation Engineer	B	610	51.6250	54.2064	56.9167	59.7623	62.7506	65.8882	107,380	137,047	7/1/18
1875	Senior Transportation Planner	B	657	48.8596	51.3027	53.8676	56.5610	59.3891	62.3585	101,628	129,706	7/1/18
5930	Senior Wastewater Collections Worker	B	177	30.8455	32.3878	34.0072	35.7074	37.4931	39.3674	64,159	81,884	7/1/18
5820	Senior Water Distribution Worker	B	696	31.6200	33.2011	34.8611	36.6039	38.4344	40.3561	65,770	83,941	7/1/18
5751	Senior Water Pollution Control Operator	B	679	40.8615	42.9046	45.0499	47.3025	49.6676	52.1510	84,992	108,474	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5425	Senior Water Pollution Control Plant Mechanic	B	185	41.8826	43.9766	46.1757	48.4843	50.9086	53.4541	87,116	111,185	7/1/18
2504	Senior Workforce Services Representative	B	666	26.1218	27.4280	28.7995	30.2395	31.7514	33.3390	54,333	69,345	7/1/18
8800	Senior Workforce Services Representative, Part-time	L	8800	26.1218	27.4280	28.7995	30.2395	31.7514	33.3390	54,333	69,345	7/1/18
1345	Solid Waste Contract Administrator	B	115	50.4336	52.9552	55.6030	58.3831	61.3024	64.3674	104,902	133,884	7/1/18
0275	Solid Waste Programs Division Manager	E	20							138,842	163,343	7/1/18
4800	Solid Waste Specialist	B	169	39.1907	41.1503	43.2078	45.3681	47.6367	50.0183	81,517	104,038	7/1/18
6650	Staff Office Assistant	B	180	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
8103	Staff Office Assistant, Part-time	L	8103	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6651	Staff Office Assistant-Confidential	G	109	25.7424	27.0295	28.3809	29.7999	31.2897	32.8542	53,544	68,337	7/1/18
6700	Storekeeper 1	B	182	29.8349	31.3266	32.8931	34.5379	36.2647	38.0778	62,057	79,202	7/1/18
6600	Storekeeper 2	B	176	31.3967	32.9666	34.6148	36.3455	38.1628	40.0710	65,305	83,348	7/1/18
6710	Storekeeper/Buyer	B	112	38.0736	39.9773	41.9761	44.0748	46.2785	48.5926	79,193	101,073	7/1/18
5200	Street Lighting Technician	B	142	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
0353	Street Operations Manager	E	17							102,443	120,521	7/1/18
0216	Superintendent of Community Services	E	20							138,842	163,343	7/1/18
0212	Superintendent of Facilities Maintenance	E	19							123,966	145,843	7/1/18
0222	Superintendent of Parks & Golf	E	20							138,842	163,343	7/1/18
0270	Superintendent of Public Works Operations	E	20							138,842	163,343	7/1/18
0223	Superintendent of Trees & Landscape	E	19							123,966	145,843	7/1/18
0310	Supervising Librarian	E	17							102,443	120,521	7/1/18
2120	Technical Support Specialist	B	649	44.9304	47.1768	49.5358	52.0125	54.6132	57.3438	93,455	119,275	7/1/18
1950	Traffic Engineer	B	188	46.0037	48.3039	50.7192	53.2552	55.9180	58.7139	95,688	122,125	7/1/18
4200	Traffic Engineering Technician 1	B	127	28.8665	30.3099	31.8255	33.4167	35.0875	36.8418	60,042	76,631	7/1/18
4201	Traffic Engineering Technician 2	B	607	31.7532	33.3408	35.0080	36.7585	38.5963	40.5259	66,047	84,294	7/1/18
0290	Transportation & Traffic Manager	E	20							138,842	163,343	7/1/18
1955	Transportation Engineer	B	612	43.8133	46.0037	48.3039	50.7192	53.2552	55.9180	91,132	116,309	7/1/18
1861	Transportation Planner	B	183	47.2832	49.6474	52.1298	54.7364	57.4732	60.3468	98,349	125,521	7/1/18
0363	Treasury Manager	E	19							123,966	145,843	7/1/18
0344	Urban Landscape Manager	E	17							102,443	120,521	7/1/18
0315	Utility Billing Manager	E	19							123,966	145,843	7/1/18
7800	Utility Worker	B	192	28.4309	29.8524	31.3450	32.9123	34.5579	36.2859	59,136	75,475	7/1/18
8600	Vehicle Abatement Officer, Part-time	L	8600	27.0453	28.3977	29.8176	31.3084	32.8739	34.5174	56,254	71,796	7/1/18
5920	Wastewater Collections Crew Leader	B	161	34.8074	36.5477	38.3751	40.2939	42.3085	44.4240	72,399	92,402	7/1/18
5910	Wastewater Collections Supervisor	B	191	38.2877	40.2021	42.2123	44.3229	46.5390	48.8661	79,638	101,641	7/1/18
0352	Wastewater Operations Manager	E	17W							106,800	125,647	7/1/18
0201	Water & Sewer Systems Division Manager	E	20							138,842	163,343	7/1/18
5430	Water Conservation Coordinator	B	650	36.8585	38.7014	40.6365	42.6683	44.8018	47.0418	76,666	97,847	7/1/18
5810	Water Distribution Crew Leader	B	695	35.6784	37.4624	39.3355	41.3025	43.3676	45.5361	74,211	94,715	7/1/18
5800	Water Distribution Supervisor	B	694	39.2434	41.2057	43.2659	45.4292	47.7006	50.0857	81,626	104,178	7/1/18
5830	Water Distribution Worker	B	697	29.8524	31.3450	32.9123	34.5579	36.2859	38.1003	62,093	79,249	7/1/18
0351	Water Operations Manager	E	18W							120,774	142,087	7/1/18
0395	Water Pollution Control Maintenance Manager	E	18							114,974	135,264	7/1/18
0396	Water Pollution Control Operations Manager	E	19							123,966	145,843	7/1/18
5901	Water Pollution Control Operator 1	B	197	34.8580	36.6010	38.4309	40.3524	42.3702	44.4887	72,505	92,536	7/1/18
5900	Water Pollution Control Operator 2	B	202	35.7296	37.5160	39.3919	41.3615	43.4295	45.6009	74,318	94,850	7/1/18
7900	Water Pollution Control Operator-in-Training	B	199	26.6660	27.9992	29.3992	30.8692	32.4124	34.0332	55,465	70,789	7/1/18
0295	Water Pollution Control Plant Division Manager	E	20							138,842	163,343	7/1/18

City of Sunnyvale
Salary Table - Regular Classifications

Job Code	Job Title	Pay Cat.	Range / Scale	Hourly Pay Rates						Annual Range		Effective Date
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum	Maximum	
5400	Water Pollution Control Plant Mechanic	B	154	37.9653	39.8636	41.8566	43.9496	46.1471	48.4544	78,968	100,785	7/1/18
5399	Water Pollution Control Plant Mechanic-in-Training	B	713	32.4309	34.0524	35.7551	37.5427	39.4199	41.3909	67,456	86,093	7/1/18
5435	Water Pollution Control Plant Systems Integrator	B	711	46.3918	48.7115	51.1471	53.7045	56.3897	59.2091	96,495	123,155	7/1/18
4100	Water System Operator	B	186	35.2960	37.0607	38.9136	40.8595	42.9025	45.0477	73,416	93,699	7/1/18
2540	Web & Communications Specialist	B	706	38.2186	40.1296	42.1359	44.2428	46.4549	48.7777	79,495	101,458	7/1/18
2550	Workforce Development Analyst	B	661	32.0389	33.6409	35.3229	37.0891	38.9436	40.8909	66,641	85,053	7/1/18
2503	Workforce Services Representative	B	667	23.7032	24.8883	26.1326	27.4392	28.8112	30.2518	49,303	62,924	7/1/18
0284	Youth & Family Resources Manager	E	18							114,974	135,264	7/1/18

Notes**CONF and Mgmt-CONF:**

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

PSOA:

Educational Incentive: The employee must provide the Department of Human Resources with notification of the degree to establish the educational incentive.

Bachelor's Degree - 2.5%

Master's Degree - 5.0%

Emergency Medical Technician (EMT) - 4.0%

Donning and Doffing - PS Officer-in-Training and PS Officer - 1.373%

Donning and Doffing - PS Lieutenant - 0.80%

PSMA:

Educational Incentive: The employee must provide the Department of Human Resources with notification of the degree to establish the educational incentive.

Graduate Degree - 2.5%

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

Category A applies to Public Safety Dispatcher-in-Training, Public Safety Dispatchers, and Senior Public Safety Dispatchers (**COA**)

Category B applies to Miscellaneous Classified Employees (**SEA**)

Category C applies to Public Safety Lieutenants, Public Safety Officers, and Public Safety Officers-in-Training (**PSOA**)

Category D applies to Unrepresented Classified Management Employees (**MGMT-CONF**)

Category E applies to Represented Classified Management Employees (**MGMT-SMA**)

Category F applies to Unclassified Department Directors (**MGMT-DIR**)

Category G applies to Classified Confidential Employees (**CONF**)

Category K applies to Unclassified Management Employees appointed by the City Attorney (**MGMT-OCA**)

Category L applies to Classified Regular Part-time Employees (**SEIU**)

Category M applies to Public Safety Captain and Deputy Chief of Public Safety (**MGMT-PSMA**)

City of Sunnyvale
Salary Table - Casual/Seasonal Classifications

Job Code		Job Title	Unit	Pay Category	Scale	Min. range /	Step 2	Step 3	Step 4	Step 5	Max. range /	Effective Date
Casual	Seasonal											
9503	9530	Casual Clerical 2	Casual	TEMP	1004	15.6500	16.0339	16.8356	17.6774	18.5612	19.4893	1/1/19
9504	9531	Casual Clerical 3	Casual	TEMP	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	5/10/15
9505	9532	Casual Clerical 4	Casual	TEMP	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	5/10/15
9009	9442	Casual Crime Prevention Asst	Casual	TEMP	936	15.6500						1/1/19
9979	9996	Casual Executive 1	Casual	TEMP	1007	65.4445	68.7167	72.1526	75.7602	79.5482	83.5256	5/10/15
9506	9533	Casual Executive 2	Casual	TEMP	1008	87.7019	92.0870	96.6913	101.5259	106.6022	111.9323	5/10/15
9507	9534	Casual Executive 3	Casual	TEMP	1009	117.5289	123.4054	129.5756	136.0544	142.8571	150.0000	5/10/15
9022	9028	Casual Librarian	Casual	TEMP	1050	30.1026	31.6076	33.1880	34.8475	36.5898	38.4192	4/10/16
9800	9801	Casual Library Specialist 1	Casual	TEMP	1051			15.6500	16.3652	17.1835	18.0427	1/1/19
9025	9027	Casual Library Specialist 2	Casual	TEMP	1052	16.6317	17.4632	18.3365	19.2533	20.2159	21.2269	4/10/16
9700	9701	Casual Library Specialist 3	Casual	TEMP	1053	19.5667	20.5450	21.5723	22.6508	23.7835	24.9727	4/10/16
9980	9989	Casual Management 1	Casual	TEMP	1014	36.5857	38.4150	40.3358	42.3526	44.4702	46.6937	5/10/15
9513	9541	Casual Management 2	Casual	TEMP	1015	49.0284	51.4798	54.0538	56.7565	59.5943	62.5740	5/10/15
9514	9542	Casual Management 3	Casual	TEMP	1016	65.7027	68.9879	72.4373	76.0591	79.8621	83.8552	5/10/15
9982	9990	Casual Paraprofessional 1	Casual	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9515	9543	Casual Paraprofessional 2	Casual	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9516	9544	Casual Paraprofessional 3	Casual	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9978	9975	Casual Professional - Registered/Certified 1	Casual	TEMP	1035	32.7223	34.3584	36.0763	37.8801	39.7741	41.7628	5/10/15
9520	9548	Casual Professional - Registered/Certified 2	Casual	TEMP	1024	43.8509	46.0435	48.3457	50.7630	53.3011	55.9662	5/10/15
9521	9549	Casual Professional - Registered/Certified 3	Casual	TEMP	1026	58.7645	61.7027	64.7878	68.0272	71.4286	75.0000	5/10/15
9981	9991	Casual Professional 1	Casual	TEMP	1017	19.5342	20.5110	21.5365	22.6134	23.7440	24.9312	5/10/15
9517	9545	Casual Professional 2	Casual	TEMP	1018	26.1778	27.4867	28.8610	30.3041	31.8193	33.4102	5/10/15
9518	9546	Casual Professional 3	Casual	TEMP	1019	35.0808	36.8348	38.6765	40.6104	42.6409	44.7729	5/10/15
9519	9547	Casual Professional 4	Casual	TEMP	1020	47.0116	49.3621	51.8303	54.4218	57.1429	60.0000	5/10/15
9250	9251	Casual Public Safety Cadet	Casual	TEMP	962	15.6500						1/1/19
9569	9557	Casual Service Maintenance 2	Casual	TEMP	1004	15.6500	16.0339	16.8356	17.6774	18.5612	19.4893	1/1/19
9570	9558	Casual Service Maintenance 3	Casual	TEMP	1005	20.4638	21.4870	22.5613	23.6894	24.8738	26.1175	5/10/15
9571	9559	Casual Service Maintenance 4	Casual	TEMP	1006	27.4234	28.7946	30.2343	31.7460	33.3333	35.0000	5/10/15
9984	9993	Casual Skilled Craft 1	Casual	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9572	9560	Casual Skilled Craft 2	Casual	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9576	9564	Casual Staff Support 2	Casual	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9577	9565	Casual Staff Support 3	Casual	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	5/10/15
9983	9994	Casual Technical 1	Casual	TEMP	1027	21.8148	22.9056	24.0509	25.2534	26.5161	27.8419	5/10/15
9578	9566	Casual Technical 2	Casual	TEMP	1028	29.2340	30.6957	32.2304	33.8420	35.5341	37.3108	5/10/15
9579	9567	Casual Technical 3	Casual	TEMP	1029	39.1763	41.1351	43.1919	45.3515	47.6190	50.0000	5/10/15
9580	9568	Casual Unskilled Laborer 2	Casual	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9023	9443	Casual Capital Project Assistant 1	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9501	9528	Casual Capital Project Assistant 2	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9502	9529	Casual Capital Project Assistant 3	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9024	9440	Casual Grant Assistant 1	Project	TEMP	1010				15.6500	15.8294	16.6208	1/1/19
9508	9535	Casual Grant Assistant 2	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9509	9536	Casual Grant Assistant 3	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9510	9537	Casual Grant Assistant 4	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9026	9436	Casual Special Project Assistant 1	Project	TEMP	1010				15.6500	15.8294	16.6208	1/1/19

City of Sunnyvale
Salary Table - Casual/Seasonal Classifications

Job Code		Job Title	Unit	Pay Category	Scale	Min. range /	Step 2	Step 3	Step 4	Step 5	Max. range /	Effective Date
Casual	Seasonal											
9573	9561	Casual Special Project Assistant 2	Project	TEMP	1000	17.4519	18.3245	19.2407	20.2027	21.2129	22.2735	5/10/15
9574	9562	Casual Special Project Assistant 3	Project	TEMP	1001	23.3872	24.5565	25.7844	27.0736	28.4273	29.8486	5/10/15
9575	9563	Casual Special Project Assistant 4	Project	TEMP	1002	31.3410	32.9081	34.5535	36.2812	38.0952	40.0000	5/10/15
9018		Intern 1	Project	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9019		Intern 2	Project	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	1/1/18
9419	9441	Casual Assistant Pool Manager	Recreation	TEMP	921	15.6500	15.7500	16.5400	17.3600	18.2300	19.1400	1/1/19
9312	9538	Casual Intermittent Recreation 1	Recreation	TEMP	1011				15.6500	15.9096	16.7051	1/1/19
9511	9539	Casual Intermittent Recreation 2	Recreation	TEMP	1012	17.5404	18.4174	19.3383	20.3052	21.3204	22.3865	5/10/15
9512	9540	Casual Intermittent Recreation 3	Recreation	TEMP	1013	23.5058	24.6811	25.9151	27.2109	28.5714	30.0000	5/10/15
9421	9429	Casual Lifeguard/Swim Instructor 2 (WSI Certified)	Recreation	TEMP	927				15.6500	15.8100	16.6000	1/1/19
9422	9430	Casual Pool Manager	Recreation	TEMP	928	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/14
9407	9435	Casual Program Assistant	Recreation	TEMP	907	16.0000	16.8000	17.6400	18.5200	19.4500	20.4200	4/27/14
9423	9431	Casual Recreation Attendant	Recreation	TEMP	931					15.6500	15.9500	1/1/19
9522	9551	Casual Recreation Instructor/Official 2	Recreation	TEMP	1021			15.6500	15.9787	16.7776	17.6165	1/1/19
9523	9552	Casual Recreation Instructor/Official 3	Recreation	TEMP	1022	18.4973	19.4222	20.3933	21.4130	22.4836	23.6078	5/10/15
9524	9553	Casual Recreation Instructor/Official 4	Recreation	TEMP	1023	24.7882	26.0276	27.3290	28.6954	30.1302	31.6367	5/10/15
9525	9554	Casual Recreation Instructor/Official 5	Recreation	TEMP	1034	33.2185	34.8795	36.6234	38.4546	40.3773	42.3962	5/10/15
9526	9555	Casual Recreation Instructor/Official 6	Recreation	TEMP	1025	44.5160	46.7418	49.0789	51.5328	54.1095	56.8150	5/10/15
9527	9556	Casual Recreation Instructor/Official 7	Recreation	TEMP	1033	59.6557	62.6385	65.7704	69.0589	72.5119	76.1375	5/10/15
9413	9433	Casual Recreation Specialist	Recreation	TEMP	913	15.6500						1/1/19
9584	9581	Casual Senior Case Manager 1	Recreation	TEMP	1030	20.0000	21.0000	22.0500	23.1525	24.3101	25.5256	5/10/15
9585	9582	Casual Senior Case Manager 2	Recreation	TEMP	1031	26.8019	28.1420	29.5491	31.0266	32.5779	34.2068	5/10/15
9586	9583	Casual Senior Case Manager 3	Recreation	TEMP	1032	35.9171	37.7130	39.5986	41.5786	43.6575	45.8404	5/10/15
9425	9434	Casual Site Lead	Recreation	TEMP	939	16.5400	17.3700	18.2400	19.1500	20.1000	21.1100	4/27/14
9426	9437	Casual Sports Official	Recreation	TEMP	947	20.0000	21.0000	22.0500	23.1500	24.3100	25.5300	4/27/14
9427	9439	Casual Theatre Technician	Recreation	TEMP	949	25.0000	26.2500	27.5600	28.9400	30.3900	31.9100	4/27/14
9299	9298	Casual NOVA Youth Worker	WIA	TEMP	802	15.6500	16.4300	17.2500				1/1/19

City of Sunnyvale
Salary Table - Council Members

Job Code	Job Title	Unit	Pay Category	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0006	COUNCIL MEMBER	Council	N/A	302	30,680.52 (Annual)						1/1/19
0007	MAYOR	Council	N/A	303	40,907.64 (Annual)						1/1/19



City of Sunnyvale

Agenda Item

18-1050

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Award of Contract to Ascent Environmental for Consultant Services Associated with Environmental, Economic, and Engineering Review of the Lawrence Station Area Plan Housing Study (F19-089)

REPORT IN BRIEF

Approval is requested to award a contract to Ascent Environmental of Sacramento, in an amount not to exceed \$280,925 for consultant services associated with environmental, economic, and engineering review of the Lawrence Station Area Plan Housing Study. Approval is also requested for a 10% contingency in the amount of \$28,093.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for the procurement of goods and services exceeding \$100,000 in any one transaction. Consistent with the provision of Municipal Code Section 2.08.070(b)(1), contracts for the procurement of professional or specialized services may be exempted from the competitive proposal process.

ENVIRONMENTAL REVIEW

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

BACKGROUND AND DISCUSSION

The City Council adopted the Lawrence Station Area Plan (LSAP) and certified the associated Environmental Impact Report (EIR) on December 6, 2016 (RTC No. 16-1108). At the hearing, the Council directed staff to come back with options to increase the allowable number of housing units in the LSAP area.

Following the adoption of the LSAP, the City Council allocated \$200,000 from the General Fund to the LSAP Housing Study and Sense of Place Plan (Project No. 833700, Budget Supplement #10) as part of the FY 2017/18 Adopted Budget (RTC No. 17-0193). Additional funding from the General Fund (\$427,000) was included in the FY 2018/19 Budget to fund estimated consultant costs for the housing and sense of place studies (RTC No. 18-0063).

Staff presented the various Housing Study options to the Council on June 26, 2018 (RTC No. 18-0505). The Council selected the preferred Housing Study option which would study allowing an additional 2,839 housing units within the plan area and expand the areas where housing is allowed. On August 14, 2018, the Council authorized a study to include three properties owned by Intuitive Surgical, Inc. into the LSAP boundaries, and directed staff to include these amendments in the LSAP

Housing Study (RTC No. 18-0631).

Staff is recommending award of a contract for environmental, economic, and engineering review services associated with studying the effects of potential housing increases and expanding the LSAP boundary to Ascent Environmental under a competitive bidding exemption. Ascent has knowledge of existing conditions in the area, and will assign the project manager who previously worked with the City on the original LSAP Environmental Impact Report (EIR) to lead the project.

FISCAL IMPACT

Funding is allocated in Project 833700 - Lawrence Station Area Plan - Housing and Sense of Place.

Funding Source

The project is funded in the General Fund.

PUBLIC CONTACT

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

RECOMMENDATION

1) Award a contract to Ascent Environmental for consultant services in an amount not to exceed \$280,925, in substantially the same form as Attachment 1 to the report and authorize the City Manager to execute the contract when all necessary conditions have been met; and 2) approve a 10% project contingency in the amount of \$28,093.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Consultant Services Agreement

**DRAFT CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY
OF SUNNYVALE AND ASCENT ENVIRONMENTAL, INC. FOR
ENVIRONMENTAL, ECONOMIC AND ENGINEERING REVIEW
OF THE LAWRENCE STATION AREA PLAN HOUSING STUDY**

THIS AGREEMENT, dated _____, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and ASCENT ENVIRONMENTAL, INC. ("CONSULTANT").

WHEREAS, CITY is in need of specialized services for environmental, economic and engineering review of the Lawrence Station Area Plan (LSAP) Housing Study; and

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

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

CONSULTANT shall provide services in accordance with Exhibit "A" attached and incorporated by reference. CONSULTANT shall determine the method, details and means of performing the services.

2. Time for Performance

The term of this Agreement shall be from date of execution through project completion, unless otherwise terminated. CONSULTANT shall deliver the agreed upon services to CITY as specified in Exhibit "A".

3. Duties of CITY

CITY shall supply any documents or information available to City required by CONSULTANT for performance of its duties. Any materials provided shall be returned to CITY upon completion of the work.

4. Compensation

CITY agrees to pay CONSULTANT as full compensation for the services rendered pursuant to this Agreement, the amounts set forth in Exhibit "B". Total compensation shall not exceed Two Hundred Eighty Thousand Nine Hundred Twenty-Five and No/100 Dollars (\$280,925.00).

CONSULTANT shall submit invoices to CITY no more frequently than monthly for services provided to date. All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707. Payment shall be made within thirty (30) days upon receipt of an accurate, itemized invoice by CITY's Accounts Payable Unit.

5. Ownership of Documents

CITY shall have full and complete access to CONSULTANT's working papers, drawings and other documents during progress of the work. All documents of any description prepared by CONSULTANT shall become the property of the CITY at the completion of the project and upon payment in full to the CONSULTANT. CONSULTANT may retain a copy of all materials produced pursuant to this Agreement.

6. Conflict of Interest

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

7. Confidential Information

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

8. Compliance with Laws

- A. CONSULTANT shall not discriminate against, or engage in the harassment of, any City employee or volunteer or any employee of CONSULTANT or applicant for employment because of an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, pregnancy, age, cancer or HIV/AIDS-related medical condition, genetic characteristics, and physical or mental disability (whether perceived or actual). This prohibition shall apply to all of CONSULTANT's employment practices and to all of CONSULTANT's activities as a provider of services to the City.
- B. CONSULTANT shall comply with all federal, state and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement.

9. Independent Contractor

CONSULTANT is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of CITY. Nothing in this Agreement shall be interpreted or construed as

creating or establishing the relationship of employer and employee between CITY and CONSULTANT. CONSULTANT is responsible for paying all required state and federal taxes.

10. Indemnity

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

11. Insurance

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

12. CITY Representative

Trudi Ryan, Director of Community Development Department as the City Manager's authorized representative, shall represent CITY in all matters pertaining to the services to be rendered under this Agreement. All requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

13. CONSULTANT Representative

Pat Angell, Senior Director shall represent CONSULTANT in all matters pertaining to the services and materials to be rendered under this Agreement; all requirements of CONSULTANT pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the CONSULTANT representative.

14. Notices

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

To CITY: Trudi Ryan, Director of Community Development Department
Community Development Department
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONSULTANT: Pat Angell, Senior Director
ASCENT ENVIRONMENTAL, INC.
455 Capitol Mall #300
Sacramento, CA 95814

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by email or fax, to accomplish timely communication. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three business days after mailing.

15. Assignment

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

16. Termination

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

17. Entire Agreement; Amendment

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

18. Governing Law, Jurisdiction and Venue

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

19. Miscellaneous

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

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM:

ASCENT ENVIRONMENTAL, INC.
("CONSULTANT")

By _____
City Attorney

By _____

Name and Title

By _____

Name and Title

EXHIBIT “A”
SCOPE OF WORK

LAWRENCE STATION AREA PLAN UPDATE
CALIFORNIA ENVIRONMENTAL QUALITY ACT REVIEW

PHASE 1: PROJECT DESCRIPTION AND TECHNICAL STUDIES

This phase would include project initiation and preparation of the project description and technical studies for the LSAP Update.

The tasks under Phase 1 consist of the following:

- Task 1: Project Initiation
- Task 2: Project Description
- Task 3: Fiscal, Market, and Utility Evaluations

Task 1 Project Initiation

The initial task will be a meeting with City staff, Hexagon Transportation Consultants (Hexagon), and Callander Associates to understand the how the LSAP would be updated to include this new residential development potential (e.g., changes in land use designations, modification of policies, and update of the LSAP implementation provisions). The verification of the LSAP Update to be evaluated would occur at this meeting. This initiation meeting would also include initiation of work on the market, fiscal, and utility impact analyses. Refinements of the scope of work and schedule will be identified at this meeting.

Deliverable:

- Electronic copy of the meeting notes in Word and PDF

Task 2 Project Description

Ascent will prepare a detailed project description, including text and graphics, based on the information collected during Task 1. It will be used as the basis for the technical studies and subsequent EIR. The project description will include regional and local settings; objectives of the project; project characteristics, including all required amendments to the LSAP land use, implementation provisions, and associated zoning. The project description will be reviewed and approved by the City prior to initiation of Task 3.

Deliverable:

- Electronic copy of the project description in Word and PDF

Task 3 Fiscal, Market, and Utility Evaluations

EPS will prepare the market and fiscal analysis, and BKF Engineers will prepare the civil infrastructure and water supply assessment (WSA) for the LSAP Update to be used in the environmental document. The scopes of work for EPS and BKF Engineers are attached. Capacity analysis for energy, solid waste, and emergency services would be addressed in the environmental document (Phase 2).

Deliverable:

- Draft and final version of WSA
- Draft and final version of the utility (water, sewer, and drainage) evaluation
- Draft and final version of the fiscal analysis and market study

PHASE 2: ENVIRONMENTAL DOCUMENTATION

The results of Phase 1 will determine the scope of the subsequent EIR (SEIR). This SEIR will be focused on new or substantially more severe project-specific significant environmental impacts from the revised LSAP as compared to the impacts disclosed in the LSAP Final EIR pursuant to CEQA Guidelines Section 15162 and 15168.

Task 1 Notice of Preparation and Scoping Meeting

Ascent will prepare a draft of the Notice of Preparation (NOP) for the project that will provide a description of the project and a summary of key environmental issues to be addressed in the SEIR. Upon receiving comments on the draft NOP from the City, we will prepare the public version of the NOP for City distribution. We will submit the NOP to the State Clearinghouse on behalf of the City with the Notice of Completion.

Ascent project management will participate in the NOP scoping meeting that will consist of preparation of a power point presentation and assistance in the presentation of the project and anticipated environmental issues at the meeting. Ascent will also take meeting notes and provide a summary of NOP and scoping meeting comments.

Deliverables

- Electronic copy of the draft NOP in Word and PDF
- Twenty (20) printed copies of the public NOP for City distribution and an electronic copy in Word and PDF
- Submittal of fifteen (15) copies of the NOP and the Notice of Completion to the State Clearinghouse on behalf of the City
- Participation in the NOP scoping meeting
- Electronic copy of the summary of NOP comments in Word and PDF

Task 2 Administrative Draft SEIR

Ascent will prepare an administrative Draft SEIR, in accordance with CEQA and the State CEQA Guidelines. For those resources that would not be affected by the project modifications, the SEIR will provide the rationale as to why the modifications would not result in any new or substantially more severe significant impacts than discussed in the LSAP Final EIR and note that the issue is not discussed further in the SEIR. Based on review of the LSAP EIR, the following environmental issue areas are anticipated to not be discussed further in the SEIR:

- Aesthetics
- Agriculture and Forestry Resources
- Biological Resources
- Cultural and Tribal Cultural Resources

- Geology and Soils
- Hydrology and Water Quality
- Mineral Resources

The SEIR will adhere to all CEQA requirements and is anticipated to focus on resource categories for which new or substantially more severe significant impacts could occur than analyzed in the LSAP Final EIR. As required under CEQA, the SEIR's level of analysis will reflect the level of detail known about project.

The SEIR will include the following chapters:

Introduction

The Introduction will describe the purpose of the SEIR and the outline of the SEIR contents.

Executive Summary

The Executive Summary will provide an overview of the project modifications, alternatives evaluated, areas of controversy and issues to be resolved, and new or substantially more severe significant project impacts and mitigation measures to address those impacts.

Project Description

The Project Description will utilize the project description provided in the Phase 1.

Environmental Setting, Impacts, and Mitigation Measures

Each environmental resource section will include a summary of the conclusions in the Final LSAP EIR, a description of any changes to the environmental setting (i.e., the baseline environmental conditions) and regulatory setting (i.e., federal, state, and local regulations), criteria used to determine the significance of impacts, analysis methodology and assumptions, and detailed discussion of the potentially new or substantially more severe significant environmental effects of the project. Impact conclusions will be based on substantial evidence and mitigation measures will be recommended for any new or substantially more severe significant or potentially significant impacts. References will be provided as necessary to the supporting technical studies, which will be included as appendices to the SEIR.

The SEIR will focus on the following environmental issues because of their potential importance in the analysis:

Air Quality

The air quality analysis will focus on project-specific construction and operational impacts as compared to the build-out analysis provided in the LSAP EIR. The analysis will review and utilize (as appropriate) the Bay Area Air Quality Management District's Thresholds of Significance under its CEQA Guidelines. The impact analysis will address whether the project would result in exacerbation of any existing toxic air contaminants concentrations that could result in new or substantially more severe health impacts than disclosed in the Final LSAP EIR.

Greenhouse Gas

The LSAP EIR includes an analysis of greenhouse gas emissions (GHG) at City build-out as compared to the City's current Climate Action Plan (CAP) and determined that the CAP adequately addressed the LSAP GHG emissions. The GHG analysis for the project would address whether the project modifications would result in new or substantially more severe significant GHG emissions than disclosed in the Final LSAP EIR. This analysis would analyze the project's consistency with the City's CAP and would discuss the adoption of Senate Bill 32, current City efforts to update the CAP, and the California Air Resources Board's 2017 Climate Change Scoping Plan Update.

Hazards

The hazards analysis will focus on project changes compared to the analysis provided in the LSAP EIR. The impact analysis will address whether the project would result in exacerbation of any existing hazard impacts that could result in new or substantially more severe health impacts than disclosed in the Final LSAP EIR.

Noise

The LSAP Update would place residential development adjacent to the Caltrain tracks and could generate additional traffic volumes that result in new traffic noise in the LSAP area. The noise analysis will evaluate potential noise and vibration these new residential areas would receive to confirm consistency with City policies and regulations as well as evaluate whether increases in traffic volumes would create new or substantially more severe significant noise impacts not previously addressed in the LSAP EIR.

Population and Housing

The analysis will focus on project changes compared to the analysis provided in the LSAP EIR. The impact analysis will address whether the project's increase in population could result in new or substantially more severe impacts than disclosed in the Final LSAP EIR.

Public Services/Recreation

The analysis will focus on project changes compared to the analysis provided in the LSAP EIR. The impact analysis will address whether the project's increase in population could result in new or substantially more severe public service and recreation impacts than disclosed in the Final LSAP EIR.

Transportation and Traffic

Hexagon will be preparing the traffic impact analysis under a separate contract for the LSAP Update that will compare the LSAP EIR traffic impact conclusions to the results of new analysis based on the project. This will also include an evaluation of the potential change in projected vehicle miles traveled from the inclusion of additional residential uses and expansion of the LSAP boundaries. The results of Hexagon's traffic analysis and conclusions will be summarized in the SEIR.

Utilities

The results of the utility impact analysis and water supply assessment (WSA) prepared by BKF under Phase 1 Task 3 will be summarized in the SEIR. The analysis will address water, wastewater, and storm drainage infrastructure and whether any additional improvements to those already planned under the LSAP would be required to support the additional residential development potential and expansion of the LSAP boundaries. The City has recently identified existing capacity issues with the Lawrence Station wastewater trunk pipeline that would require improvement of the pipeline and the analysis would analyze whether the project would exacerbate that existing capacity shortfall.

Other CEQA Sections

CEQA provides very specific requirements for the contents of an SEIR. Ascent will provide the City with a complete SEIR, containing all sections required by CEQA, including the following:

- Alternatives: Up to three alternatives, including the No-Project Alternative will be evaluated in the EIR. The alternatives will be analyzed at a comparative level of detail, less than that of the proposed project, but sufficient to allow a comparison of impacts.
- Significant Environmental Effects Which Cannot Be Avoided/Significant Irreversible Environmental Changes: This section will summarize the conclusions in the Final LSAP EIR and clearly and succinctly summarize new or substantially more severe significant and unavoidable environmental effects of the proposed project and alternatives as evaluated in the SEIR.
- Growth-Inducing Impacts of the Proposed Project: This section will qualitatively evaluate the project's potential to induce growth and subsequent environmental impacts that would occur (pursuant to CEQA Guidelines Section 15126[d]) and provide analysis whether such impacts are new or substantially more severe than disclosed in the Final LSAP EIR.
- Energy Analysis: Ascent will summarize the analysis and conclusions related to energy in the Final LSAP EIR and provide updated environmental and regulatory setting sections. Ascent also will undertake an energy analysis of the project to determine whether the project would have new or substantially more severe significant impacts related to energy.
- Cumulative Impacts: Ascent will provide a summary of the cumulative impact conclusions in the Final LSAP EIR and evaluate the impacts of cumulative development and activities on all the resource issues evaluated in the SEIR to determine whether the project would have new or substantially more severe cumulatively considerable contributions to significant cumulative impacts than disclosed in the Final LSAPP EIR. Ascent will work closely with City staff to establish the cumulative setting, which involves identification of reasonably foreseeable projects and activities in the region and an accurate list of cumulative projects (proposed, approved, under construction).

The SEIR will include visual aids, such as maps and diagrams, to clearly present the environmental analysis to decision makers, responsible agencies, and the public. The executive summary will include a summary table of all impacts and mitigation measures identified in the SEIR or that were identified in the Final LSAP EIR and remain applicable to the project. An impact comparison table of the alternatives will also be provided.

As part of preparation of the administrative Draft SEIR, Ascent will compile an electronic copy of all cited literature, studies, personal communications, and reference materials used in the preparation of the SEIR.

Deliverable

- Electronic copy of the administrative draft SEIR in Word and PDF

Task 3: Print Check Draft SEIR

Based on comments from City staff on the administrative draft SEIR, Ascent will prepare a print check Draft SEIR for City review. This scope of work assumes that comments will not require analysis of new issues or substantially revised analysis of issues already addressed in the administrative draft.

Deliverable

- Electronic copy of the print check Draft SEIR in Word and PDF

Task 4: Public Draft SEIR

Based on comments from City staff on the print check Draft SEIR, Ascent will prepare a public Draft EIR for the City to release. This scope of work assumes that comments will not require analysis of new issues or substantially revised analysis of issues already addressed in the print check document. We will also prepare the Notice of Availability and will submit the Draft SEIR to the State Clearinghouse on behalf of the City.

We will also attend the public meeting to receive comments on the Draft SEIR.

Deliverable

- Twenty (20) printed copies of the public Draft SEIR and an electronic copy in Word and PDF
- Notice of Availability
- Submittal of the Draft SEIR to the State Clearinghouse with the Notice of Completion on behalf of the City

Task 5: Response to Public Comments/Final SEIR

Ascent will coordinate with the City, who will assemble public and agency comments received on the Draft SEIR. Ascent will prepare responses to these comments and present the responses in a format to accompany the Final SEIR. The responses are assumed to require only clarification and/or explanation of the conclusions in the Draft SEIR without the need to revise analysis, elaborate substantially, or add new issues or alternatives.

Upon receiving comments on the administrative Final SEIR from the City, Ascent will generate a print check copy of the Final SEIR for final City review. We will revise the document and generate the Final EIR for City distribution.

Deliverable

- Electronic copy of administrative draft Final SEIR in Word and PDF
- Electronic copy of print check Final SEIR in Word and PDF
- Twenty (20) printed copies and an electronic copy Final SEIR in Word and

PDF Task 6: Findings and Statement of Overriding Considerations

In coordination with City staff, Ascent will prepare CEQA Findings of Fact (Findings) and, if necessary, a Statement of Overriding Considerations (SOC) for use by the City. The Findings will specify mitigation measures that have been incorporated into the project, and will explain why other measures, if any, have

been found to be infeasible. If applicable, the Findings will also identify project alternatives that could reduce adverse environmental effects but are not being implemented, with an explanation as to why they are infeasible. Ascent will prepare an administrative draft of the Findings and will submit (electronically) to the City for review and comment. Once comments are received, Ascent will incorporate comments and deliver an electronic file of the final Findings to the City.

Deliverable

- Electronic copy of draft Findings/SOC in Word and PDF
- Electronic copy of final Findings/SOC in Word and PDF

Task 7: Mitigation Monitoring and Reporting Program

Ascent will provide a draft and final MMRP. The MMRP will include all mitigation measures identified in the LSAP Final EIR that remain applicable to the modified project and all mitigation measures identified in the Final SEIR and will identify timing, responsible party, performance standards, etc.

Deliverable

- Electronic copy of draft MMRP in Word and PDF
- Electronic copy of final MMRP in Word and PDF

Task 8: Project Management and Meetings

Ascent will manage the preparation of the environmental document and maintain close communication with City. Ascent will consult with project applicant representatives only when directed by or with the permission of City staff. Ascent will participate in the following meetings:

- Eight (8) conference calls
- Two (2) project meetings
- Six (6) public meetings and workshops

EIR ENVIRONMENTAL REVIEW PROCESS SCHEDULE

The following table summarizes the anticipated schedule to complete the EIR. The schedule assumes ten (11) weeks for the preparation of the traffic impact analysis report, fiscal/market analysis, WSA, and utility analysis.

TASK	DURATION (WEEKS)
Phase 1	
Task 1 Project Initiation	n/a
Task 2 Project Description	
Draft project description submitted to City	2
City review and approval of project description	1
Task 3 Fiscal, Market, and Utility Evaluations	
Draft reports submitted to City	11
City review complete	4
Final reports submitted to City	3
Phase 2	
Task 1 NOP and Scoping Meeting	
Draft NOP submitted to City	2
City review complete	2
NOP release NOP 30-day review period	1
	4+
Task 2 Administrative Draft SEIR (ADSEIR)	-
ADSEIR submitted to City ^{1, 2}	6
City review complete	4
Task 3 Print Check Draft SEIR	
Print check Draft SEIR submitted to City	3
City review complete	4
Task 4 Public Draft SEIR	
Public Draft SEIR released	1
Draft EIR 45-day public review period	6+
Task 5 Response to Comments/Final SEIR	
Administrative draft Final EIR submitted to City	3
City review complete	3
Print check Final SEIR submitted to City	2
City review complete	1
Final EIR submitted to City	1
Task 6 Findings and Statement of Overriding Considerations ³	
Draft Findings submitted to City	1
City review complete	1
Final Findings submitted to City	1
Task 7 MMRP ³	
Draft MMRP submitted to City	1
City review complete	1
Final MMRP submitted to City	1
Task 8 Phase 2 Project Management and Meetings	On-Going
TOTAL	64 Weeks

¹ This schedule assumes traffic report, WSA, and utility analysis are complete and approved by the City. Preparation of ADEIR chapters not related these studies will commence prior to approval of these reports.

² Preparation of the ADEIR would start during the NOP 30-day public review period.

³ Work under Task 6 and 7 would occur at the same time as Task 5.

PROPOSED COST AND ASSUMPTIONS

With the objective of promoting clarity about the proposed price, the following assumptions explain its basis to implement the proposed scope of work. Please note that the price is estimated based on a good faith effort and current understanding of the project needs of the City. Variations in approach, issues, and deliverables can adjust the contract price. If selected, Ascent is very interested in listening to the City's needs and willing to revise the scope of work and price to meet the City's expectations.

1. **Proposal Validity:** The proposed scope of work and price are valid for 120 days from the date of submittal, after which it may be subject to revision.
2. **Compliance with CEQA:** The price assumes that an environmental document will be prepared in compliance with CEQA. Work related to National Environmental Policy Act (NEPA) compliance, Section 404 compliance, or other permitting processes is not included. These can be provided with a budget augment. Work concludes at the acceptance by the City staff of the final proposed deliverable.
3. **Schedule:** The price is based on the proposed schedule. Should significant delay occur (more than 60 days) for reasons beyond Ascent's control, a budget amendment may apply to the remaining work, based on labor rates in effect at that time. Ascent will consult with the City about a course of action, if a significant delay occurs.
4. **Price Allocation to Tasks:** The proposed price has been allocated by tasks to determine the total budget. Ascent may reallocate budget among tasks, as needed, as long as the total budget is not exceeded.
5. **Staff Allocation:** Ascent may reassign tasks to different staff or labor categories, as long as the total budget is not exceeded.
6. **Coordination Meetings, Conference Calls, Public Meetings:** A total number of proposed meetings and conference calls is specified. If the number of meetings or conference calls or the required level of effort exceeds this total, a budget augment would be warranted. Ascent will advise the City, if this circumstance arises.
7. **Public Notices:** The City will be responsible for the cost of newspaper publication of notices. These costs are not included in the proposed price.
8. **Billing rates:** The enclosed billing rates apply to all agreements executed during the calendar year. After the current calendar year, contract amendments will be subject to the updated billing rates in effect at the time of amendment execution, unless contract provisions exclude billing rate updates.
9. **Changes to the Description of the Project:** After the description of the project are approved by the City for use in the environmental document, it is assumed they will not change during the course of analysis and document preparation. If changes are necessary, amendment of the budget will be warranted to the extent that already completed analysis and document preparation need to be revised or redone.
10. **Changes in the Scope of Analysis:** The proposed price assumes that no new technical issues, alternatives, field surveys, modeling, or topical areas of research or analysis will be identified through the scoping process or by other affected agencies after contract execution.

11. CEQA Document: This proposed scope and budget assumes preparation of an SEIR only. Additional support for an additional document can be provided with a budget and scope augment.
12. Document Review Cycles: Review cycles for preliminary versions of the deliverables are specified in the enclosed scope of work. Additional review cycles or additional versions of administrative or other drafts, if desired, can be provided with a budget augment.
13. Consolidated Comments: The City will provide Ascent with one set of consolidated, non-conflicting comments on preliminary draft deliverables that are submitted for review to facilitate the overall schedule and promote efficiency.
14. References Cited in the Deliverables: Ascent will maintain electronic copies of reference documents or portions of documents cited and will make the electronic files available during public review. Ascent will submit electronic copies of references to the City for project files upon completion of the authorized work.
15. Litigation Support: Ascent is available to assist in the lead agency's response to a lawsuit, subject to an amendment to the contract and budget. Except for electronic files of cited references, which will be provided as described above, assembly of an administrative record or project record, whether needed for litigation or other purposes, is not included in the budget, but can be provided with a budget augment.

EXHIBIT “B”
COMPENSATION SCHEDULE

BUDGET

TASK	PROPOSED PRICE
Phase 1 Project Description (Ascent)	\$9,830
Phase 1 Utility Analysis and Water Supply Assessment (BKF) ¹	\$63,420
Phase 1 Marketing and Fiscal Analysis (EPS) ¹	\$25,820
Phase 2 EIR and Associated Tasks (Ascent)	\$181,855
TOTAL	\$280,925

¹The subconsultant cost includes a general and administrative management cost of 5%.

NOTE: The budget and scope assume the evaluation of one option of the three options currently identified.

EXHIBIT "C"

INSURANCE REQUIREMENTS FOR CONTRACTS

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

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

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

Deductibles and Self-Insured Retentions

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

Other Insurance Provisions

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

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

Acceptability of Insurers

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

Verification of Coverage

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



City of Sunnyvale

Agenda Item

18-0822

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Award of Contract for Professional Engineering Services for Signal Coordination Timing and Optimization (F18-283) to Kimley-Horn and Associates, Inc. and Approval of Budget Modification No. 9 to Appropriate \$340,393 in Transportation Funds for Clean Air for the Project

REPORT IN BRIEF

Approval is requested to award a contract to Kimley-Horn and Associates, Inc. of Pleasanton, in an amount not to exceed \$240,931 for professional engineering services associated with various arterials and residential corridors included in the Traffic Signal Timing and Optimization Project. Approval is also requested for a 10% design contingency in the amount of \$24,093. Lastly, approval is requested for Budget Modification No. 9 to appropriate \$340,393 in Transportation Funds for Clean Air for the project.

EXISTING POLICY

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

Pursuant to Sunnyvale Charter Section 1305, at any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

ENVIRONMENTAL REVIEW

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

BACKGROUND AND DISCUSSION

The City received a FY 2017/18 Transportation Fund for Clean Air (TFCA) Program grant. The Traffic Signal Timing and Optimization project goals are to reduce traffic delays, queues (number of vehicles stacked up on any lane), fuel consumption, and CO₂ emissions experienced during the peak times (rush hours). Improved travel time, traffic flow, and improved overall safety for vehicles, pedestrians and bicyclists are expected outcomes of the project. The project area includes the following:

- Class I Arterials: Fair Oaks Avenue, Caribbean Drive, and Sunnyvale Avenue (from El Camino Real to Evelyn Avenue)
- Class II Arterials: Arques Avenue, Evelyn Avenue

- Residential corridors: Reed Avenue, Old San Francisco Road, and Sunnyvale Avenue (from Evelyn Avenue to Maude Avenue)

These arterials and corridors experience significant peak hour volumes, but also feature school traffic, a wide variation of side street volumes, and freeway on and off ramps. Fair Oaks Avenue and Sunnyvale Avenue include traffic signals on Caltrans right-of-way located near Highway 101 and State Route 82 and will be part of the traffic signal optimization and coordination timing performed under this project.

To evaluate the effectiveness, the consultant will perform travel time studies before and after implementation of newly developed traffic signal coordination timings. During implementation, periodic field reviews will be performed to make necessary adjustments to the new traffic signal coordination timings. Staff will continue to monitor the newly deployed traffic signal timings from the City's Traffic Management Center (TMC) to ensure the traffic signals are performing as expected and actually result in reduced delays. A media release on Nextdoor and Update Sunnyvale will be completed, and existing traffic signal software will be updated by the staff before the start of the project.

A Request for Proposal was issued and posted to the City's DemandStar on July 24, 2018. Two firms requested the RFP documents and one proposal from Kimley-Horn and Associates, Inc. was received on August 15, 2018. The Department of Public Works staff evaluated the proposal and is recommending award to Kimley-Horn and Associates, Inc. based on their experience with similar projects and specific project approach.

FISCAL IMPACT

The total cost of the recommendation is \$265,024 which consists of the base bid in the amount of \$240,931 and a 10% contingency in the amount of \$24,093.

Budget Modification No. 9 has been prepared to appropriate the final TFCA FY 2017/18 grant award to a new project. Additional available funds will be used to purchase equipment to improve the timing for these intersections; this is allowable within the grant parameters.

**Budget Modification No. 9
FY 2018/19**

	Current	Increase/ (Decrease)	Revised
Capital Projects Fund – General Assets Sub-fund			
<u>Revenues:</u>			
VTA TFCA Program Manager Grant	\$0	\$340,393	\$340,393
<u>Expenditures:</u>			
New Project – Traffic Signal Timing plans	\$0	\$340,393	\$340,393

Funding Source

Funding for the Arques Avenue, Caribbean Drive, Evelyn Avenue, Fair Oaks Avenue, Reed Avenue, Reed Avenue-Old San Francisco and Sunnyvale Avenue Traffic Signal Timing and Optimization Project will be through the TFCA FY 17-18 Grant. The total grant amount awarded is \$340,393. A breakdown of the grant funds by project is shown in the following table:

<u>Project</u>	<u>Grant Award</u>
Arques Avenue	\$ 36,400
Caribbean Drive	\$ 49,919
Evelyn Avenue	\$ 29,804
Fair Oaks Avenue	\$117,511
Reed Avenue-Old San Francisco Road	\$ 29,804
Sunnyvale Avenue	\$ 76,955
Total	\$340,393

PUBLIC CONTACT

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

RECOMMENDATION

1) Award a contract to Kimley-Horn and Associates, Inc. of Pleasanton in the amount not to exceed \$240,931 for professional engineering services, in substantially the same form as Attachment 1 to the report, and authorize the City Manager to execute the contract when all necessary conditions have been met, 2) Approve a 10% contract contingency in the amount of \$24,093, and 3) Approve Budget

Modification No. 9 to appropriate \$340,393 in Transportation Funds for Clean Air to provide project funding.

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

ATTACHMENTS

1. Draft Professional Consultant Services Agreement

**CONSULTANT SERVICES AGREEMENT BETWEEN CITY OF SUNNYVALE
AND KIMLEY-HORN AND ASSOCIATES, INC. FOR SIGNAL COORDINATION
TIMING AND OPTIMIZATION PROJECT**

THIS AGREEMENT dated _____ is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and Kimley-Horn and Associates, Inc. ("CONSULTANT").

WHEREAS, CITY desires to secure professional services necessary for the signal coordination timing and optimization project: and

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

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

CONSULTANT shall provide services in accordance with Exhibit "A" entitled "Scope of Work." All exhibits referenced in this Agreement are attached hereto and are incorporated herein by reference. To accomplish that end, CONSULTANT agrees to assign Brian Sowers, P.E. to this project, to act in the capacity of Project Manager and personally direct the professional services to be provided by CONSULTANT.

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

2. Notice to Proceed/Completion of Services

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

3. Project Schedule

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

4. Payment of Fees and Expenses

Payments shall be made to CONSULTANT on a monthly basis as set forth in the attached Exhibit "B" entitled "Compensation Schedule." All compensation will be based on monthly billings as provided in Exhibit "B." Compensation will not be due until said detailed billing is submitted to CITY within a reasonable time before payment is expected to allow for normal CITY processing. An estimate of the percent of total completion associated with the various categories of the services shall be furnished by CONSULTANT with said billing. When applicable, copies of pertinent financial records will be included with the submission of billing(s) for all direct reimbursables. Compensation shall not exceed the amounts set forth in Exhibit "B" for each phase, and shall include services as identified in Exhibit "A" in the amount of Two Hundred Forty Thousand Nine Hundred Thirty One and No/100 Dollars (\$240,931) for the duration of the contract. In no event shall the total amount of compensation payable under this agreement exceed the sum of Two Hundred Forty Thousand Nine Hundred Thirty One and No/100 Dollars (\$240,931) unless upon written modification of this Agreement. All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707.

5. No Assignment of Agreement

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

6. Consultant is an Independent Contractor

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

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

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

8. Standard of Workmanship

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

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

9. Responsibility of CONSULTANT

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

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

10. Right of CITY to Inspect Records of CONSULTANT

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

11. Confidentiality of Material

All ideas, memoranda, specifications, plans, calculations, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for CONSULTANT and all other written information submitted to CONSULTANT in

connection with the performance of this Agreement shall be held confidential by CONSULTANT and shall not, without the prior written consent of CITY be used for any purposes other than the performance of the Project services, nor be disclosed to an entity not connected with the performance of the Project services. Nothing furnished to CONSULTANT which is otherwise known to CONSULTANT or is or becomes generally known to the related industry shall be deemed confidential. CONSULTANT shall not use CITY's name, insignia or distribute exploitative publicity pertaining to the services rendered under this Agreement in any magazine, trade paper, newspaper or other medium without the express written consent of CITY.

12. No Pledging of CITY's Credit

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

13. Ownership of Material

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

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

14. Hold Harmless/Indemnification

To the extent permitted by law (including, without limitation, California Civil Code section 2782.8), CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers and employees from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs and expenses, including reasonable attorneys' fees in connection with any injury or damage to persons or property to the extent arising out of any negligence, recklessness or willful misconduct of CONSULTANT, its officers, employees, agents, contractor, subcontractors or any officer, agent or employee thereof in relation to CONSULTANT's performance under this Agreement. Such defense and indemnification shall not apply in any instance of and to the extent caused by the sole negligence, recklessness or willful misconduct of CITY, its officers, employees, agents or representatives.

15. Insurance Requirements

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

16. No Third Party Beneficiary

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

17. Notices

All notices required by this Agreement, other than invoices for payment which shall be sent directly to Accounts Payable, shall be in writing, and shall be personally delivered, sent by first class with postage prepaid, or sent by commercial courier, addressed as follows:

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

To CONSULTANT: Kimley-Horn and Associates, Inc
Attn: Brian Sowers, P.E.
4637 Chabot Drive, Suite 300
Pleasanton, CA 94588

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

18. Waiver

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

19. Amendments

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

20. Integrated Agreement

This Agreement embodies the agreement between CITY and CONSULTANT and its terms and conditions. No verbal agreements or conversation with any officer, agent or employee of CITY prior to execution of this Agreement shall affect or modify any of the terms or obligations

contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon CITY.

21. Conflict of Interest

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

22. California Agreement

This Agreement has been entered into in the State of California and this Agreement shall be governed by California law.

23. Records, Reports and Documentation

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

24. Termination of Agreement

If CONSULTANT defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONSULTANT. If CITY fails to pay CONSULTANT, CONSULTANT at its option may terminate this Agreement if the failure is not remedied by CITY within thirty (30) days after written notification of failure to pay.

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

25. Subcontracting

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

26. Fair Employment

CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background or marital status, in violation of state or federal law.

27. Changes

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

28. Other Agreements

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

29. Severability Clause

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

30. Captions

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

31. Entire Agreement; Amendment

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

32. Miscellaneous

Time shall be of the essence in this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. This Agreement shall be governed and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST: CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM:

KIMLEY-HORN and ASSOCIATES, INC.
("CONSULTANT")

City Attorney

By _____

Name/Title

By _____

Name/Title

EXHIBIT A SCOPE OF WORK

The following is the Scope of Services to complete this project for the City of Sunnyvale in accordance with the RFP and our proposed Approach. The tasks below include the scope of services as included in the RFP, although the task description and order has been modified slightly based upon the anticipated flow of the project. Additional details on methods used during each task and additional details on specific considerations for the corridors are noted in the Scope. Also, we have noted specific additional tasks and scope that was not included in the RFP, but is included at no additional cost in the basic Scope of Services. To summarize, these added value items are as follows:

- Video recordings will be collected with the Before and After studies and will be available to the City if desired.
- During the timing analysis, we will consider the timing of adjacent corridors and intersections and the potential to connect adjacent corridors/intersections in coordination or maintain existing cross coordination that exists.
- At the end of the project, Kimley-Horn will develop a one-page summary for each corridor highlighting the project benefits and performance measure results of the project. The summary will include a map of the signals, discussion of benefits to various travel modes, and graphical summary of the Before and After performance measures.

Task 1: Project Management and Meetings (City and Caltrans Staff)

This task includes project management related tasks and meetings to consist of preparation of invoices, budget oversight, adherence to project scheduling, and general project coordination. An initial Kick-off meeting will be arranged with City and Caltrans staff to review and discuss some of the elements associated with signal timing and to review project schedule, deliverables, and develop consensus on the overall project and signal timing approach. The Kimley-Horn project manager and one additional staff person will attend the Kick-off Meeting.

With your involvement, we will review the proposed project approach and deliverables, and will set timetables for consultant deliverables, City review periods, scheduling of implementation, and other administrative details. We will also collect any available data for the signal timing effort that is available from the City, including:

- Hard copies or electronic copies of the existing timing sheets for the intersections to be re-timed
- Collision data for the past three years, preferably including intersection collision diagrams
- Information of service requests/citizen complaints

Other than the Kick-off meeting, four (4) project meetings to be held in the City offices with Caltrans staff are anticipated. The primary purposes of the meetings will be to review the signal grouping and cycle length analysis and to review the recommended timing. The Kimley-Horn project manager and one staff person will attend each meeting.

Kimley-Horn anticipates communicating frequently with the City Project Manager, including having monthly calls to discuss project progress.

Task 1 Deliverables:

1. Attendance at Kick-off meeting
2. Attendance at four (4) project meetings with Caltrans staff

Task 2: Data Collection

Task 2.1 Traffic Counts

24-hour machine counts will be collected for 7 days, at 15-minute drop intervals, at critical and City-approved locations along the project corridors. Directional ADT and vehicular speed counts will be collected at up to nine (9) locations. The 24-hour hose counts will be collected prior to the turning movement counts to identify the peak periods for traffic count data collection. Traffic counts will be reviewed by a senior staff member and the City to ensure that the numbers are reasonable. All traffic counts will be provided to the City in an electronic Excel format. For the 24-hour traffic counts, Excel files will include raw volumes and a formatted summary file with graphs.

Weekday turning movement counts, including vehicular, pedestrian, and bicycle counts, will be collected for three (3) hours during the AM and PM weekday peak periods, two (2) hours during the midday weekday peak period and two (2) hours during the AM and PM weekend peak periods at all forty-four (44) project intersections. Traffic counts will not be collected near holidays or during abnormal weather conditions, on school breaks, or periods of construction.

Kimley-Horn will verify with the City the hours and locations (for ADT counts) of the counts to be collected. The traffic counts will be collected on the highest volume day selected from the 72-hr consecutive counts between Tuesday and Thursday. Weekend counts will be collected on the selected Saturday.

Task 2.2 “Before” Study

A floating car study will be conducted for each corridor before the signal timing analysis and implementation is completed. Prior to the travel time runs, we will review the corridors with the City and the methodology for collecting the data. Travel time runs will be collected on each corridor for two hours each during the AM, midday, and PM weekday peak periods and the AM and PM weekend peak periods. A minimum of six runs in each direction will be conducted for each corridor during each peak period that data is collected.

The travel time data will be collected using an Excel based data collection method developed internally by Kimley-Horn. Kimley-Horn will submit the travel time data to the City in Excel format and will include a summary that shows the average travel time, average stops, total delay time, average speed, average free flow speed, and distance traveled.

In addition to travel time data, each run will be recorded using a digital camera mounted on the window of the car. This will allow us to further verify conditions along the corridor by reviewing the video afterward. The video data files collected during the “Before” study, which have very large file sizes, can be provided to the City if desired.

Task 2.3 Field Observation

An important aspect of signal timing is field observation of traffic conditions in order to better understand signal timing issues such as queuing problems, lost times, early or late release times, pedestrian demands, and phase operation.

A field review will be conducted during each of the study periods by the staff who will be developing the signal models. Field review will consist of driving each corridor to observe general traffic flow conditions and standing along the corridor to review intersection operations to understand queuing and split demand issues. Field review will include reviewing the major traffic generators in the study area and to obtain an overall knowledge of the traffic conditions. A traffic engineer can rarely develop an effective model without a comprehensive field review. Additional field information will be collected to assist with the signal timing study. This information includes:

- Existing lane geometry and physical roadway features
- Saturation flow rates for typical movements
- Initial lost times for typical intersections
- Queue lengths at key intersection and along the corridors
- Locations and movements with un-even lane distribution
- Travel speeds between intersections and along the corridors
- Other roadway conditions, such as on-street parking locations, bus stop locations, and truck traffic

Task 2 Deliverables:

1. 24-hour machine counts in raw Excel format
2. 24-hour machine counts in summary Excel format
3. Turning movement counts for weekday and weekend periods in Excel format.
4. "Before" travel time studies in Excel

Task 3: Data Validation and Existing Conditions

All collected data will be reviewed for reasonableness and to confirm that the traffic count data collected represents typical conditions. It is understood that the City may collect traffic data at selected locations and complete checks of the traffic data to confirm the data reasonableness. It should be noted that Kimley-Horn has seen traffic counts vary by as much as 10%-15% on the daily and weekly basis. Therefore, Kimley-Horn will provide the City, as requested, videos of the turning movement count data collection to verify the counts collected.

Once the traffic data has been collected, the traffic signal timing model will be developed for the project intersections. Trafficware Synchro 9 software will be utilized for timing development, although a higher version of the software can be used if preferred by the City. Traffic volumes, saturation flow rates, peak-hour factors, vehicle classification, and other traffic data collected will be entered into the model.

Once the traffic data has been entered into the traffic model, the model will be calibrated for existing conditions. Calibration of the model consists of verifying the input data and adjusting the model parameters so that the model output reasonably matches the observed conditions in the network. This is an important step in a retiming project because the effectiveness of the optimal timings depends on how closely the model represents the existing conditions. Factors collected in the field, such as saturation flow rates, peak hour factors, heavy vehicles percentages, parking maneuvers, pedestrian and bicycle conflicts, will be reflected in Synchro model.

Kimley-Horn will obtain existing measures of effectiveness (MOE), including delay, number of stops, travel time, and emissions from the models, and submit the models along with MOE to the City for review and Approval during the submittal of Existing Conditions Report. In addition, Kimley-Horn will obtain Level of Service (LOS) measurement and compare the Synchro model results to City's minimum acceptable LOS.

As part of the existing conditions review, Kimley-Horn will conduct a review of the existing initial and actuated signal timing parameters, such as pedestrian clearances, initial green times, yellow and all red clearance intervals, and minimum and maximum green settings. The parameters will be reviewed based on the City standards or the latest California MUTCD standards. In addition, Kimley-Horn will conduct a review of the collision data to identify patterns that are susceptible to correction through signal timing.

Kimley-Horn will develop an Existing Conditions Report summarizing the existing traffic volumes, information collected in the field review, the existing conditions models, recommended changes to the initial timings, the collision review, and performance measures. A draft of the Existing Conditions

Report, along with Synchro models, will be submitted to the City for review. A Final Existing Report, along with updated Synchro models, and response to City's comments memorandum, will be submitted afterwards.

Task 3 Deliverables:

1. Draft Existing Conditions Report
2. Final Existing Conditions Report
3. Response to City Comments Memorandum
4. Existing Conditions Synchro models and Measures of Effectiveness

Task 4: Signal Timing Development and Optimization

Once the model is calibrated to accurately represent the existing conditions, Kimley-Horn will conduct the signal timing analysis and develop recommended timings for the corridors. A minimum of three (3) weekday plans, to include the AM, midday, and PM peak periods and two (2) weekend plans, to include "Peak" and "Off-peak" periods will be prepared for the signals. Kimley-Horn will also review the need to develop additional school peak plans, at no additional cost, if deemed beneficial. It should be noted that "transition" periods will be considered when evaluating the need and benefit of using additional school peak plans.

The initial step in the signal timing optimization process will be to review the grouping of traffic signals for coordination and the selection of optimum cycle lengths. The goal of signal grouping will be to cluster those intersections together that have similar operational characteristics such as cycle lengths, higher platooning traffic, and shorter travel time between intersections. As part of the signal grouping and cycle length analysis, Kimley-Horn will consider the operations of other adjacent corridors and intersections that currently are connected in coordination or could be connected in coordination with the project intersections.

Kimley-Horn will submit a summary of preliminary recommended signal groupings and Cycle Lengths Memorandum, including existing versus proposed performance measures, for review prior to development of the draft signal timing plans. This will allow the City to review the proposed cycle lengths prior to conducting the detailed timing analysis. Kimley-Horn will coordinate with the City to review and discuss the preliminary signal grouping and cycle lengths.

Once the cycle lengths are selected, optimum splits and offsets for the coordination plans will be developed in the Synchro model and adjusted, as needed, to provide for the optimum timing. The goal of split optimization will be to allocate green time to different approaches in proportion to the overall intersection volume and capacity. Development of the offsets will include an evaluation of the use of alternate phase sequencing (lead/lag phasing) and setting of the offsets based on the corridor traffic conditions (progression priority).

The recommended timing development will include the review of the time-of-operation of the signal coordination plans. The time-of-operation will be reviewed based on the daily and weekly volumes and based on field observed conditions.

After the Synchro models are completed, signal timing parameters, critical performance measure information, time-of-operation, and other relevant timing information will be summarized in a draft Optimized Conditions Report for transmission to the City for review. In addition, recommended Synchro models will be provided to the City. Based on comments received, a Final Optimized Conditions Report and final Synchro models will be submitted to the City.

Task 4 Deliverables:

1. Cycle Lengths Memorandum
2. Draft Optimized Conditions Report
3. Final Optimized Conditions Report
4. Optimized Conditions Synchro models

Task 5: Implementation of Signal Timing

Once the recommended timings are finalized, marked-up timing sheets will be prepared and submitted to the City for review. The marked-up timing sheets will be submitted to the City. Depending on City preference, the data can be entered into the system by Kimley-Horn staff at no additional cost. Once the timing is reviewed by the City, Kimley-Horn will be available to assist with downloading the timings to the field.

Once the timing plans have been implemented, our team will also conduct a fine-tuning process by driving the corridors and standing at intersections to observe intersection operations. Kimley-Horn will accompany the City staff during fine-tuning or can complete the fine-tuning without City staff present. Kimley-Horn will notify the City of any fine-tuning adjustments and make changes directly into the system. It is anticipated that two (2) days of fine-tuning will be conducted along each corridor, on days that are representative of typical traffic conditions. If needed, additional days of fine-tuning will be conducted to address City concerns.

Once fine-tuning is completed, Kimley-Horn will prepare final timing sheets in hardcopy format. The final timing sheets will be provided in hardcopy and electronic versions. In addition, Kimley-Horn will update the Synchro models to include fine-tuning adjustments. Final Synchro models will be submitted to the City in electronic format.

Task 5 Deliverables:

1. Marked-up timing sheets for implementation
2. Final timing sheets
3. Fine-Tuned Synchro models

Task 6: Deployment, Fine Tuning, and Evaluation

After fine-tuning of the timings, a final “After” travel time study will be conducted to field measure the improvements in system performance. A floating car travel time study will be conducted for each corridor during the same times as the “Before” study was conducted. A minimum of six (6) runs in each direction will be conducted for each corridor during each peak and off-peak period. The travel time runs will be collected within thirty (30) calendar days after the timings are finalized.

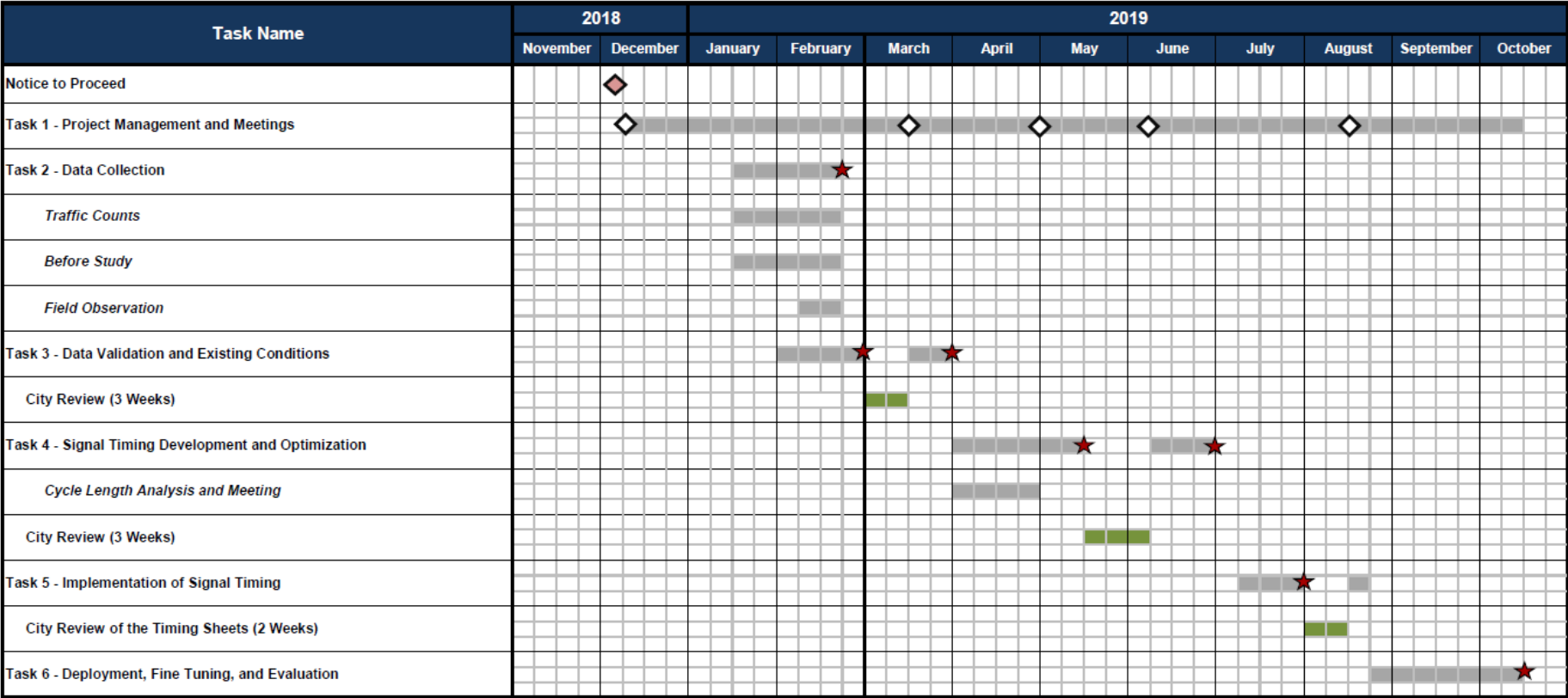
The travel time data will be summarized for each corridor and include the average travel time, stops, total delay time, speed, and distance traveled. In addition, vehicle emissions will be calculated using the latest Bay Area Air Quality Management District methods and using the Synchro models. The “After” study data will be compared to the “Before” study to measure the improvement in system performance. Additionally, a comparison of the Measures of Effectiveness (MOEs) for before and after the project will be performed. MOEs will also include comparison between City’s LOS minimum levels and existing/optimized conditions. The MOEs will include, travel time savings, delays and number of stops reduction, fuel consumption savings, CO2 emissions reduction, queue lengths, V/C ratio and Level of Service (LOS). In addition, Kimley-Horn will prepare and submit a one page summary for each corridor highlighting the project benefits and performance measure results of the project. The summary will include a map of the signals, discussion of benefits to various travel modes, and graphical summary of the “Before” and “After” performance measures.

A Draft Timings and Evaluation Report will be prepared summarizing the comparison of the “Before” versus “After” conditions and submitted to the City electronically. “After” study floating car runs and emission calculation will also be submitted to the City electronically in Excel format. The report will also include a summary of any traffic issues resolved in the project, including recommendations for future projects to further enhance the traffic flow. A Final Timing and Evaluation Report will be submitted to the City after City’s review and approval of the Response to Comments Memorandum addressing City’s comments on the Draft Timing and Evaluation Report. In addition, if desired by the City, Kimley-Horn will prepare and submit a one-page summary for each corridor highlighting the project benefits and performance measure results of the project at no additional cost.

Task 6 Deliverables:

1. Draft Timings and Evaluation Report
2. Response to Comments Memorandum
3. Final Timing and Evaluation Report
4. “After” travel time studies in Excel format
5. Emission calculations in Excel format
6. One-page project summaries in PDF format

EXHIBIT A-1 PROJECT SCHEDULE



Legend

- ◆ Notice to Proceed
- ◆ Project Meeting(s)
- Task Summary
- City Review
- ★ Deliverable

EXHIBIT B COMPENSATION SCHEDULE

Tasks		Labor							Subconsultants	ODCs	Total
Task #	Task Description (Change task titles as detailed in the scope of work)	Project Manager	Engineer	Engineer	Analyst	Admin	Total Hours	Total Labor Costs	Counts	Other Direct Costs	Total Fee
		Sowers	Petrov/Wages	Rainey	Wong/McCarron	Varies			NDS		
		\$265	\$176	\$150	\$140	\$100			LS		
1	Project Management	24	12		8	4	48	\$9,992		\$460	\$10,452
2	Data Collection										
2.1	<i>Traffic Counts</i>		4	12		2	18	\$2,704	\$38,135	\$130	\$40,969
2.2	<i>Before Study</i>	4	12	24	100	2	142	\$20,972		\$1,470	\$22,442
2.3	<i>Field Observation</i>	12	24	16	36	2	90	\$15,044		\$700	\$15,744
3	Data Validation and Existing Conditions	12	36	24	124	4	200	\$30,876		\$1,430	\$32,306
4	Signal Timing Development and Optimization	24	24	18	80	4	150	\$24,884		\$1,150	\$26,034
5	Implementation of Signal Timing	12	24	24	48	4	112	\$18,124		\$840	\$18,964
6	Deployment, Fine Tuning, and Evaluation	120	100	40	100	4	364	\$69,800		\$4,220	\$74,020
	Total	208	236	158	496	26	1124	\$192,396		\$10,400	\$240,931

EXHIBIT C INSURANCE REQUIREMENTS FOR CONSULTANTS

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

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

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

Deductibles and Self-Insured Retentions

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

Other Insurance Provisions

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

1. The City of Sunnyvale, its officials, employees, agents and volunteers are to be covered as additional insureds with respects to liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Acceptability of Insurers

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

Verification of Coverage

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



City of Sunnyvale

Agenda Item

18-1094

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Adopt Three Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$50 million in Clean Water State Revolving Funds to Fund the City of Sunnyvale Administration and Laboratory Building Project

BACKGROUND

The City has embarked on the most significant single public works program in its history, the rebuild of its aged Water Pollution Control Plant (WPCP), which is responsible for the treatment of sewage from all of Sunnyvale and a small area inside the Cities of Cupertino and San Jose. Named the "Sunnyvale Cleanwater Program" (the Program), current cost estimates for Phases 1-3 are approximately \$500 million over twenty years. The WPCP Master Plan was developed as a long-term guide for replacing facilities at the WPCP. The City adopted the Master Plan on August 23, 2016 (see RTC No. 16-0663).

During Phase 1 of the Program, staff identified that favorable financing was available for the Headworks and Primary Treatment Project through the State of California Clean Water State Revolving Fund (CWSRF). By securing this financing, debt service for the City's Wastewater Management Fund has been reduced by more than \$20 million, compared to the default assumption of standard utility revenue bond financing.

Now beginning Phase 2 projects, the Program is in preliminary design for the Administration and Laboratory Building, which is a new building that will house administration, outreach storage, operations, and laboratory and compliance inspection functions. This project is also eligible for a CWSRF loan. To apply for this financing, Council must adopt three resolutions, which are further described below.

EXISTING POLICY

Council Fiscal Policy 7.11 Enterprise Fund Policies, 1.1b.1 Capital improvements associated with the existing infrastructure of a utility should be primarily funded from two sources: rate revenue and debt financing.

Council Fiscal Policy 7.11 Enterprise Fund Policies, 1.1b.3 Local, state and federal funding sources, such as grants and contributions, should be pursued for utility -related capital improvement projects consistent with City priorities.

ENVIRONMENTAL REVIEW

In accordance with the California Environmental Quality Act (CEQA), the Program Environmental Impact Report (PEIR) for the Sunnyvale Water Pollution Control Plant Master Plan was prepared and

adopted by Council on August 23, 2016. The City is preparing a CEQA Addendum to the PEIR for the Administration and Laboratory Building that addresses changes to the project that resulted from validation after completion of the Master Plan. The addendum will be circulated for public comment in accordance with the requirements of the SRF "CEQA-Plus" environmental review process, and will be presented to the City Council for adoption when this item returns for approval of the loan documents related to the SRF loan. The present action is necessary to ensure that funding will be available for the Project when it is approved, but does not constitute final approval of the Administration and Laboratory Building Project.

DISCUSSION

The State Division of Financial Assistance administers the implementation of the State Water Resources Control Board's (State Water Board) financial assistance programs, which include loan and grant funding for construction of municipal sewage and water recycling facilities. The CWSRF Program provides low-interest loans (approximately 2%) for a term of 30 years for water quality improvement projects. In 2016, the City applied for and received a CWSRF loan for the Program's first phase, the Headworks and Primary Treatment Project. Additional projects in the Sunnyvale Cleanwater Program are eligible for planning/design and construction CWSRF funding.

The City is currently preparing to submit a detailed Financial Application Package for the Administration and Laboratory Building. If selected, the CWSRF loan could finance permitting, design, and construction for Project 833240-SCWP Administration and Lab Building, as well as some soft costs budgeted under Projects 833110-SCWP Oversight, 831470-SCWP Construction Management, and 830240-SCWP Program Management. The total eligible cost is estimated to be approximately \$49 million. For application purposes, staff is proposing to apply for a maximum of \$50 million to ensure that all eligible costs are fully covered.

As part of the application package, the City must submit three resolutions adopted by the City Council. They are the Reimbursement Resolution, the Authorizing Resolution, and the Pledged Revenues and Funds Resolution.

Reimbursement Resolution

This resolution allows for the City to request reimbursement for funds advanced for the project prior to the issuance of the revolving fund loan. This allows the project to move forward without delay, while still receiving the benefits of the low interest financing.

Authorizing Resolution

To submit the various packages of the application and complete the administrative process of obtaining funds, the City Council must authorize a designee to act on its behalf. This resolution delegates that authority to the City Manager or his designee.

Pledged Revenues and Fund Resolution

This resolution identifies the funding source that will be pledged to pay the ongoing obligations established through a financing agreement with the State. In this case, the funding source is revenues from the Wastewater Management Fund as defined in the resolution.

It is also important to note that the City issued bonds for improvements to the wastewater system in 2010, which were subsequently refunded in 2017. As part of that issuance, future state loans were contemplated and can be issued on parity (meaning the new debt will not be senior to the old) with the City's 2017 Wastewater Revenue Refunding Bonds.

FISCAL IMPACT

There is no fiscal impact from adopting these resolutions. It is anticipated that even in the current favorable rate environment, the very low rates obtained through CWSRF has the potential to save the City's rate payers up to 13 million dollars over the life of the loan when compared to a traditional public market financing. Taking this approach is the lowest cost option for financing this project. Additionally, as the Program has become more tightly defined through the validation process, the projected cost has been adjusted upwards. Use of this cheaper financing alternative will help to mitigate the impact on rate payers.

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

Adopt Three Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$50 million in Clean Water State Revolving Funds to Fund the Administration and Laboratory Building Project

Prepared by: Tim Kirby, Director, Finance Department

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reimbursement Resolution
2. Authorizing Resolution
3. Pledged Revenues Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE SEEKING REIMBURSEMENT FOR
COSTS RELATED TO THE WATER POLLUTION
CONTROL PLANT REHABILITATION PROJECT –
ADMINISTRATION AND LABORATORY BUILDING
PROJECT FROM THE STATE WATER RESOURCES
CONTROL BOARD**

WHEREAS, the City of Sunnyvale ("City") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure at the Donald M. Somers Water Pollution Control Plant consisting of the Administration and Laboratory Building Project (the "Project"); and

WHEREAS, the City intends to finance the construction and/or reconstruction of the Water Pollution Control Plant with monies ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board ("State Water Board"); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available monies of the City; and

WHEREAS, the City has determined that those monies to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

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

SECTION 1. The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$50,000,000.

SECTION 3. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 4. Each City expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 5. To the best of our knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 6. This resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 7. All the recitals in this Resolution are true and correct and this City so finds, determines and represents.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE DESIGNATING THE CITY MANAGER AS THE AUTHORIZED REPRESENTATIVE TO FILE AN APPLICATION WITH THE STATE RESOURCES WATER CONTROL BOARD FOR THE DESIGN PHASE OF THE ADMINISTRATION AND LABORATORY BUILDING PROJECT AND EXECUTE ALL IMPLEMENTING DOCUMENTS FOR FINANCIAL ASSISTANCE THROUGH THE CLEAN WATER STATE REVOLVING FUND IN CONNECTION WITH THE CITY'S WATER POLLUTION CONTROL PLANT PROJECT

WHEREAS, the City of Sunnyvale owns and operates the Donald M. Somers Water Pollution Control Plant (WPCP) which is a wastewater treatment facility serving residents, businesses and industries in the city of Sunnyvale, and

WHEREAS, the WPCP is over 60 years old and reaching the end of its useful life; and

WHEREAS, the Sunnyvale Clean Water Program (Program) will rebuild the WPCP over the next 20 years to replace aging infrastructure, increase capacity, improve operational reliability, meet current and future regulatory standards and incorporate innovative technologies to minimize capital and operational costs for rate-payers; and

WHEREAS, the Program is now in the design phase for the Administration and Laboratory Building Project (Project), which will construct a new building to support all the functions of the Sunnyvale WPCP; and

WHEREAS, the City Council desires to apply for up to \$50 million in funding for the Project from the State of California Clean Water State Revolving Fund.

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

1. The City Manager of the City of Sunnyvale (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the City, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Sunnyvale Water Pollution Control Plant - Administration and Laboratory Building Project; and

2. This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto; and
3. The Authorized Representative, or his/her designee, is designated to represent the City in carrying out the City's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City and compliance with applicable state and federal laws.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE DEDICATING AND PLEDGING THE
CITY'S WASTEWATER MANAGEMENT FUND AS THE
SPECIFIC REVENUE SOURCE FOR THE REPAYMENT
OF ANY AND ALL STATE REVOLVING FUND
LOAN/FINANCING FOR THE WATER POLLUTION
CONTROL PLANT REHABILITATION -
ADMINISTRATION AND LABORATORY BUILDING
PROJECT**

WHEREAS, the City of Sunnyvale owns and operates the Donald M. Somers Water Pollution Control Plant (WPCP) which is a wastewater treatment facility serving residents, businesses and industries in the city of Sunnyvale, and

WHEREAS, the WPCP is over 60 years old and reaching the end of its useful life; and

WHEREAS, the Sunnyvale Clean Water Program (Program) will rebuild the WPCP over the next 20 years to replace aging infrastructure, increase capacity, improve operational reliability, meet current and future regulatory standards and incorporate innovative technologies to minimize capital and operational costs for rate-payers; and

WHEREAS, the Program is now in the design phase for the Administration and Laboratory Building Project (Project), which will construct a new building to support all the functions of the Sunnyvale WPCP; and

WHEREAS, the City Council desires to apply for up to \$50 million in funding for the WPCP Rehabilitation Project from the State of California Clean Water State Revolving Fund (CWSRF); and

WHEREAS, the CWSRF requires the City to establish one or more dedicated sources of revenue for the repayment of CWSRF assistance; and

WHEREAS, City wishes to dedicate revenues from the Wastewater Management Fund as the source of revenue for repayment; and

WHEREAS, the very low rates obtained through the Clean Water State Revolving Fund program will save the City's rate-payers tens of millions of dollars over the life of the loan when compared to a traditional public market financing; and

WHEREAS, the rehabilitation of the WPCP is in the interest of the City and its residents.

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

1. The City hereby dedicates and pledges revenues from the Wastewater Management Fund to the payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for the WPCP - Administration and Laboratory Building Project; and
2. The City commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the City has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the City's pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the City commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)



City of Sunnyvale

Agenda Item

18-1089

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Adopt Three Financial Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$216 million in Clean Water State Revolving Funds to Fund the City of Sunnyvale Secondary Treatment and Dewatering Facilities Project and Approve a Resolution to Adopt the Addendum to the Programmatic Environmental Impact Report Make the Findings Required by CEQA Re-Adopt the Mitigation Measures Identified in the Mitigation Monitoring and Reporting Program, and Re-affirm the Findings and Conclusions in the Statement of Overriding Considerations

BACKGROUND

The City has embarked on the most significant single public works program in its history, the rebuild of its aged Water Pollution Control Plant (WPCP), which is responsible for the treatment of sewage from all of Sunnyvale and a small area inside the Cities of Cupertino and San Jose. Named the "Sunnyvale Cleanwater Program" (the Program), current cost estimates for Phases 1-3 of the Program are approximately \$500 million over twenty years. The WPCP Master Plan was developed as a long-term guide for replacing facilities at the WPCP. The City adopted the Master Plan on August 23, 2016 (see RTC No.16-0663).

During Phase 1 of the Program, staff identified that favorable financing was available for the Headworks and Primary Treatment Project through the State of California Clean Water State Revolving Fund (CWSRF). By securing this financing, debt service for the City's Wastewater Management Fund has been reduced by more than \$20 million, compared to the default assumption of standard utility revenue bond financing.

As we begin Phase 2 projects, the Program is in preliminary design for the Secondary Treatment and Dewatering Facilities Project (the Project), which will replace the City's current secondary treatment process with conventional activated sludge (CAS) facilities and will include a thickening and dewatering facility, maintenance building, and support facilities.

This Project is also eligible for a CWSRF loan. To apply for this financing, Council must adopt three financial resolutions, which are further described below. The application also requires projects undergo appropriate environmental review. The City has completed California Environmental Quality Act (CEQA) documentation for the Project. The CWSRF application may be submitted without a project-specific CEQA document but certifying the Project's CEQA documentation will increase the application's priority during the CWSRF loan review process over other projects with incomplete documentation. The CEQA document certification resolution is described below.

EXISTING POLICY

Council Fiscal Policy 7.11 Enterprise Fund Policies, 1.1b.1 Capital improvements associated with the existing infrastructure of a utility should be primarily funded from two sources: rate revenue and debt financing.

Council Fiscal Policy 7.11 Enterprise Fund Policies, 1.1b.3 Local, state and federal funding sources, such as grants and contributions, should be pursued for utility-related capital improvement projects consistent with City priorities.

ENVIRONMENTAL REVIEW

The City prepared a Programmatic Environmental Impact Report (PEIR) for the WPCP Master Plan which was circulated for public comment in accordance with CEQA (State Clearinghouse #2015062037). On August 23, 2016, the City Council certified the PEIR, made the findings required by CEQA, adopted a Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program (MMRP), and approved the WPCP Master Plan (RTC No. 16-0663).

The Secondary Treatment and Dewatering Facilities Project ("the Project") is one of the projects included in the PEIR. However, following the certification of the PEIR, the Project has undergone further refinement and development. The City has evaluated the environmental impacts of these modifications and determined that the modifications to the Project would result in impacts similar to, or less than, those attributable to the project described in the PEIR. Accordingly, the City has prepared an Addendum to the PEIR (Attachment 4, Exhibit A) pursuant to CEQA Guidelines Section 15164.

Section 15164 of the CEQA Guidelines authorizes a lead agency to prepare an addendum to a previously certified EIR "if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred" and if "[o]nly minor additions or changes would be necessary to make the previous EIR adequately apply to the project in the changed situation." Under Section 15162 of the CEQA Guidelines, an agency must prepare a subsequent EIR when there are "substantial changes" to either the project or the circumstances under which the project is undertaken that will involve "new significant environmental effects or a substantial increase in the severity of previously identified significant effects".

Under CEQA Guidelines Section 15164(c) and (d), an addendum does not have to be circulated for public comment. Moreover, the addendum does not have to be "certified" or "adopted", but only needs to be "considered" by the decision-maker when the project is approved.

This Project, however, is subject to the environmental review process required by the State Water Resources Control Board, commonly referred to as "CEQA-Plus". The CEQA-Plus process requires agencies to "adopt or certify" a project-specific CEQA document. Agencies may utilize an addendum to a previously-certified EIR where appropriate under Section 15164 of the CEQA Guidelines. However, the CEQA-Plus process goes a step beyond the CEQA Guidelines and requires that the agency circulate the addendum for public comment, similar to the process for a negative declaration.

In order to meet the heightened CEQA-Plus requirements that apply to use of CEQA addenda, a Notice of Completion for the PEIR Addendum was filed with the State Clearinghouse and the PEIR Addendum was advertised on the Cleanwater Program website for public review on September 6, 2018. During the 35-day review period that followed, members of the public and other agencies could submit written comments on the PEIR Addendum. The public review period and comment period closed on October 11, 2018. No public comments were received. The Addendum to the PEIR, which incorporates mitigation measures from the previously-adopted Mitigation Monitoring and Reporting Program, is presented today for Council adoption. Based on discussion with the consultant regarding

the CWSRF requirements, staff also recommends that the City Council re-affirm the findings and conclusions in the previously adopted Statement of Overriding Considerations, although this is not required by CEQA. By definition, an addendum does not involve any new significant unavoidable impacts (i.e., beyond those previously analyzed in the EIR) that would require the City Council to adopt a new Statement of Overriding Considerations.

Addendum to the PEIR

The purpose of the Addendum is to provide objective information regarding the environmental consequences of the proposed project to the public and decision-makers. The Addendum is one element of the CWSRF application package for the Project.

Through extensive analysis and review, the environmental sub-consultant, Environmental Science Associates, determined that the following topics were sufficiently addressed in the PEIR and required no additional analysis because either the nature, scale, and timing of the Project has not changed in ways relevant to the topic or there has not been a substantial change in the circumstances involving the topic on the project site, nor in the local environment surrounding the site:

- Agriculture and Forestry Resources,
- Biological Resources,
- Cultural Resources,
- Energy Conservation,
- Geology, Soils, Seismicity, and Mineral Resources,
- Hazards and Hazardous Materials,
- Land Use and Recreation,
- Noise and Vibration,
- Population and Housing,
- Public Services and Facilities, and
- Utilities and Service Systems.

The Addendum to the PEIR includes changes and additions to the PEIR discussions of the following topics: Transportation, Air Quality, Greenhouse Gas Emissions, Hydrology and Water Quality, Aesthetics, and Mandatory Findings of Significance. These additions do not result in any new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

The Addendum identifies mitigation measures which were previously adopted as part of the Mitigation Monitoring and Reporting Program (MMRP) for the Master Plan. These mitigation measures will reduce environmental impacts related to: native plant species, Congdon's tarplant, special-status species, burrowing owls, nesting birds, and trees; cultural resources; water quality and soil and groundwater contamination; hazardous materials management and worker health and safety; and construction traffic and dust/exhaust emissions. Most of the environmental effects would be reduced to a less than significant level with the mitigation measures; however, as previously identified in the PEIR, some construction emissions related to the Project cannot be fully mitigated to a less than significant level.

No permits or approvals from other agencies were identified beyond those already disclosed in the PEIR.

During the public comment period, staff received no comments from the public or state, regional, or local agencies.

Construction activities discussed in the Project Addendum will have significant unavoidable impacts on air quality which cannot be mitigated to a less-than-significant level. These impacts were anticipated in the PEIR and mitigation measures were identified and adopted at that time. The City Council adopted a Statement of Overriding Considerations for these air quality impacts in conjunction with the certification of the PEIR (Exhibit B to Attachment 4).

DISCUSSION

Application for State of California Clean Water State Revolving Fund Loan

The State Division of Financial Assistance administers the implementation of the State Water Board's financial assistance programs, which include loan and grant funding for construction of municipal sewage and water recycling facilities. The CWSRF Program provides low-interest loans (approximately 2%) for a term of 30 years for water quality improvement projects. In 2016, the City applied for and received a CWSRF loan for the Program's first phase, the Headworks and Primary Treatment Project. Additional projects in the Sunnyvale Cleanwater Program are eligible for planning/design and construction CWSRF funding.

The City is currently preparing to submit a detailed Financial Application Package for the Secondary Treatment and Dewatering Facilities Project. If selected, the CWSRF loan could finance permitting, design, and construction for Project 833210-SCWP Secondary Treatment Improvements-Split Flow CAS Stage 1, as well as some soft costs budgeted under Projects 833110-SCWP Oversight, 831470-SCWP Construction Management, and 830240-SCWP Program Management. The total eligible cost is estimated to be approximately \$215 million. For application purposes, staff is proposing to apply for a maximum of \$216 million to ensure that all eligible costs are fully covered.

As part of the application package, the City must submit three resolutions adopted by the City Council. They are the Reimbursement Resolution, the Authorizing Resolution, and the Pledged Revenues and Funds Resolution.

Reimbursement Resolution

This resolution allows for the City to request reimbursement for funds advanced for the project prior to the issuance of the revolving fund loan. This allows the project to move forward without delay, while still receiving the benefits of the low interest financing.

Authorizing Resolution

In order to submit the various packages of the application and complete the administrative process of obtaining funds, the City Council must authorize a designee to act on its behalf. This resolution delegates that authority to the City Manager or his designee.

Pledged Revenues and Fund Resolution

This resolution identifies the funding source that will be pledged to pay the ongoing obligations established through a financing agreement with the State. In this case, the funding source is revenues from the Wastewater Management Fund as defined in the resolution.

It is also important to note that the City issued bonds for improvements to the wastewater system in 2010, which were refunded in 2017. As part of that issuance, future state loans were contemplated

and can be issued on parity (meaning the new debt will not be senior to the old) with the City's 2017 Wastewater Revenue Refunding Bonds.

FISCAL IMPACT

There is no fiscal impact from adopting these resolutions. Budget for the project is included in the Wastewater Management Fund long-term financial plan. It is anticipated that in the current favorable rate environment, the very low rates obtained through CWSRF have the potential to save the City's rate payers up to 59 million dollars over the life of the loan when compared to a traditional public market financing. Taking this approach is the lowest cost option for financing this project. Additionally, as the program has become more tightly defined through validation, the projected cost has been adjusted upwards. Use of this cheaper financing alternative will help to mitigate the impact on rate payers.

PUBLIC CONTACT

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

A Notice of Completion for the PEIR Addendum was filed with the State Clearinghouse and the PEIR Addendum was advertised on the Cleanwater Program website for public review on September 6, 2018. During the 35-day review period that followed, members of the public and other agencies could submit written comments on the PEIR Addendum. The public review period and comment period closed on October 11, 2018. No public comments were received.

STAFF RECOMMENDATION

Adopt Three Financial Resolutions Enabling the City of Sunnyvale to Submit an Application to the State of California for up to \$216 million in Clean Water State Revolving Funds to Fund the Secondary Treatment and Dewatering Facilities Project and Approve the Resolution to Adopt the Addendum to the Programmatic Environmental Impact Report, Make the Findings Required by CEQA, Re-Adopt the Mitigation Measures Identified in the Mitigation Monitoring and Reporting Program, and Re-affirm the Findings and Conclusions in the Statement of Overriding Considerations.

Prepared by: Timothy J. Kirby, Director of Finance
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reimbursement Resolution
2. Authorizing Resolution
3. Pledged Revenues and Fund Resolution
4. CEQA Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE SEEKING REIMBURSEMENT FOR
COSTS RELATED TO THE WATER POLLUTION
CONTROL PLANT REHABILITATION PROJECT –
SECONDARY TREATMENT AND DEWATERING
FACILITIES PROJECT FROM THE STATE WATER
RESOURCES CONTROL BOARD**

WHEREAS, the City of Sunnyvale ("City") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure at the Donald M. Somers Water Pollution Control Plant consisting of the Secondary Treatment and Dewatering Facilities Project (the "Project"); and

WHEREAS, the City intends to finance the construction and/or reconstruction of the Water Pollution Control Plant with monies ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board ("State Water Board"); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available monies of the City; and

WHEREAS, the City has determined that those monies to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

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

SECTION 1. The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$216,000,000.

SECTION 3. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 4. Each City expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 5. To the best of our knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 6. This resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 7. All the recitals in this Resolution are true and correct and this City so finds, determines and represents.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE DESIGNATING THE CITY MANAGER AS THE AUTHORIZED REPRESENTATIVE TO FILE AN APPLICATION WITH THE STATE RESOURCES WATER CONTROL BOARD FOR THE DESIGN PHASE OF THE SECONDARY TREATMENT AND DEWATERING FACILITIES AND EXECUTE ALL IMPLEMENTING DOCUMENTS FOR FINANCIAL ASSISTANCE THROUGH THE CLEAN WATER STATE REVOLVING FUND IN CONNECTION WITH THE CITY'S WATER POLLUTION CONTROL PLANT PROJECT

WHEREAS, the City of Sunnyvale owns and operates the Donald M. Somers Water Pollution Control Plant (WPCP) which is a wastewater treatment facility serving residents, businesses and industries in the city of Sunnyvale, and

WHEREAS, the WPCP is over 60 years old and reaching the end of its useful life; and

WHEREAS, the Sunnyvale Clean Water Program (Program) will rebuild the WPCP over the next 20 years to replace aging infrastructure, increase capacity, improve operational reliability, meet current and future regulatory standards and incorporate innovative technologies to minimize capital and operational costs for rate-payers; and

WHEREAS, the Program is now in the design phase for the Secondary Treatment and Dewatering Facilities Project (Project), which will replace the City's current secondary treatment process with conventional activated sludge facilities and will include a thickening and dewatering facility, maintenance building, and support facilities; and

WHEREAS, the City Council desires to apply for up to \$216 million in funding for the Project from the State of California Clean Water State Revolving Fund.

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

1. The City Manager of the City of Sunnyvale (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the City, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Sunnyvale Water Pollution Control Plant - Secondary Treatment and Dewatering Facilities Project; and
2. This Authorized Representative, or his/her designee, is designated to provide the

assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto; and

3. The Authorized Representative, or his/her designee, is designated to represent the City in carrying out the City's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City and compliance with applicable state and federal laws.

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

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE DEDICATING AND PLEDGING THE
CITY'S WASTEWATER MANAGEMENT FUND AS THE
SPECIFIC REVENUE SOURCE FOR THE REPAYMENT
OF ANY AND ALL STATE REVOLVING FUND
LOAN/FINANCING FOR THE WATER POLLUTION
CONTROL PLANT REHABILITATION – SECONDARY
TREATMENT AND DEWATERING FACILITIES
PROJECT**

WHEREAS, the City of Sunnyvale owns and operates the Donald M. Somers Water Pollution Control Plant (WPCP) which is a wastewater treatment facility serving residents, businesses and industries in the city of Sunnyvale, and

WHEREAS, the WPCP is over 60 years old and reaching the end of its useful life; and

WHEREAS, the Sunnyvale Clean Water Program (Program) will rebuild the WPCP over the next 20 years to replace aging infrastructure, increase capacity, improve operational reliability, meet current and future regulatory standards and incorporate innovative technologies to minimize capital and operational costs for rate-payers; and

WHEREAS, the Program is now in the design phase for the Secondary Treatment and Dewatering Facilities Project (Project), which will replace the City's current secondary treatment process with conventional activated sludge facilities and will include a thickening and dewatering facility, maintenance building, and support facilities; and

WHEREAS, the City Council desires to apply for up to \$216 million in funding for the WPCP Rehabilitation Project from the State of California Clean Water State Revolving Fund (CWSRF); and

WHEREAS, the CWSRF requires the City to establish one or more dedicated sources of revenue for the repayment of CWSRF assistance; and

WHEREAS, City wishes to dedicate revenues from the Wastewater Management Fund as the source of revenue for repayment; and

WHEREAS, the very low rates obtained through the Clean Water State Revolving Fund program will save the City's rate-payers tens of millions of dollars over the life of the loan when compared to a traditional public market financing; and

WHEREAS, the rehabilitation of the WPCP is in the interest of the City and its residents.

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

1. The City hereby dedicates and pledges revenues from the Wastewater Management Fund to the payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for the WPCP - Secondary Treatment and Dewatering Facilities Project; and

2. The City commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the City has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the City's pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the City commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City of Sunnyvale City Council held on _____.

ATTEST:

City Clerk
(SEAL)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE ADOPTING THE ADDENDUM TO THE
PROGRAMMATIC ENVIRONMENTAL IMPACT
REPORT, FOR THE SUNNYVALE WATER POLLUTION
CONTROL PLANT MASTER PLAN – SECONDARY
TREATMENT AND DEWATERING FACILITIES
ADDENDUM**

WHEREAS, the California Environmental Quality Act (Public Resources Code Sections 21000 *et seq.*), ("CEQA") and the Guidelines for Implementation of the California Environmental Quality Act (14 California Code of Regulations, Sections 15000 *et seq.*) (the "CEQA Guidelines") requires local agencies to consider environmental consequences of projects for which they have discretionary authority; and

WHEREAS, a Draft Program Environmental Impact Report and Final Program Environmental Impact Report (collectively, the "PEIR") were prepared for and by the City of Sunnyvale for the Sunnyvale Water Pollution Control Plant Master Plan ("Master Plan") pursuant to CEQA and the CEQA Guidelines (State Clearinghouse #2015062037); and

WHEREAS, on August 23, 2016, the City made the findings required by CEQA, adopted a Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program, certified the PEIR and adopted the Master Plan (RTC No. 16-0663); and

WHEREAS, the adopted Master Plan consists of more than 30 capital improvement projects, including improvements now collectively referred to as the "Secondary Treatment and Dewatering Project" ("the Project"); and

WHEREAS, a contract for design of the Project was awarded on August 22, 2017 (RTC No. 17-0728), and the Project has been refined through conceptual design; and

WHEREAS, in accordance with CEQA Guidelines Section 15164, the City has prepared an Addendum to the PEIR to address the further refinement and development of the Project since the adoption of the PEIR; and

WHEREAS, the environmental effects of the proposed Project are analyzed in the Addendum, which is attached as Exhibit A and incorporated by reference; and

WHEREAS, this Project is subject to a heightened environmental review process required by the State Water Resources Control Board, commonly referred to as "CEQA-Plus", which requires that an addendum be circulated for public review comment; and

WHEREAS, to comply with the CEQA-Plus review process, the City circulated the Addendum for public comment from September 6, 2018 through October 11, 2018; and

WHEREAS, the CEQA-Plus review process also requires that the agency adopt or certify all project-specific CEQA documents; and

WHEREAS, a public hearing was held by the City Council on December 18, 2018, regarding the Project and the Addendum, following notice duly and regularly given as required by law, and all interested persons expressing a desire to comment thereon or object thereto were heard, and the Addendum was considered; and

WHEREAS, by this resolution, the City Council, as the lead agency under CEQA for preparing the Addendum and the entity responsible for approving the Project, desires to comply with the requirements of CEQA, the CEQA Guidelines, and the CEQA-Plus environmental review process for consideration, adoption, and use of the Addendum in connection with the approval of the Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sunnyvale as follows:

1. The City Council hereby finds that the Addendum attached hereto as Exhibit A has been completed in compliance with CEQA and the CEQA Guidelines. The City Council finds that use of an Addendum is appropriate under Section 15164 of the CEQA Guidelines because some changes or additions to the PEIR are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred, and only minor additions or changes are necessary to make the PEIR adequately apply to the Project.
2. The City Council has reviewed and considered the information in the Addendum prior to approving the Project and hereby adopts the conclusions of the Addendum. In addition, the City Council re-adopts the mitigation measures identified in Table 5-1 of the Addendum, which were part of the Mitigation Monitoring and Reporting Program for the WPCP Master Plan previously adopted on August 23, 2016.
3. The City Council further reaffirms the findings and conclusions in the Statement of Overriding Considerations adopted in connection with the PEIR on August 23, 2016, attached hereto as Exhibit B and incorporated by reference.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

SUNNYVALE WATER POLLUTION CONTROL PLANT MASTER PLAN – SECONDARY TREATMENT AND DEWATERING FACILITIES

Program Environmental Impact Report Addendum

Prepared for
City of Sunnyvale

August 2018



Sunnyvale Water Pollution Control Plant Master Plan – Secondary Treatment and Dewatering Facilities

Program Environmental Impact Report Addendum

Prepared for
City of Sunnyvale

August 2018

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CHAPTER 1

Background and Purpose of the Addendum

Background

The City of Sunnyvale (City) owns and operates the Donald M. Somers Water Pollution Control Plant (WPCP), located at 1444 Borregas Avenue in Sunnyvale, Santa Clara County (see **Figure 1**). The WPCP provides treatment of wastewater flows and loads from domestic, commercial, and industrial sources in Sunnyvale, Rancho Rinconada, and Moffett Field. The WPCP includes an approximately 16.6-acre main plant and two oxidation ponds¹ that occupy about 436 acres in total (see **Figure 2**). The WPCP was originally constructed in 1956. With the enactment of the Clean Water Act in 1972, more restrictive water quality standards were established, leading to expansion of and process upgrades to the WPCP. Currently, the WPCP processes about 12 million gallons per day (mgd) average dry weather flow.² The surrounding dry land area is primarily used for industrial and recreation purposes: the Sunnyvale Materials Recovery and Transfer Station (SMaRT Station) and the former Household Hazardous Waste Drop-off Site on Carl Road abut the main plant to the east and south, respectively; the Sunnyvale Landfill (now closed and traversed by numerous trails) borders these facilities. The Sunnyvale West Channel forms the main plant's western boundary; the Sunnyvale East Channel borders the landfill further east. Caribbean Drive runs east-west along the southern edge of the Sunnyvale Landfill. The San Francisco Bay Trail borders the WPCP to the west and north, and an existing entrance to the Bay Trail and a parking area are located at the west end of Carl Road.³

The City was the lead agency for the Sunnyvale Water Pollution Control Plant Master Plan Program Environmental Impact Report (PEIR) (State Clearinghouse No. 2015062037).⁴ The City adopted the PEIR for the WPCP Master Plan and approved implementation of the WPCP Master Plan on August 23, 2016. The PEIR evaluated potential environmental impacts that could occur as a result of implementing the Master Plan, and provided applicable mitigation to reduce the

¹ The oxidation ponds provide biological oxidation of soluble organic material and physical removal of suspended solids that remain in the wastewater after primary clarification. The ponds also play an important role in the conversion of ammonia to nitrate for 2-3 months during the summer. Their large storage capacity provides a means for equalizing the flow of wastewater to the downstream unit processes, and for storing water to allow reduced (or zero) flow rate to the downstream processes for maintenance or other purposes.

² Average dry weather flow, or ADWF, is the average of the daily average flow during the three-month period between June and September (the driest times of the year in Sunnyvale) that produces the minimum flow.

³ As part of a separate Master Plan project, the Bay Trail trailhead and parking will be relocated to Caribbean Drive.

⁴ City of Sunnyvale, Sunnyvale Water Pollution Control Plant Master Plan Program Environmental Impact Report, adopted August 23, 2016. The PEIR can be accessed online at <http://www.sunnyvalecleanwater.com/program-environmental-impact-report>.

intensity of potential environmental impacts. As part of Master Plan approval, the City adopted a Mitigation Monitoring and Reporting Program.

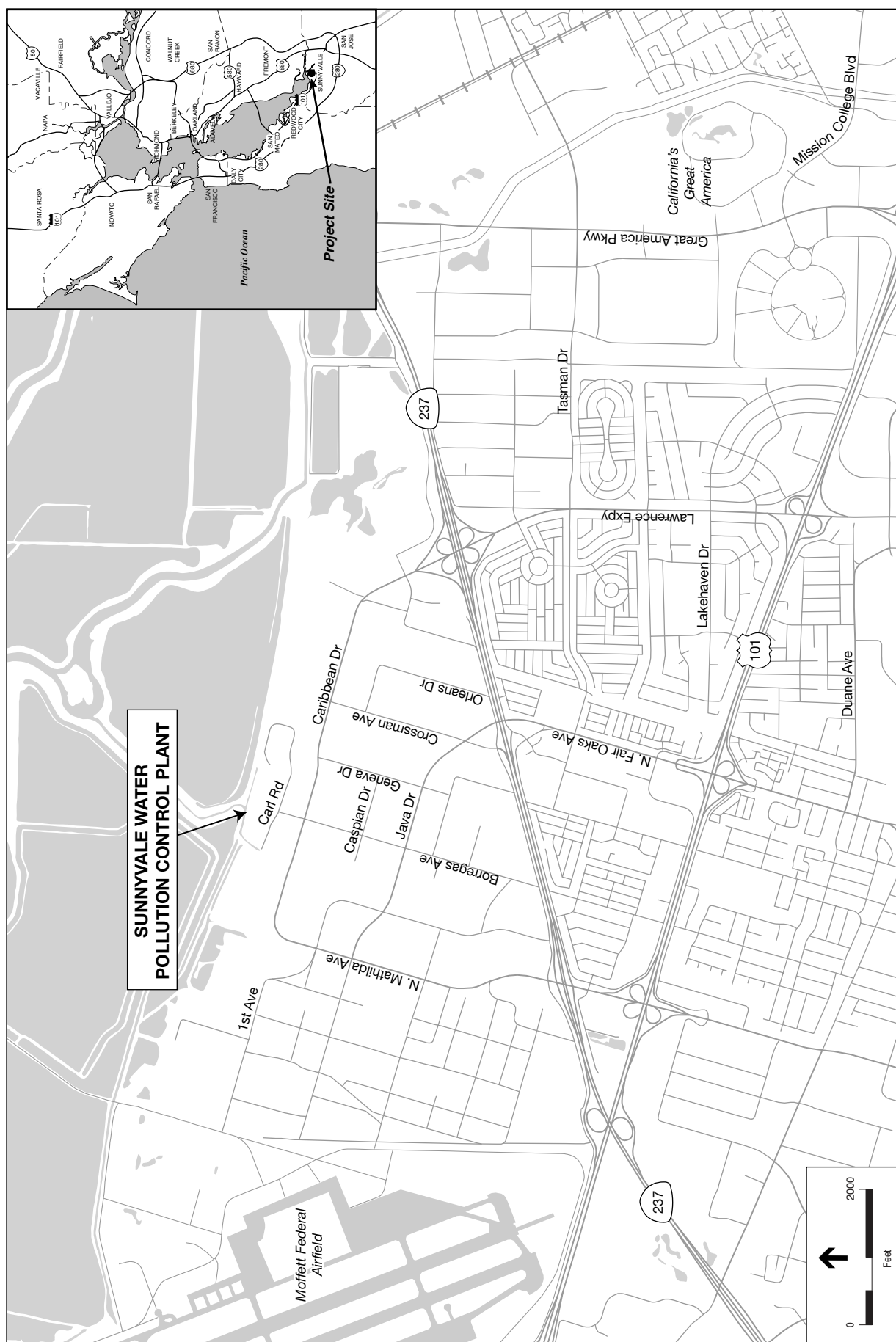
Subsequent to adoption of the PEIR, projects included in the Master Plan have undergone further development. Chapter 2 of this document presents a description of one of these projects: the Secondary Treatment and Dewatering Facilities Project. Chapter 3 presents an evaluation of the environmental impacts of the Secondary Treatment and Dewatering Facilities Project as currently developed in comparison to the impacts disclosed in the PEIR. Chapter 4 summarizes the findings of the evaluation presented in Chapter 3. Chapter 5 contains mitigation measures from the approved Master Plan Mitigation Monitoring and Reporting Program.

Purpose of This Addendum

The CEQA Guidelines (Sections 15162 and 15164) allow that a lead agency may prepare an addendum to a previously certified EIR if some changes or additions to the environmental evaluation are necessary, but none of the following occurs:

1. Substantial changes are proposed in the project which will require major revisions to the EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
2. Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR due to involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or
3. New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was adopted, shows any of the following:
 - a. The project will have one or more significant effects not discussed in the EIR;
 - b. Significant effects previously examined will be substantially more severe than shown;
 - c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or
 - d. Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

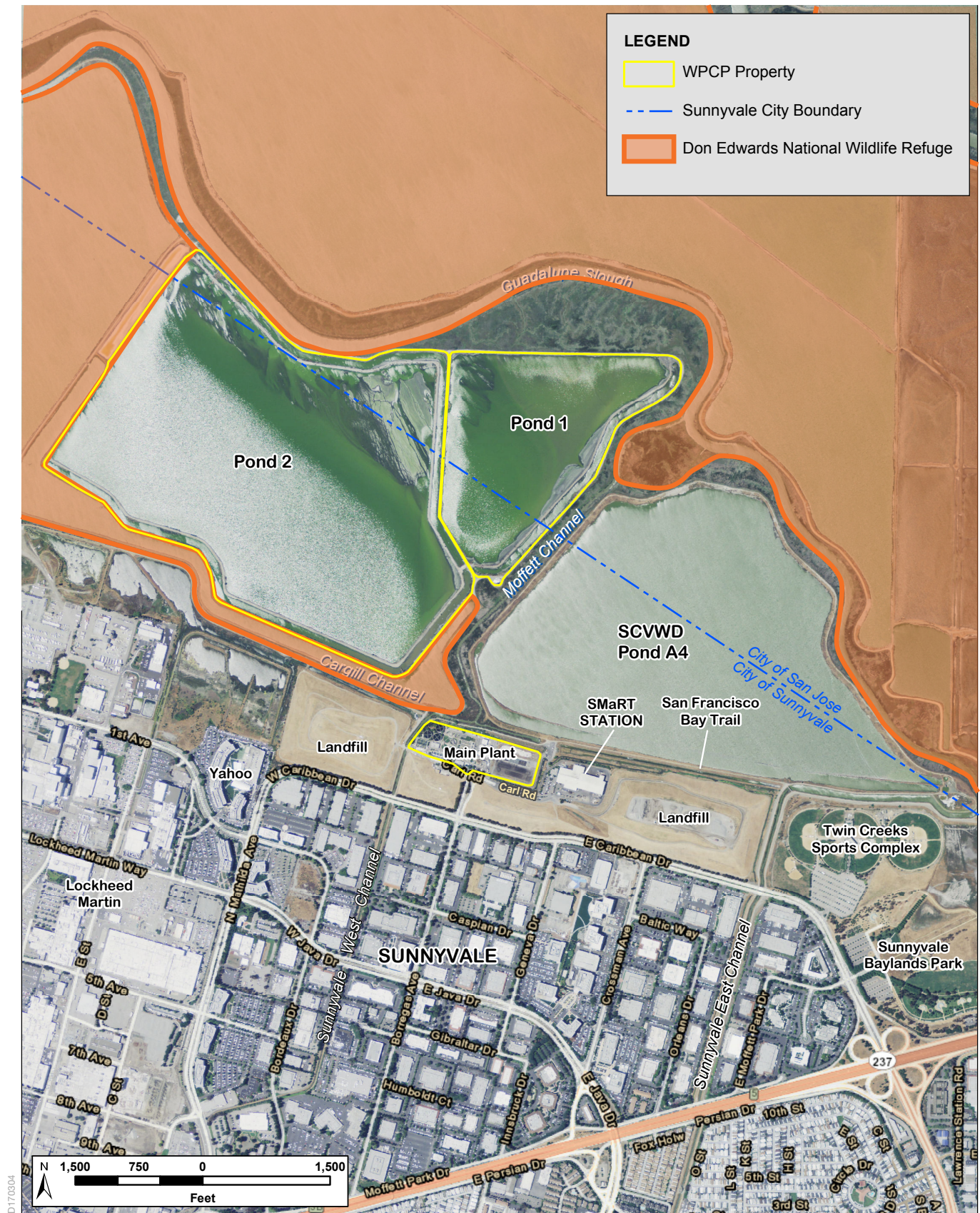
This Addendum documents that the Secondary Treatment and Dewatering Facilities Project as modified subsequent to the Master Plan does not trigger any of the conditions described above.



SOURCE: Thomas Brothers; ESA

City of Sunnyvale Primary Treatment Facility . 120457

Figure 1 Site Location Map



CHAPTER 2

Project Description

Summary of Previously Approved Project

As part of the Master Plan process the City identified the need to replace the secondary treatment process to ensure continued reliable treatment and to help meet potential regulatory limits for nutrients (nitrogen and phosphorus). The Master Plan identified a conventional activated sludge¹ (CAS) process, to be phased in over a number of years, to eventually replace all existing secondary treatment facilities (including the oxidation ponds, fixed growth reactors, and air flotation tanks; shown in **Figure 3**). The City proposed to stage replacement of secondary treatment facilities by using a “Split Flow” configuration (Stage 1) prior to full conversion to conventional activated sludge treatment (Stage 2). During the first stage, the City would build a smaller conventional activated sludge facility (than what would ultimately be needed to treat all flows through the plant) and continue to use the existing secondary treatment process to treat a portion of the flow, splitting the flow between the existing and new secondary treatment processes. These facilities as originally proposed were described on PEIR page 3-16.

Split Flow CAS Stage 1, as currently configured, is the project evaluated in this document.

Components of the Secondary Treatment and Dewatering Facilities

Following certification of the Master Plan PEIR and approval of the Master Plan, the City proceeded with design of the Secondary Treatment and Dewatering Facilities. Further refinement of these facilities, which would be constructed within the plant fenceline, are summarized below in **Table 2-1**. Support facilities have been implemented in stages in concert with implementation of Master Plan projects; as a result, this project includes the second stages of the electrical and supervisory control and data acquisition (SCADA) systems. **Figure 4** illustrates the project site boundaries and the main plant fenceline. Proposed facilities are shown on **Figures 5** and **6**. The capacity of the new facilities is consistent with the capacity described in the PEIR.

¹ Activated sludge treatment makes use of applied microbiology (using beneficial bacteria and protozoa) to degrade organic materials and remove nutrients from wastewater to produce a high-quality effluent. Blowers and pump stations are used to maintain mixed, aerobic conditions and to route flows where needed. At the end of the process, clarifiers are used to settle out the activated sludge microbes. Most settled sludge is recycled to sustain the process. Excess sludge is “wasted” and then anaerobically digested to produce methane-rich biogas and a biosolids product. The activated sludge process has been in use world-wide for over 100 years.

TABLE 2-1
SUMMARY OF SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Project component	Master Plan Facilities Evaluated in PEIR	Proposed Facilities
Split Flow Conventional Activated Sludge Stage 1	<ul style="list-style-type: none"> • Two aeration basins • Blower building and aeration blowers • Three secondary clarifiers located on west side of main plant site • Two combined return activated sludge/waste activated sludge pump stations • Primary effluent distribution structure 	<ul style="list-style-type: none"> • Same, with sidestream ammonia treatment and similar footprint • Same • Four smaller secondary clarifiers on the east side of main plant site • One return activated sludge pump station and one waste activated sludge pump station • Same
Maintenance Building	One 8,200 square foot building	Same
Thickening and Dewatering Facility	<ul style="list-style-type: none"> • Thickening and Dewatering Building and equipment, maximum height of 50 feet above grade • Digested sludge storage tank • Cake storage and truck loading facility (Cake Loading) • Odor control system (with bioscrubber) • Polymer storage and feed systems 	<ul style="list-style-type: none"> • Same, maximum height of 55 feet above grade • Same, with piping upgrades • Same • Same • Same
12 kilovolt (kV) Electrical Distribution System (Stage 2)	Stage 2 to be implemented with secondary treatment improvements	Same
Digester Supernatant Pump Station and Drainage Piping	Repairs to these facilities were previously planned as a separate project in PEIR	Structural, piping, and related repairs to pump station and drainage piping
Flood Protection	Wall built to elevation 13 feet NAVD88	Wall built to elevation 14 feet NAVD88
Standby Generator and Fuel Tank	Diesel powered (2.5 megawatt [MW])	Diesel powered (2 MW)



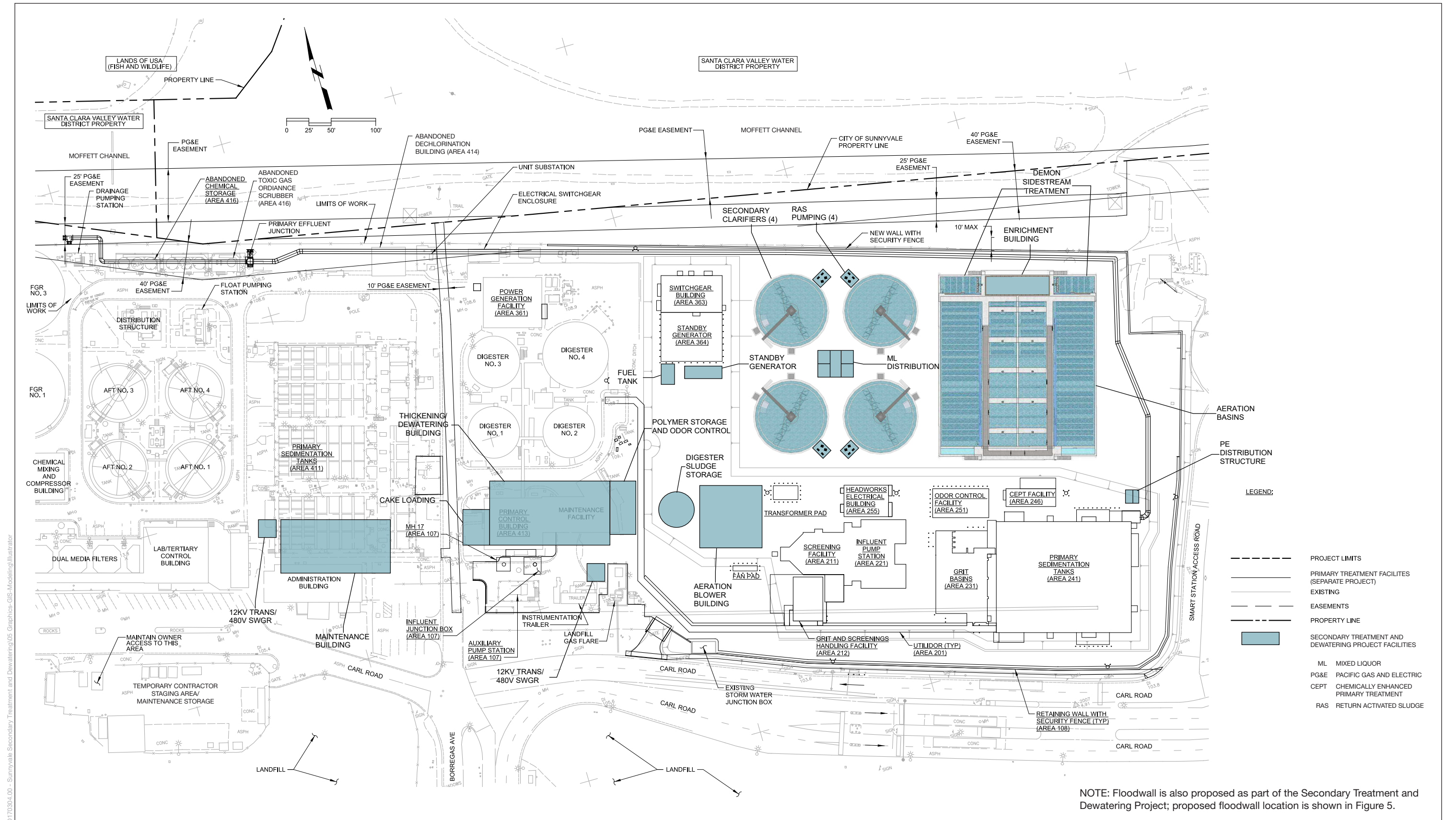
Sunnyvale Secondary Treatment and Dewatering Facilities

Figure 3
Existing WPCP Process Areas



SOURCE: ESA, 2018; Base Map - Google Earth

Sunnyvale Secondary Treatment and Dewatering Facilities
Figure 4
Project Area



SOURCE: Carollo, 2018

Sunnyvale Secondary Treatment and Dewatering Facilities

Figure 5
Proposed Secondary Treatment and Dewatering Project



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Sunnyvale Secondary Treatment and Dewatering Facilities

Figure 6
Proposed Floodwall

SOURCE: ESA; Base Map Google Earth



Split Flow Conventional Activated Sludge Stage 1

Flow would be split between the existing secondary treatment process at the WPCP (oxidation ponds, fixed growth reactors, and air flotation tanks) and the conventional activated sludge (CAS) system proposed in this project. These facilities would include the following components:

- Aeration basins
- Sidestream nitrogen removal facilities
- Aeration blower building and blowers
- Secondary clarifiers
- Return activated sludge and waste activated sludge pumping
- Mixed liquor splitter structure and primary effluent distribution structure

As summarized in Table 2-1, the current project includes four smaller secondary clarifiers instead of three compared with the PEIR project. The CAS process will be configured as a Modified Ludzack Ettinger (MLE) process.² The project also includes deammonification³ as a sidestream nitrogen removal process. The aeration basins and secondary clarifiers would be uncovered and located on the eastern side of the main plant site. The tallest structure associated with these facilities would reach approximately 35 feet above ground elevation.

Maintenance Building

The size and location of the Maintenance Building are unchanged compared to the PEIR project; the facility is described on PEIR page 3-29, and would replace the functionality of the existing maintenance shop, maintenance storage yard, instrumentation shop, and primary control building (shown on Figure 3). Landscaping and yard space for storage and vehicle access would surround the building.

Thickening and Dewatering Facility Stage 1

The Thickening and Dewatering Facility would thicken secondary sludge produced by the new secondary treatment improvements and dewater digested biosolids produced by the anaerobic digestion process. The components of this facility would include:

- Building to house equipment
- Thickening equipment
- Thickened waste activated sludge pumps

² The MLE process configuration is one of many activated sludge basin designs. This configuration was established in 1962 and includes an anoxic zone (unaerated but mixed) at the beginning end of the tank to optimize nitrogen removal.

³ Deammonification is a two-step biological process where ammonia-oxidizing bacteria aerobically convert half of the ammonia present in the wastewater to nitrite. In the second step, anammox bacteria oxidize the ammonia using nitrite to produce nitrogen gas without the organic carbon substrate required for conventional heterotrophic denitrification. Deammonification requires significantly less oxygen and so less energy is needed for nitrogen removal.

- Thickening polymer storage and feed system
- Digester sludge feed piping upgrades
- Digester sludge storage tank
- Dewatering equipment
- Cake pumps
- Dewatering filtrate return pump station and piping
- Dewatering polymer storage and feed system
- Cake storage hopper and truck loading facility (cake loading)
- Odor control system with bioscrubber

As summarized in Table 2-1, these facilities would generally be the same as the thickening and dewatering facilities described in the PEIR (PEIR pages 3-24 and 3-25). The maximum height of these structures would be 55 feet above grade, approximately five feet taller than the relevant structures evaluated in the PEIR. All components would be located within the thickening and dewatering building with the exception of polymer storage, digester sludge storage, cake loading, and odor control. Polymer storage, cake loading, and odor control facilities would be covered or contained and located adjacent to the thickening and dewatering building. The digester sludge storage tank would be a separate covered structure. Yard piping would be upgraded to connect the new facilities to the existing WPCP facilities.

Support Facilities

Electrical Distribution System and Combined Heat and Power

Stage 2 of the 12 kV electrical distribution system would extend the 12kV primary power to all remaining facilities at the WPCP.

A 2 megawatt (MW) standby generator would be installed to provide full backup power for the anticipated electrical loads at the WPCP. This generator would run on diesel and would only be used in an emergency when utility power is not available, and during routine monthly maintenance (up to 50 hours per year). The generator would not be used in normal operations.

Advanced Control Systems Improvements – Stage 2

The WPCP fiber optic duct banks would be expanded to remaining facilities at the WPCP, including a 72 strand single-mode fiber optics cable installed in a loop and communications cabinets. Computer programming would be conducted to migrate network connectivity of the existing equipment over to the new controls system. No new structures would be constructed for these improvements.

Digester Supernatant Pump Station and Drainage Piping

Several components of the existing pump station and drainage piping would be rehabilitated. No new structures would be constructed for these improvements. The project includes repair of concrete within the supernatant pump station, replacement of the digester supernatant pumps, and repair of portions of drainage piping from the digesters to the supernatant pump station.

Flood Protection

A flood wall may be constructed along approximately 750 feet of the southern side of the main plant site, extending from the driveway southwest of the new primary treatment facilities to the west gate driveway. The floodwall top elevation would be approximately 14 feet NAVD88 (approximately 5 feet above ground surface).

Construction

Schedule and Workforce

Project construction would proceed in three general phases, with some overlap between phases, and last approximately 3.5 years. The first phase, consisting of site demolition, surcharging, and site preparation, would occur between November 2020 and October 2021. The second phase would include earthwork and site work for structures and would extend for approximately one year between January 2021 and January 2022. Facilities would be constructed during the third phase, lasting from January 2022 through April 2024.

On average, approximately 130 construction personnel would be onsite daily. At peak construction, up to 230 construction personnel may be onsite each day. Project construction would occur primarily within normal City working hours, weekdays between the hours of 7:00 a.m. and 6:00 p.m., and, as necessary, Saturdays between 8:00 a.m. and 5:00 p.m.⁴

Equipment

Heavy equipment that would be used for construction of this project includes the following equipment (the estimated usage of which is documented in **Appendix A**).

- Excavator
- Grader
- Haul trucks
- Dozer/Loader
- Roller
- Paving equipment
- Concrete trucks
- Water trucks
- Crawler cranes and rough terrain cranes
- Pile drivers

Access and Staging

Construction activities would occur within the main plant. Construction vehicles would access the main plant via Borregas Avenue and Carl Road. **Figure 7** illustrates potential construction staging areas and site access.

⁴ Sunnyvale Municipal Code Section 16.08.030 normally limits construction activity to these hours.

Demolition, Surcharging, and Site Preparation

The existing primary sedimentation basins, maintenance shop, administration building, and primary control building would be demolished. Figure 3 identifies these existing facilities. Demolition would require initial shoring around existing structures and foundations, excavation, and removal of structures. Demolition would also require offhaul of debris for disposal or reuse. The areas would be graded after demolition.

On the east area of the site, it is assumed pre-consolidation will likely be necessary to compact the soils prior to construction. Clean fill material would be imported and approximately 10 feet of soil would be deposited on the site for approximately 6 months. When consolidated, this imported fill will need to be offhauled, but some may be used to backfill the primary clarifier area after demolition.

The site would be prepared for the construction of the facilities, including grading to the finished elevation and setting up contractor staging areas and construction trailers.

Earthwork and Site Work for Structures

Initial steps of site work include driving sheeting and shoring for the excavation of the main structures. Following placement of shoring, the areas for these structures would be excavated. Some of the excavated material would be stockpiled for backfill, while most would be offhauled. This phase also includes the import of stone base material for preparation of the foundations. Average daily construction truck trips would reach a peak of 73 one-way trips per day during these activities.

Facility Construction

After initial earthwork is complete, concrete slabs and walls for the major structures would be installed. Although it is anticipated that concrete slab foundations would be used, pile driving for structural foundation improvements may also be needed based on the results of geotechnical investigations. Subsequent construction activities include construction of associated mechanical, structural, and electrical facilities. This phase includes excavation throughout the site for yard piping and electrical duct banks. Jack and Bore may be required for a short segment of the secondary effluent pipe within areas of the main plant. The remainder of linear facilities would be installed using trenched construction. Support utilities would also be installed. After structures and piping are complete, the site would be paved.



SOURCE: ESA; Base Map Google Earth

Sunnyvale Secondary Treatment and Dewatering Facilities

Figure 7
Construction Staging and Access

Operations

As described in PEIR Section 3.4.3, page 3-16, the proposed secondary treatment and dewatering facilities would operate in parallel with the existing secondary treatment system (e.g., Ponds 1 and 2, fixed growth reactors, and air flotation tanks). Primary effluent would be split between the project facilities and Ponds 1 and 2, using an operations approach called “split flow mode.”

WPCP operators would maintain flow to the oxidation ponds to meet the process needs of that system. Once the project is complete, the WPCP would operate under “split flow mode” for about 10 years. Eventually the City plans to fully replace the existing secondary treatment process by the end of the Master Plan period (approximately 2035). The City would determine the need for supplemental CEQA documentation on the full transition to CAS once conceptual design of CAS Stage 2 is complete.

The new facilities in this project would increase the power demands at the WPCP. Primary power for the proposed facilities would be supplied by PG&E and Silicon Valley Clean Energy (SVCE)⁵ via a new switchgear building being constructed as part of another project and from the power generation facility, an onsite cogeneration facility that runs on digester gas, landfill gas, and natural gas if needed. Along with other projects at the WPCP, the overall WPCP's demand would exceed the capacity of the power generation facility once the project is operational. The project facilities would require an additional average load of approximately 1,000 kilowatts. All of the electrical demand for the facilities proposed in this project would be met by increased PG&E and SVCE supply.

No new staff would be needed to operate the new facilities. The work force would remain at 34 operations and maintenance staff. Operations of the project would require 42 chemical deliveries per month and 19 residuals hauling trucks per week.

⁵ PG&E is responsible for delivering electricity, while SVCE is responsible for securing electricity supply and determining supply portfolio. Currently, the City's electricity accounts use SVCE's “GreenPrime” option, which provides 100% renewable energy.

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CHAPTER 3

Evaluation of Environmental Impacts

The evaluations in the Program Environmental Impact Report (PEIR) were revisited to determine whether any changes to the analyses were warranted based on refinements to the Secondary Treatment and Dewatering Facilities project (project). This chapter describes any changes that have occurred in the existing environmental conditions within and near the project area as well as environmental impacts associated with the project. The analysis includes consideration of the mitigation measures adopted for the Master Plan as part of the Mitigation Monitoring and Reporting Program (MMRP). Chapter 5, *Mitigation Monitoring and Reporting Program*, contains all of the mitigation measures from the adopted MMRP that apply to the project.

The PEIR evaluated impacts of combinations of individual improvements as they were expected to progress at the time of PEIR preparation. The phasing for the Master Plan improvements has changed as design progressed for individual improvements. Project construction is expected to overlap with construction of the Administration/Lab Building and Existing WPCP Rehabilitation projects at the WPCP. Project construction may also overlap with the Sunnyvale East-West Channels Flood Protection project and the 360 Caribbean Drive Project, which would demolish existing office and manufacturing buildings and develop two new research and development buildings in the same location. Where relevant, cumulative impacts of this scenario are discussed.

The topics listed below were sufficiently addressed in the PEIR and required no additional analysis because either the nature, scale, and timing of the project has not changed in ways relevant to the topic or there has not been a substantial change in the circumstances involving the topic on the project site, nor in the local environment surrounding the site.

- **Agriculture and Forestry Resources.** The state and local land use and zoning designations with respect to agricultural and forest resources have not changed for the site and surroundings, and agricultural or forest use of the site has not commenced since adoption of the PEIR. Thus there has not been a substantial change in the circumstances involving agricultural and forest resources at the site or surrounding areas.
- **Biological Resources.** Habitat in the project area has not changed since adoption of the PEIR. The locations of ground disturbance have not changed in ways relevant to biological resources. The state and local plan designations relevant to biological resources within and surrounding the project site have not changed. Applicable mitigation measures are included in Chapter 5.
- **Cultural Resources.** The locations of ground disturbance have not changed in ways relevant to historical, archeological, and paleontological resources at the site or surrounding areas. Applicable mitigation measures are included in Chapter 5.

- **Energy Conservation.** The construction and operation equipment and activities proposed for the project would be similar to that evaluated in the PEIR. The increased electrical demand from PG&E and SCVE for this project is within the demand estimated for Master Plan projects in the PEIR (3,100 kW). The Caribbean Drive Parking and Trail Access Enhancements Project is the only other Master Plan project evaluated in the PEIR that has undergone subsequent review under CEQA, and would not require electricity during operations.
- **Geology, Soils, Seismicity, and Mineral Resources.** The nature, scale, and timing of the project have not changed in a manner that would exacerbate existing geologic and seismic hazards at the project site. The state and local land use and zoning designations with respect to mineral resources have not changed for the site and surroundings.
- **Hazards and Hazardous Materials.** The locations of ground disturbance have not changed in ways relevant to hazards and hazardous materials at the site or surrounding areas. Applicable mitigation measures are included in Chapter 5.
- **Land Use and Recreation.** The state and local land use plans, policies, and regulations applicable at the site have not changed since adoption of the PEIR, and the character of the project would remain industrial.
- **Noise and Vibration.** As described in Chapter 2, the project would not involve construction activity outside of the hours of 7:00 a.m. to 6:00 p.m. The nearest residences to the project site are approximately 0.8 miles away and separated from the area by the intervening commercial and industrial land uses and State Route 237. No new receptors closer than those identified in the PEIR occur in the vicinity of the project site. The types of equipment and number of construction activities occurring concurrently would be similar to those evaluated in the PEIR for other Master Plan projects. The project does not include sources of noise during operations that were not evaluated in the PEIR.
- **Population and Housing.** The project does not alter the effect of the Master Plan on treatment capacity (indirectly inducing population growth) and the types of equipment and number of construction activities occurring concurrently would be similar to that evaluated in the PEIR.
- **Public Services and Facilities.** The nature of the project with respect to population growth and impairment of achieving service performance objectives has not changed.
- **Utilities and Service Systems.** The nature of the project with respect to wastewater collection and treatment, water use, and solid waste disposal has not changed.
- **Mandatory Findings of Significance.** For the reasons identified above, the cultural resources and hazardous materials effects of the project are adequately addressed in the PEIR. One additional project (resurfacing the San Francisco Bay Trail within the City of Sunnyvale and neighboring areas) that was not identified in the PEIR occurred in the vicinity of the project, another project not identified in the PEIR may be under construction concurrently with the project, and the schedule of the Sunnyvale East-West Channels project has shifted into the future; these changes in the cumulative scenario would not alter the cumulative impact conclusions of the PEIR beyond the discussions included in this addendum. The effects of the project on human beings are adequately addressed in the PEIR except for

Transportation, Air Quality, Greenhouse Gas, Hydrology and Water Quality, and Aesthetics impacts, which are discussed in this addendum.

Changes and additions to the PEIR discussion of the remaining topics are included below, pursuant to CEQA *Guidelines* Section 15164. The following discussion describes the environmental impacts of the project as compared to the impacts of the approved Master Plan as addressed in the PEIR adopted August 23, 2016. These additions do not reflect involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; for these reasons, a subsequent EIR was not prepared.

Transportation

<i>Issues (and Supporting Information Sources):</i>	<i>New Potentially Significant Impact</i>	<i>New Less Than Significant with Mitigation Incorporated</i>	<i>New Less Than Significant Impact</i>	<i>Same Impact as Approved Project</i>	<i>Less Impact than Approved project</i>
16. TRANSPORTATION/TRAFFIC — Would the project:					
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Setting

The environmental setting relevant to Transportation for the project has not changed relative to the setting in the PEIR. Existing traffic patterns, the transit network, and alternative transportation facilities have not changed since adoption of the PEIR. Setting discussions from the adopted PEIR for this resource are therefore applicable to the entire project area.

Findings of Previously Adopted PEIR

The adopted PEIR determined that all project impacts related to transportation would be less than significant or less than significant with mitigation. Chapter 5, *Mitigation Monitoring and Reporting Program*, reproduces select adopted mitigation measures applicable to transportation impacts.

Discussion

Congestion Management Program

As discussed in the PEIR, Caribbean Drive is the CMP system network roadway nearest to the Master Plan and the project area. The project would not generate new (increased) traffic once operational, so the volume of traffic on Caribbean Drive would not change as a result of the project. The average weekday daily traffic on Caribbean Drive (12,883) is slightly less than that identified in the PEIR (13,248 vehicles) (Kimley Horn, 2017).

Air Traffic Patterns

The project would not construct facilities taller than ground-level in areas not previously evaluated in the PEIR. There would be no impact.

Measures of Effectiveness for the Performance of the Circulation System

The Master Plan would have a peak of 564 one-way truck trips per day during construction; the project would have a maximum of 73 one-way truck trips per day during construction. The 130 construction workers would likely commute to and from the work site during peak hours. Truck trips and construction worker trips that would coincide with peak-hour traffic could impede traffic flow on local roadways, a potentially significant impact. With implementation of adopted Mitigation Measures TR-1a and TR-1b, this impact would be reduced to less-than-significant levels, and the impact would not be more severe than that identified in the approved PEIR.

Traffic Safety Hazards

During construction, while the number of haul trucks would be substantially lower than evaluated in the PEIR, traffic safety hazards could occur due to increased truck traffic with associated slower speeds and wider turning radii and where delivery and haul trucks share the roadway with other vehicles, the same impact as discussed in the PEIR. With implementation of adopted Mitigation Measure TR-1b, the impact of these potential construction traffic safety hazards would be less than significant with mitigation. There would be no change to lane or roadway configuration as part of the project; therefore, the operational effects of the project would be the same as those identified in the PEIR (less than significant). No new or more severe environmental impacts related to traffic safety would result from project implementation.

Emergency Access

The project would not result in new or more adverse impacts related to emergency access because the project would not alter access to facilities served by emergency vehicles and personnel. The project does not include design features that would either impede or restrict emergency vehicle access. No new or more severe environmental impacts related to emergency access would result from project implementation.

Alternative Transportation Facilities

The project would not directly or indirectly eliminate alternative transportation corridors or facilities, nor would it include changes in adopted policies, plans, or programs that support

alternative transportation. No new or more severe environmental impacts related to alternative transportation facilities would result from project implementation.

Cumulative Transportation Impacts During Construction

At the time of PEIR preparation, details typically used to determine cumulative transportation effects were not known. The PEIR estimated cumulative transportation effects by assuming a worst-case scenario in which construction peak periods overlap for most of the projects identified in the PEIR cumulative scenario (listed in PEIR Table 6-1). Project construction would overlap with construction of the Administrative/Lab building and existing facilities rehabilitation at the WPCP. Project construction may also overlap with construction of the Sunnyvale East-West Channels Flood Protection project and the 360 Caribbean Drive project. It is possible that service levels along Caribbean Drive could be temporarily degraded by construction activity. With implementation of adopted Mitigation Measure C-TR-1, Implement Coordinated Transportation Management Plan, the project's contribution to a potential cumulative impact along Caribbean Drive would be less than cumulatively considerable.

Conclusion

The project would not generate substantially more operational or construction vehicle trips than those identified in the previously approved PEIR, and therefore would not conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, or conflict with an applicable congestion management program. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

Implementation of the adopted mitigation measures applicable to transportation would reduce possible impacts associated with a reduction in roadway capacity and potential impacts to emergency access during construction of the project to a less than significant level, and the project would not result in any new or more significant impacts. **(Same Impact as Previously Approved Project [Less than Significant Impact with Mitigation])**

The Project would not result in new or more significant impacts to public transit, bicycle and pedestrian facilities, or traffic-related hazards than those identified in the previously approved PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

With the implementation of adopted Mitigation Measure C-TR-1 to reduce the project's possible contribution to cumulative transportation impacts, the project would not result in any new or more significant impacts than those identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact with Mitigation])**

Air Quality

<i>Issues (and Supporting Information Sources):</i>	<i>New Potentially Significant Impact</i>	<i>New Less Than Significant with Mitigation Incorporated</i>	<i>New Less Than Significant Impact</i>	<i>Same Impact as Approved Project</i>	<i>Less Impact than Approved Project</i>
3. AIR QUALITY — Would the project:					
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Setting

Air Quality Plans

Regional air quality planning has proceeded since adoption of the PEIR. On April 19, 2017, the BAAQMD adopted the most recent revision to the Clean Air Plan – the *2017 Clean Air Plan: Spare the Air Cool the Climate (2017 CAP)*. The primary goals of the *2017 CAP* are to protect public health and protect the climate (BAAQMD, 2017). The plan includes a wide range of control measures to reduce emissions from combustion-related activities, reduce fossil fuel combustion, improve energy efficiency, and decrease emissions of potent greenhouse gases (GHGs). Some measures focus on reducing individual pollutants such as potent GHGs like methane and black carbon, or harmful fine particles that affect public health. Many of the measures, however, reduce multiple pollutants and serve both to protect public health and to protect the climate.

The 2017 Plan updates the *2010 Clean Air Plan*, pursuant to air quality planning requirements defined in the California Health and Safety Code. It describes a multi-pollutant strategy to simultaneously reduce emissions and ambient concentrations of ozone, fine particulate matter, toxic air contaminants, as well as greenhouse gases that contribute to climate change. To fulfill state ozone planning requirements, the 2017 control strategy includes all feasible measures to reduce emissions of ozone precursors—reactive organic gases (ROG) and nitrogen oxides (NOx)—and to reduce transport of ozone and its precursors to neighboring air basins. In addition, the Plan builds upon and enhances the Air District’s efforts to reduce emissions of fine particulate matter and toxic air contaminants (BAAQMD, 2017). In addition, the 2017 CAP includes the Bay Area’s first-ever comprehensive Regional Climate Protection Strategy (RCPS), which will identify potential rules, control measures, and strategies that the BAAQMD can pursue to reduce

greenhouse gases in the Bay Area and lay the groundwork to attain ambitious GHG reduction targets for 2030 and 2050.

The state and federal non-attainment status of the San Francisco Bay Area Air Basin (SFBAAB) has not changed since adoption of the PEIR. At the time of PEIR adoption, the SFBAAB was designated as a nonattainment area for state and national ozone standards, state particulate matter (PM₁₀ and PM_{2.5}) standards, and federal PM_{2.5} (24-hour) standard.

BAAQMD Rules, Regulations, and CEQA Guidelines

Since adoption of the PEIR, the BAAQMD CEQA Air Quality Guidelines, which were used to evaluate the potential effects of the project on air quality, faced legal challenge in the State Supreme Court. While the significance thresholds originally adopted by BAAQMD in 2011 are not currently recommended by the BAAQMD, there is no court order preventing their use, and they are frequently employed by lead agencies when conducting CEQA reviews because the BAAQMD 2011 guidelines provides substantial evidence for the derivation of the thresholds and the approach to employing them in an air quality impact analysis (BAAQMD, 2009). The State Court of Appeals agreed with BAAQMD that there were scenarios in which the thresholds could be used to properly assess whether and in what amount a project would add pollution to the environment. Consequently, the approach implemented in the PEIR remains the latest state-of-the-art guidance and no changes to the approach used in the PEIR are warranted at this time.

The BAAQMD is also the agency responsible for investigating and controlling odor complaints in the area. The BAAQMD enforces odor control by helping the public document a public nuisance. Upon receipt of a complaint, the BAAQMD sends an investigator to interview the complainant and to locate the odor source if possible. The BAAQMD typically brings a public nuisance court action when there are a substantial number of confirmed odor events within a 24-hour period. An odor source with five or more confirmed complaints per year averaged over three years is considered to have a substantial effect on receptors.

There are several BAAQMD regulations and rules that apply to odorous emissions that could be generated by the WPCP. Regulation 1, Rule 301 is the nuisance provision that states sources cannot emit air contaminants that cause nuisance to a considerable number of persons. Regulation 9, Rule 2 limits ground level concentration of H₂S.¹ Regulation 7 specifies limits for the discharge of odorous substances where the BAAQMD receives complaints from ten or more complainants within a 90-day period. Among other things, Regulation 7 precludes discharge of an odorous substance that causes the ambient air at or beyond the property line to be odorous after dilution with four parts of odor-free air (i.e., 5 D/T), and specifies maximum limits on the emission of certain odorous compounds.²

¹ BAAQMD, Rules & Regulations, Regulation 9 – Inorganic Gaseous Pollutants, Rule 2 – Hydrogen Sulfide, last amended October 6, 1999.

² BAAQMD, Rules & Regulations, Regulation 7 – Odorous Substances, last amended March 17, 1982.

The WPCP is currently subject to the Operating Permit requirements of Title V of the federal Clean Air Act. BAAQMD is responsible for issuing Title V permits. The most recent application for renewal of the permit for the WPCP (Facility #A0733) was submitted in November 2017.

Sensitive Receptors

No new residential buildings, schools, colleges or universities, daycare facilities, hospitals, or senior-care facilities have been constructed closer to the WPCP than the sensitive receptors identified in the PEIR (located immediately south of State Route 237, 0.8-mile from the project site).

Findings of the Previously Adopted PEIR

The PEIR identified significant and unavoidable impacts associated with the project related to the potential to conflict with the applicable air quality plan and the potential to violate any air quality standard or contribute to an air quality violation. The extent to which the project could result in a cumulatively considerable net increase of criteria air pollutant emissions, expose sensitive receptors to pollutant concentrations, and the potential of the project to create objectionable odors affecting a substantial number of people were determined to be less than significant impacts. One of the mitigation measures identified in the PEIR and subsequently adopted by the City (Mitigation Measure AQ-2a) is reproduced in Chapter 5, *Mitigation Monitoring and Reporting Program*.

Table 3-1 reproduces relevant portions of PEIR Table 4.5-4 (from PEIR page 4.5-17) for reference, and summarizes emissions estimated for construction of the proposed project and relevant WPCP projects that may overlap with proposed project construction.

**TABLE 3-1
MASTER PLAN AVERAGE DAILY CONSTRUCTION EXHAUST EMISSIONS**

Master Plan Construction Stage ^a	Average Daily Emissions (pounds per day)				
	ROG	NO _x	PM ₁₀	PM _{2.5}	Likely to be Significant?
1A – Existing WPCP Rehabilitation	NA	NA	NA	NA	Yes
1B – Demolition of Primary Sedimentation Tanks and Relocation of Bay Trail head	2.2	20.1	1.5	1.6	No
2A – Split Flow Conventional Activated Sludge Milestone 1	0.8	4.4	0.3	0.2	No
2B – Construction of Administration/Lab building	0.8	3.5	0.2	0.1	No
2D – Maintenance Building	0.3	1.6	0.1	0.1	No
2E - Split Flow Conventional Activated Sludge Milestone 2	1.8	10.6	0.6	0.6	No
2F - Split Flow Conventional Activated Sludge Milestone 3 (Thickening & Dewatering)	1.3	5.9	0.3	0.2	No
Significance Thresholds	54	54	82	54	--

NA = Not Available

a Includes the proposed project evaluated in this document (Secondary Treatment and Dewatering Facilities, reflected as part of stages 1B, 2A, 2D, 2E, and 2F in this table) and the other Master Plan project that, based on the current Master Plan implementation schedule, could be constructed concurrent with the proposed project (i.e., 1A and 2B in this table).

NOTE: Refer to PEIR Appendix B for assumptions and emissions estimate calculations.

SOURCE: *Sunnyvale Water Pollution Control Plant Master Plan Program Environmental Impact Report*, City of Sunnyvale, August 2016.

Discussion

Violation of Air Quality Standards

Construction

At the time of PEIR preparation, details typically used to calculate air pollutant emissions (such as the number of pieces of each type of off- and on-road equipment and daily equipment usage rates in terms of hours per day and total days of use) were not known. The PEIR estimated the anticipated air pollutant emissions of WPCP projects by estimating the relative magnitude of construction activity compared to other, better defined projects planned at the site. The City anticipated that when project-level CEQA review of Master Plan improvements is initiated, the PEIR analysis would be reviewed in light of updated construction information and analysis of air pollutant emissions would be revised accordingly.

Construction details of the project are sufficiently known to calculate conservative air pollutant emissions during construction. Air pollutant emissions of ROG, NO_x, PM₁₀, and PM_{2.5} that would be generated by off-road construction equipment (e.g., excavators, graders, loaders) were estimated using the OFFROAD2017 emission factors along with the Project-specific construction schedule and equipment requirements that would be used during the following construction phases of the project:

- Phase 1: Site demolition, surcharging & site preparation – November 2020 to October 2021
- Phase 2: Earthwork & site work for structures – January 2021 - January 2022
- Phase 3: Facility Construction – January 2022 to April 2024

Project construction emissions were estimates assuming that construction would begin in November 2020 and would take approximately 1,176 workdays to complete over a period of approximately 42 months. Average daily construction emissions were estimated by dividing the total construction emissions by the number of workdays.

Emissions from construction equipment were estimated using project-specific information such as the types and number of construction equipment used, their horsepower rating, daily usage in terms of hours per day, and the number of days each piece of equipment is used within the construction period.

Emissions from on-road motor vehicles used during construction were estimated by multiplying EMFAC2014 emissions factors with the estimated total miles travelled by project-related worker vehicles and trucks. Based on data from the applicant, the project is assumed to generate an average of 260 worker commute trips per day throughout the construction period. The number of material delivery and off-haul trips varies by construction phase and are detailed in Appendix A. The exact end points for the daily trips are not known at this time, so the on-road emission estimates were developed under the assumption that each worker trip would be 25 miles round trip, and each haul truck and material delivery trip would be 50 miles round trip. Daily emissions by vehicle class (i.e., light-duty gasoline-fueled trucks and heavy-duty trucks) were estimated using the EMFAC2014 emission factors multiplied by the estimated project-related vehicle trips and the estimated daily mileage traveled by the vehicles.

All assumptions and calculations used to estimate the project-related construction emissions are provided in Appendix A. Estimated average daily emissions are shown in **Table 3-2** and are compared to the BAAQMD thresholds.

TABLE 3-2
AVERAGE DAILY CONSTRUCTION-RELATED POLLUTANT EMISSIONS FOR THE PROPOSED PROJECT
(POUNDS/DAY)

Construction Phase	Number of workdays	ROG	NOx	Exhaust PM ₁₀ ^a	Exhaust PM _{2.5} ^a
Phase 1	336	2.3	24.3	1.1	0.7
Phase 2	252	2.5	29.6	1.3	0.8
Phase 3	588	1.9	13.8	0.8	0.5
Project Average	1176	2.1	20.2	1.0	0.6
BAAQMD Construction Threshold	---	54	54	82	54
Significant Impact?	---	No	No	No	No

NOTES:

^a BAAQMD's construction-related significance thresholds for PM₁₀ and PM_{2.5} apply to exhaust emissions only and not to fugitive dust.

SOURCE: Appendix A

In addition to exhaust emissions, the PEIR evaluated emissions of fugitive dust from construction activities. As described in the PEIR, for all projects, the BAAQMD recommends the implementation of its Basic Control Mitigation Measures whether or not construction-related exhaust emissions exceed the applicable significance thresholds. The BAAQMD Basic Control Mitigation Measures were adopted by the City as Mitigation Measure AQ-2a (included in Chapter 5 of this document). As indicated in Table 3-2, the average daily construction exhaust emissions would not exceed the BAAQMD's significance thresholds. Therefore, impacts associated with the potential for construction-related exhaust emissions to result in or contribute to a violation of an air quality standard would be less than significant.

Table 3-1 includes emissions estimates from the PEIR for the Administration Building project (stage 2B). The Existing WPCP Rehabilitation project (stage 1A) has not yet progressed into design; as was the case in the PEIR, the scale of construction of this project remains not well understood. Combining the current emissions estimates for the proposed project shown in Table 3-2 with the emissions estimates for these other Master Plan project that could be constructed concurrently (shown in Table 3-1), the average daily construction exhaust emissions for the projects together could therefore exceed the BAAQMD's significance thresholds, despite the fact that the project's construction emissions shown in Table 3-2 would be substantially lower than the combined emissions of the equivalent stages in the Master Plan PEIR (the combination of emissions for stages 1B, 2A, 2D, 2E, and 2F shown in Table 3-1). Without sufficient information to estimate construction-related air pollutant emissions that would be associated with the Existing WPCP Rehabilitation project, it cannot be substantiated that implementation of adopted Mitigation Measures 2a and 2b would be adequate to reduce the associated impact of concurrent Master Plan project construction to a less-than-significant level.

Operation

No new staff would be required to operate the project, therefore there would be no increase in the employee commute trips to the facility. Criteria air pollutant emissions during project operation would result primarily from truck trips for material delivery and hauling of residuals. It is estimated that the project would result in 42 chemical deliveries per month and 19 residuals hauling trucks per week (same as buildout for PEIR). In addition, emissions would be generated from the testing and maintenance of the 2,000 kW emergency standby generator proposed as part of the project. Emissions from truck trips were estimated using EMFAC2014 emission factors assuming a one-way trip length of 25 miles. Consistent with BAAQMD Regulation 9, Rule 8, a maximum operation of 50 hours per year and 1 hour per day was used for testing and maintenance. As shown in **Table 3-3** below, operational emissions would be less than the BAAQMD significance thresholds. Therefore, the impact would be less than significant.

TABLE 3-3
PROJECT OPERATIONAL POLLUTANT EMISSIONS (POUNDS/DAY)

Construction Phase	ROG	NOx	PM ₁₀	PM _{2.5}
Chemical delivery & Residual Haul Truck Trips	<0.1	2.0	<0.1	<0.1
Emergency Generator	0.2	3.2	<0.1	<0.1
Project Total	0.2	5.2	0.1	0.07
BAAQMD Operational Threshold	54	54	82	54
Significant Impact?	No	No	No	No

SOURCE: Appendix A

Consistency with Air Quality Plan

As described in the PEIR, the BAAQMD recommends that a project's consistency with the current air quality plan be evaluated using the following three criteria:

- The project supports the goals of the air quality plan
- The project includes applicable control measures from the air quality plan, and
- The project does not disrupt or hinder implementation of any control measures from the air quality plan.

Since approval of the PEIR, the air quality plan has been updated. The primary goals of the 2017 *Clean Air Plan* are to protect public health and protect the climate. The BAAQMD-recommended method for determining if a project supports the goals of the current air quality plan is consistency with BAAQMD thresholds of significance. As discussed in this addendum, the project could result in significant construction emissions, but would not result in long-term adverse air quality impacts. Therefore, project construction could be inconsistent with the 2017 *Clean Air Plan*. Project operations would be considered supportive of the primary goals of the 2017 *Clean Air Plan*.

The 2017 Clean Air Plan has 85 control measures, more than the 55 included in the 2010 Clean Air Plan. Two of the stationary source control measures are applicable to operation of water pollution control plants: WR1 (Limit GHGs from POTWs [Publicly-Owned Treatment Works]) and WR2 (Support Water Conservation). While both of these measures do not contain specific emissions control strategies, the project would not be inconsistent with these measures as the project would not affect existing methane capture at the WPCP, would not affect production of recycled water at the WPCP, and would not exceed BAAQMD operational thresholds for criteria air pollutants. For these reasons, the project with modifications would not be inconsistent with nor hinder implementation of the 2017 Clean Air Plan control measures.

Cumulative Increase in Pollutants

As described in the PEIR (page 4.5-12), a project's emissions would be considered cumulatively considerable if the project emissions exceed the identified significance thresholds. For the reasons described above, the project along with other Master Plan projects at the WPCP could result in significant and unavoidable impacts associated with construction emissions, and less-than-significant impacts associated with operational emissions of criteria air pollutants. Therefore, the project could result in a cumulatively considerable net increase in the criteria pollutants for which the Bay Area is in nonattainment.

Exposure of Sensitive Receptors

As noted above, no new sensitive receptors are located closer to the project area than those identified in the PEIR. For this reason, the project's effects associated with exposure of sensitive receptors to pollutants would be no greater than those identified in the PEIR and would be less than significant.

Odorous Emissions

Odors can be generated and released from many wastewater treatment processes. Most odor-producing compounds found in domestic wastewater result from biological activity that consumes organic material, sulfur, and nitrogen found in wastewater. These odor-producing compounds can be organic or inorganic molecules; the two primary odorous inorganic gases are hydrogen sulfide (H₂S) and ammonia.³

The BAAQMD has developed a list of recommended odor screening distances for specific odor-generating facilities such as wastewater treatment plants. If a proposed project would include the operation of an odor source, the screening distances should be used to evaluate the potential impact to existing sensitive receptors. The BAAQMD recommends that the screening distances be used as indicators of how much additional analysis would be required rather than the sole indicator of impact significance. The BAAQMD odor screening distance for wastewater treatment plants is 2 miles. The closest residences to the WPCP are single-family residences immediately south of SR 237, which are approximately 0.8 miles from the WPCP's boundary. In

³ H₂S is regulated as a nuisance based on its odor detection level. If the standard were based on adverse health effects, it would be set at a much higher level. The H₂S standard was adopted for the purpose of odor control. The current standard, 0.03 ppm for a one hour average, was adopted by ARB in 1969.

addition, winds in the area tend to be southeasterly. In response, additional analysis, including a review of existing odor complaint data, is presented in this addendum.

A review of BAAQMD odor complaint data compiled for the Sunnyvale WPCP indicates that there has been one confirmed odor complaint south of the WPCP in the January 2007 through August 2014 period (BAAQMD, 2015); there have been no odor complaints directly to the City about the WPCP in the past five years (Berdeen, 2015; Tovar, 2018). Although BAAQMD records do not identify the specific source of the confirmed odor incident, which occurred in 2009, WPCP staff investigating the incident detected a slight hydrogen sulfide odor along the south boundary of Pond 2, took measurements of dissolved oxygen levels in the ponds, and sampled for hydrogen sulfide around the ponds. Plant operators were unable to confirm that the source of the odor that led to the complaint was one of the ponds (as opposed to Bay muds).

The BAAQMD considers an existing source to have a substantial number of odor complaints and an associated significant odor impact if the complaint history for the facility includes five or more confirmed complaints per year averaged over a 3-year period. There was one confirmed odor complaint identified by BAAQMD during the time period referenced above; the WPCP has not been notified by the BAAQMD of any additional odor complaints since 2014. Therefore, in accordance with BAAQMD standards, the WPCP would not be considered to have a substantial number of odor complaints nor constitute an existing significant source of odors.

Under existing conditions, the ponds are not covered and sludge dewatering occurs in mechanized dewatering units, where emissions of potentially odorous compounds may escape directly to the atmosphere. Prior to construction activities associated with the Primary Treatment Facility, digested sludge was dewatered on open-air tile beds. The proposed aeration basins, which would treat a portion of wastewater that would otherwise be treated in the ponds, would also be uncovered.

The ponds as currently used, while a potential source of odorous emissions such as hydrogen sulfide and ammonia, have not been the subject of odor complaints. The proposed aeration basins may result in emissions of odorous compounds that could result in potential odor complaints. However, once the new Thickening and Dewatering Building is operational, solids dewatering would occur within the building and would include odor abatement technology, such as a bioscrubber or biotrickling filter to treat ventilated air from the building. With implementation of the project, the dewatering facilities, a process with greater odor potential than the proposed aeration basins, are more likely to have lower emissions of odorous gases such as hydrogen sulfide compared to existing conditions and the project as a whole is likely to have a decreased potential for odor complaints. Health impacts associated with odorous compounds like hydrogen sulfide that may be potentially emitted after the implementation of the project are also likely to be lower than under the existing conditions and will be further addressed, as required, as part of the BAAQMD permitting process. Since the nearest sensitive receptors have not changed, the overall treatment capacity of the WPCP would remain unchanged, the current WPCP operations do not have a history of odor complaints, and the project would reduce emissions of odorous gases from dewatering of sludge, it is likely that odors emitted from the project would be reduced compared to the current operation and impacts would be less than significant.

Conclusion

While construction emissions associated with the Secondary Treatment and Dewatering Facilities project would be below BAAQMD thresholds with the implementation of adopted Mitigation Measure AQ-2a, insufficient information is available at this time to substantiate whether mitigation would be adequate to reduce emissions from construction of the project along with other projects at the WPCP (in particular the Existing WPCP Rehabilitation) to a less-than-significant level. **(Same Impact as Previously Approved Project [Significant and Unavoidable])**

The project would not result in additional exposure of sensitive receptors to substantial pollutant concentrations, or create additional objectionable odors affecting a substantial number of people and thus would not result in any new or more significant impacts than those identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

Greenhouse Gas Emissions

<i>Issues (and Supporting Information Sources):</i>	<i>New Potentially Significant Impact</i>	<i>New Less Than Significant with Mitigation Incorporated</i>	<i>New Less Than Significant Impact</i>	<i>Same Impact as Approved Project</i>	<i>Less Impact than Approved Project</i>
7. GREENHOUSE GAS EMISSIONS — Would the project:					
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Setting

Updates to two of the three planning documents identified in the PEIR – the Sunnyvale Climate Action Plan (CAP) and CARB’s Climate Change Scoping Plan – have not been adopted since PEIR approval. As discussed above in Air Quality, the BAAQMD 2017 Clean Air Plan was released after approval of the PEIR.

Findings of the Previously Adopted PEIR

The PEIR identified less than significant impacts associated with the project related to conflict with plans adopted regarding GHG emissions and generation of GHG emissions.

Discussion

GHG Emissions

Construction

At the time of PEIR preparation, details typically used to calculate GHG emissions (such as the number of pieces of each type of off- and on-road equipment and daily equipment usage rates in terms of hours per day and total days of use) were not known. The PEIR estimated the anticipated GHG emissions of Master Plan by estimating the relative magnitude of construction activity compared to other, better defined projects planned at the site. The City anticipated that when project-level CEQA review of Master Plan improvements is initiated, the PEIR analysis would be reviewed in light of updated construction information and analysis of GHG emissions would be revised accordingly.

The combustion of diesel fuel to provide power for the operation of various construction equipment results in the generation of GHGs. Construction emissions that would be associated with the project were estimated using project-specific information such as the types and number of construction equipment used, their horsepower rating, daily usage in terms of hours per day, and the number of days each piece of equipment is used within the construction period. Appendix A contains the data and assumptions used to estimate the construction-phase GHG emissions that would be associated with the project.

Carbon dioxide (CO₂) emissions for off-road construction equipment were estimated using OFFROAD2017 emission factors. Emission factors for methane (CH₄) and nitrous oxide (N₂O) was obtained from The Climate Registry (TCR) for diesel fuel combustion in construction equipment (The Climate Registry, 2017a). N₂O and CH₄ emissions were multiplied by their respective global warming potentials (28 and 265) based on the IPCC Fifth Assessment Report, 2014 (AR5) and added to the CO₂ emissions to obtain carbon dioxide equivalent (CO₂e) emissions (IPCC, 2016).

GHG emissions from on-road motor vehicles used during construction were estimated using EMFAC2014 emissions factors. EMFAC provides GHG emission factors only for CO₂ and N₂O emissions; CH₄ emission factors for gasoline and diesel combustion were obtained from TCR. GHG emissions in the form of CO₂e were calculated by multiplying the estimated total miles travelled by project-related worker vehicles and trucks by the GHG emission factors, then multiplying the N₂O and CH₄ emissions by their respective global warming potential, and then adding the CO₂, N₂O, and CH₄ emissions. The project is assumed to generate an average of 260 worker commute trips per day throughout the construction period. The number of material delivery and off-haul trips varies by construction phase and are detailed in Appendix A. The exact end points for the daily trips are not known at this time, so the on-road emission estimates were developed under the assumption that each worker trip would be 25 miles round trip, and each haul truck and material delivery trip would be 50 miles round trip. Daily emissions by vehicle class (i.e., light-duty gasoline-fueled trucks and heavy-duty trucks) were estimated using the EMFAC2014 emission factors multiplied by the estimated project-related vehicle trips and the estimated daily mileage traveled by the vehicles.

Table 3-4 shows the GHG emissions estimated to be generated by construction activities that would be associated with the project. As shown in the table, project construction would generate a total of approximately 4,225 metric tons CO₂e. Refer to Appendix A for details on the calculations and assumptions used to estimate construction GHG emissions. Based on a minimum life span of 14 years for project facilities (2021 to 2035), the project's annualized construction-related GHG emissions would average 302 metric tons CO₂e. The BAAQMD does not identify a significance threshold for construction-related GHG emissions. However, when the project's construction-related annualized GHG emissions are compared to the BAAQMD's annual threshold for stationary sources of 10,000 metric tons CO₂e, the project's construction-related emissions would remain well below this threshold and would be considered less than significant.

TABLE 3-4
TOTAL ESTIMATED GHG EMISSIONS FROM CONSTRUCTION

Source	GHG Emissions (metric tons)			
	CO ₂	CH ₄	N ₂ O	CO ₂ e
Off-road Construction Equipment	596	<0.1	<0.1	600.7
On-road Vehicle Trips	3520	0.3	0.4	3624.3
Total GHG Emissions				4225.0

SOURCE: Appendix A.

Operation

The project would generate long-term GHG emissions associated with electrical power consumption, vehicle travel, and the emergency generator.

Direct emission sources that would generate GHGs during operation of the project would include 42 truck trips per month associated with chemical deliveries and 76 truck trips per month associated with hauling residuals. In addition, the emergency generator will be routinely operated for testing and maintenance purposes but such activities would be limited to a maximum of 50 hours per year consistent with BAAQMD Regulation 9, Rule 8. The new facilities in this project will increase the power demands at the WPCP. After the Primary Treatment Facility project is complete, the WPCP's demand will exceed the capacity of the cogeneration facility. All of the electrical demand for the facilities proposed in this project will be met by increased SVCE supply, the generation of which will generate indirect GHG emissions.⁴ The additional power demand for the project would be approximately 1,000 kW. **Table 3-5** shows GHG emissions associated with project operation.

TABLE 3-5
GHG EMISSIONS FROM PROJECT OPERATION

Source	GHG Emissions expressed as CO ₂ e (metric tons)
Chemical delivery & Residual Haul Truck Trips	122.6
Emergency Generator	32.6
Electricity Generation	2320.9
Total GHG Emissions	2476.1

SOURCE: Appendix A.

When the project's operation-related GHG emissions are compared to the BAAQMD's annual threshold for stationary sources of 10,000 metric tons CO₂e, the project's construction-related emissions would remain below this threshold and would be considered less than significant.

Consistency with GHG Plans, Policies, or Regulations

The 2017 Clean Air Plan does not include any stationary source measures applicable to the project. The project would not disrupt or hinder implementation of any of the GHG-related 2017 Clean Air Plan control measures.

The BAAQMD GHG thresholds referenced in the discussion above were designed to meet the AB32 goal of reducing GHG emissions to 1990 levels by 2020. As discussed above, the project would not result in any temporary or new permanent sources of GHG emissions that would exceed the BAAQMD's CO₂e significance threshold of 10,000 metric tons per year. Since the BAAQMD GHG significance threshold would not be exceeded, the project would not result in a

⁴ Currently, the City's electricity accounts use SVCE's "Green Prime" option, which comes from 100% renewable energy. However, for this analysis, PG&E's energy portfolio was used to generate conservative GHG emissions estimates.

cumulatively considerable increase in GHG emissions that would impair the State's ability to implement AB32.

For these reasons, the project would not result in any new or more severe environmental effects related to GHG emissions beyond those identified in the PEIR.

Conclusion

The project would not result in any new or more severe environmental effects related to GHG emissions, or conflicts with plans, policies, and regulations adopted regarding GHG emissions, than those identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

Hydrology and Water Quality

<i>Issues (and Supporting Information Sources):</i>	<i>New Potentially Significant Impact</i>	<i>New Less Than Significant with Mitigation Incorporated</i>	<i>New Less Than Significant Impact</i>	<i>Same Impact as Approved Project</i>	<i>Less Impact than Approved Project</i>
9. HYDROLOGY AND WATER QUALITY — Would the project:					
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner that would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water that would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h) Place within a 100-year flood hazard area structures that would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Setting

The environmental setting relevant to hydrology and water quality for the project site has not changed since adoption of the PEIR, with the exception of one NPDES permit under which the

Sunnyvale WPCP is co-permittee (described below). Setting discussions from the adopted PEIR for water quality standards, groundwater, surface water drainage patterns, and flood and inundation hazards are applicable to the project.

Effective January 1, 2018, Order No. R2-2012-0096 (Mercury and PCBs Watershed Permit, NPDES No. CA0038849) issued by the San Francisco Bay RWQCB was rescinded and replaced by Order No. R2-2017-0041. The Sunnyvale WPCP is co-permittee to this order, which sets requirements for mercury and PCB concentrations in the WPCP effluent. The effluent limitations for average monthly and maximum daily PCB concentrations are the same as those specified for the Sunnyvale WPCP in the previous order and shown in PEIR Table 4.10-7. Similarly, the effluent limitations for average weekly and monthly mercury concentrations are the same as shown in PEIR Table 4.10-7.

Findings of Previously Adopted PEIR

The adopted PEIR determined that all project impacts related to hydrology and water quality would be less than significant or less than significant with mitigation. Chapter 5, *Mitigation Monitoring and Reporting Program*, reproduces select adopted mitigation measures applicable to transportation impacts.

Discussion

The nature, scale, and timing of project construction have not changed in a manner that would deplete additional groundwater, further affect drainage patterns or systems, alter water quality or further affect flooding because the facilities would be located at the same site evaluated in the PEIR. The project would not change the wastewater treatment technologies beyond what was evaluated in the PEIR with the exception of the addition of deammonification as a sidestream nitrogen removal process. The floodwall elevation would be one foot taller than evaluated in the adopted PEIR. The following discussion focuses on differences in effluent quality and flooding during operations compared with the analysis conducted in the adopted PEIR.

Water Quality

As discussed in PEIR Impact HYD-1, stormwater from the site is routed to the preliminary treatment facility, treated, and released in compliance with the WPCP's individual NPDES permit; this would continue during project operations. Additionally, the potential for hazardous materials releases would be minimized by adherence to an updated Hazardous Materials Business Plan, which would be required under state law, and which would be updated to include project facilities.

The PEIR evaluated conversion of secondary treatment to conventional activated sludge. As discussed in PEIR Section 4.10, Water Quality, through the upgraded and new secondary treatment process, reliability and effectiveness of the secondary treatment process would be improved, and the effectiveness of subsequent treatment processes would also be improved. The use of deammonification as a sidestream nitrogen removal process was not evaluated in the PEIR. Treatment of the sidestream (the internal wastewater stream generated during treatment processes at the WPCP) would reduce the ammonia and total nitrogen in the WPCP effluent. The

deammonification process proposed would not require additional treatment chemicals beyond those identified in the PEIR and any sludge generated would be treated in the digesters similar to the existing secondary treatment process. The upgraded treatment process would allow for more reliable ammonia and total nitrogen removal throughout the year than is currently achieved using Ponds 1 and 2.

The project would result in enhancements and increased reliability of the wastewater treatment process at the WPCP and would continue to comply with the water quality requirements in the NPDES Permit, which would be reissued or modified to reflect the changes in the treatment processes. The NPDES Permit incorporates the water quality objectives from the Basin Plan that are protective and the beneficial uses of the receiving waters and the receiving water quality and the effluent resulting from the wastewater treatment at the WPCP would be subject to and required to comply with the NPDES permit.

Groundwater

As discussed in PEIR Impact HYD-4 (beginning on PEIR page 4.9-36), shallow groundwater beneath the landfill is influenced by surface water ponds, channels, ditches, storm drain pipelines, and sanitary sewers, which result in a generally radial flow of groundwater toward the center of the landfill (San Francisco Bay Regional Water Quality Control Board [RWQCB], 2004). An aquitard separates the shallow aquifer from the deeper aquifer and prevents leachate and groundwater impacted by landfill waste from moving downward (RWQCB, 2004). A Corrective Action Program (CAP) is in place to monitor and control the flow of leachate and impacted groundwater from the landfill (Order No. R2-2004-0030). The CAP is based on the hydraulic capture of groundwater by flow toward existing groundwater sinks (areas of relatively low groundwater pressure, toward which groundwater will preferentially flow), primarily stormwater and sanitary sewer pipelines that discharge to the headworks of the main plant site. Project construction activities, such as excavation and associated dewatering, and construction of a floodwall designed to protect the WPCP from rising sea levels, may affect these general groundwater flow patterns and may require the relocation of the monitoring components of the existing CAP. In addition, the depth of the floodwall may alter patterns of groundwater flow between the landfill and the main plant site. Sanitary sewers along Borregas Avenue and Carl Road, and within the main plant site, capture impacted groundwater and leachate under the existing CAP. The City would prepare a technical report describing components of the construction, any modeling done in efforts to predict potential changes to groundwater flow patterns, and design changes deemed necessary to maintain the integrity of the landfill CAP. The project report would be submitted to the RWQCB and project work would not proceed until the RWQCB concurs with the findings and the proposed methods to prevent a negative impact on the efficacy of the CAP. Compliance with these requirements would limit impacts related to changes in groundwater flow patterns to less-than-significant levels.

Flooding

As discussed in PEIR Impact HYD-2, to address flooding at the WPCP, Master Plan improvements include establishment of a floodwall around the main plant site to protect it from tidal flooding. Segments of the floodwall are being constructed in stages along with the individual

Master Plan projects at the main plant site. The project would construct one segment of this floodwall, to an elevation of 14 feet. A floodwall of this elevation would meet the protection criteria established by Santa Clara County⁵ (as noted in the PEIR, the base flood elevation at the WPCP mapped by FEMA is 11 feet), and once connected with the other segments of the floodwall would maintain WPCP operations under the predicted 100-year tidal flood event with sea level rise up to 50 years into the future, which is predicted at 12.24 feet (Carollo/HDR, 2013).

Conclusion

The project would improve effluent quality and continue to comply with existing waste discharge requirements applicable to the WPCP, and would not otherwise degrade water quality. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

The project would construct a portion of a floodwall around the WPCP to elevation 14 feet, which would not result in new or more significant impacts related to impedance or redirection of flood flows. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

⁵ On April 18 2009, the Santa Clara County Floodplain Ordinance was revised to require flood protection to a level two feet above the Base Flood Elevation, which is one foot higher than previous requirements.

Aesthetics

<i>Issues (and Supporting Information Sources):</i>	<i>New Potentially Significant Impact</i>	<i>New Less Than Significant with Mitigation Incorporated</i>	<i>New Less Than Significant Impact</i>	<i>Same Impact as Approved Project</i>	<i>Less Impact than Approved Project</i>
1. AESTHETICS — Would the project:					
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect daytime or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Setting

The environmental setting relevant to Aesthetics for the project site has not changed since adoption of the PEIR. Setting discussions from the adopted PEIR for scenic vistas, scenic resources, existing visual character or quality, and light and glare are applicable to the project.

Findings of Previously Adopted PEIR

The adopted PEIR found that Master Plan components outside the main plant site (in Ponds 1 and 2) would alter the visual quality of Moffett Channel and Cargill Channel, a significant impact that could be reduced with mitigation. The Secondary Treatment and Dewatering project would not construct facilities outside of the main plant site, and would not affect the high quality views near Ponds 1 and 2 identified in the PEIR.

The adopted PEIR determined that within the main plant the Thickening and Dewatering Building would exceed the current heights of existing structures, and that landscaping planted along the fenceline would partially screen views of these structures from Borregas Avenue and Carl Road. In addition, the PEIR found that these new facilities would be consistent with the existing industrial nature of the main plant site and these facilities would not be visible to motorists on nearby Caribbean Drive due to the intervening landfill topography.

The adopted PEIR found that given (a) the limited publicly accessible viewpoints of the main plant, (b) the existing visual character of the site (see PEIR Figure 4.15-7, Photo 12), and (c) the anticipated future appearance of proposed facilities, implementation of the Master Plan would not substantially degrade the visual character of the main plant.

Discussion

Scenic Vistas, Resources, and Highways

There are no state- or locally-designated scenic vistas in the vicinity of the WPCP, nor is the project site visible from a state scenic highway (Caltrans, 2018; City of Sunnyvale, 2011). Given the absence of designated scenic vistas in the area, construction and operation of the project with modifications would not result in a substantial adverse effect on a scenic vista, highway, or other scenic resource, and no mitigation is required.

Visual Character

The WPCP has an industrial character. The Thickening and Dewatering Building would be approximately 55 feet tall, instead of 50 feet as evaluated in the PEIR. While the Thickening and Dewatering Building would be the tallest building included in the project and would exceed the height of existing structures at the site (the tallest structure at the WPCP main plant is approximately 31 feet tall, excluding appurtenant features), the facility along with the other project facilities would be consistent with the existing industrial character of the WPCP main plant site and would not be visible to motorists on nearby Caribbean Drive due to the intervening landfill topography. The increased height of the Thickening and Dewatering Building would thus not substantially degrade the existing visual character of the site and surroundings, and the impact would not be more significant than that identified in the previously approved PEIR.

Light and Glare

The project would install the same lighting as described in the PEIR; thus, the impact would be the same as that identified in the previously approved PEIR.

Conclusion

No new or more significant impacts related to a scenic vista, highway, or other scenic resource would result from the project with modifications compared to the impacts identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

The project with modifications would not result in additional new or more significant impacts related to the visual character of the project site and its surroundings than those identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

The project with modifications would not result in new or more significant impacts related to the effects of light and glare on daytime or nighttime views than those identified in the previously adopted PEIR. **(Same Impact as Previously Approved Project [Less than Significant Impact])**

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CHAPTER 4

Conclusion

The modifications to the Secondary Treatment and Dewatering Facilities Project would result in impacts similar to, or less than, those attributable to the project described in the Sunnyvale Water Pollution Control Plant (WPCP) Master Plan Program Environmental Impact Report (PEIR).

The analyses and discussion in Chapter 3 do not reflect involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects. There have been no changes in circumstances under which the project is undertaken that would result in new significant environmental impacts or substantially more severe impacts, and no new information has become available that would indicate the potential for new significant impacts or substantially more severe impacts than were discussed in the PEIR. Therefore, no further evaluation is required, and no Subsequent EIR is needed pursuant to CEQA Guidelines Section 15162.

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CHAPTER 5

Mitigation Monitoring and Reporting Program – Secondary Treatment and Dewatering Facilities

Table 5-1 presents mitigation measures and City actions to implement, monitor and report on these measures that apply to the Secondary Treatment and Dewatering Facilities project. These measures were adopted by the City Council on August 23, 2016. **Table 5-2** presents other mitigation measures contained within the Sunnyvale Water Pollution Control Plant Master Plan Mitigation Monitoring and Reporting Program that do not apply to the project, and the reasons that they do not apply.

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TABLE 5-1
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
Transportation					
<p>Mitigation Measure TR-1a: Truck Route Plan.</p> <p>As part of pre-construction submittals, the contractor(s) shall submit a truck route plan to the City of Sunnyvale Public Works Department for review and approval to help minimize impacts to adjacent roadways.</p>	Contractor(s) shall obtain approval of truck route plan and implement plan during construction	City of Sunnyvale Public Works Department	Verify, review and approve truck route plan.	Prior to construction	<i>Verified by:</i> <i>Date:</i>
<p>Mitigation Measure TR-1b: Implement a Temporary Traffic Control Plan.</p> <p>The City contractor(s) shall prepare and implement a traffic control plan using the City’s Temporary Traffic Control guidelines to reduce traffic impacts on the roadways at and near the work site, as well as to reduce potential traffic safety hazards and ensure adequate access for emergency responders. The City shall coordinate development and implementation of this plan with City departments (e.g., Emergency Services, Fire, Police, Transportation), as appropriate. To the extent applicable, the traffic control plan shall conform to the Caltrans’ <i>California Manual on Uniform Traffic Control Devices</i>, Part 6 (Temporary Traffic Control; Caltrans, 2014). The traffic control plan shall include, but not be limited to, the following elements:</p> <ul style="list-style-type: none">• Circulation and detour plans to minimize impacts on local road circulation during road and lane closures. Flaggers and/or signage shall be used to guide vehicles through and/or around the construction zone.• Controlling and monitoring construction vehicle movement through the enforcement of standard construction specifications by onsite inspectors.• Sufficient staging areas for trucks accessing construction zones to minimize disruption of access to adjacent public rights-of-way.• Scheduling truck trips outside the peak morning and evening commute hours to the extent possible.• Maintaining pedestrian and bicycle access and circulation during project construction where safe to do so. If construction activities encroach on bicycle routes or multi-use paths, advance warning signs (e.g., “Bicyclists Allowed Use of Full Lane” and/or “Share the Road”) shall be posted that indicate the presence of such users.• Identifying detours for bicycles and pedestrians, where applicable, in all areas affected by project construction.• Implementing roadside safety protocols. Advance “Road Work Ahead” warning and speed control signs (including those informing drivers of State legislated double fines for speed infractions in a construction zone) shall be posted to reduce speeds and provide safe traffic flow through the work zone.• Coordinating construction with administrators of police and fire stations (including all fire protection agencies), and recreational facility managers. Operators shall be notified in advance of the timing, location, and duration of construction activities and the locations of detours and lane closures, where applicable.• Storing all equipment and materials in designated contractor staging areas on or adjacent to the worksite, such that traffic obstruction is minimized.	Contractor(s) shall prepare plan that adheres to all measures listed Contractor(s) shall implement plan	City of Sunnyvale Public Works Department	Verify inclusion of plan in contract specifications	Prior to construction	<i>Verified by:</i> <i>Date:</i>
<p>Mitigation Measure C-TR-1: Implement Coordinated Transportation Management Plan.</p> <p>Prior to construction, the City’s respective contractor(s) shall develop a Coordinated Transportation Management Plan, and the City and its contractor(s) shall work with other projects’ contractors and appropriate County and/or City departments (e.g., Emergency Services, Fire, Police, Transportation) as needed to prepare and implement a transportation management plan for roadways adjacent to and directly affected by the Master Plan improvements or the WPF, and to address the transportation impact of the overlapping construction projects within the vicinity of the Master Plan or the WPF in the region. The transportation management plan shall include, but not be limited to, the following requirements:</p> <ul style="list-style-type: none">• Coordination of individual traffic control plans for the Master Plan or WPF with nearby projects.• Coordination between the contractor and other project contractors in developing circulation and detour plans that include safety features (e.g., signage and flaggers). The circulation and detour plans shall address:<ul style="list-style-type: none">– Full and partial roadways closures– Circulation and detour plans to include the use of signage and flagging to guide vehicles through and/or around the construction zone, as well as any temporary traffic control devices– Bicycle/Pedestrian detour plans, where applicable– Parking along public roadways– Haul routes for construction trucks and staging areas for instances when multiple trucks arrive at the work sites– Protocols for updating the transportation management plan to account for delays or changes in the schedules of individual projects.	City’s contractor(s) shall develop a plan that adheres to all measures listed. The City and its contractor(s) shall work with other project contractors, if necessary, and appropriate County and/or City departments for preparation and implementation of this plan.	City of Sunnyvale Public Works Department	Verify inclusion of this plan in the contract specifications.	Prior to construction	<i>Verified by:</i> <i>Date:</i>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
Air Quality					
<p>Mitigation Measure AQ-2a: Implement BAAQMD Basic Construction Mitigation Measures.</p> <p>The City shall implement the following applicable BAAQMD Basic Construction Mitigation Measures to reduce emissions of fugitive dust and equipment exhaust:</p> <ul style="list-style-type: none">All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.All haul trucks transporting soil, sand, or other loose material offsite shall be covered.All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.All vehicle speeds on unpaved roads shall be limited to 15 mph.All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.Idling times shall 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]). Clear signage shall be provided for construction workers at all access points.All construction equipment shall be maintained and properly tuned in accordance with manufacturer’s specifications. All equipment shall be checked by a certified visible emissions evaluator.Post a publicly visible sign with the telephone number and person to contact at the City or City’s contractor regarding dust complaints. This person shall respond and the contractor shall take corrective action within 48 hours.	City or its contractor(s) implement BAAQMD Basic Construction Measures	City of Sunnyvale Public Works Department	<p>Verify inclusion of measures in contract specifications and construction plans.</p> <p>Inspect construction site to confirm compliance by the contractor, report non-compliance and ensure corrective action.</p>	<p>Prior to construction</p> <p>During construction</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>
<p>Mitigation Measure AQ-2b: Implement BAAQMD Additional Construction Mitigation Measures.</p> <p>The City shall implement the following applicable BAAQMD Additional Construction Mitigation Measures Recommended for Projects with Construction Emissions Above the Thresholds to further reduce emissions of fugitive dust and exhaust:</p> <ul style="list-style-type: none">All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent. Moisture content can be verified by lab samples or moisture probe.All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.Wind breaks (e.g., trees, fences) shall be installed on the windward side(s) of actively disturbed areas of construction. Wind breaks should have at maximum 50 percent air porosity.Vegetative ground cover (e.g., fast-germinating native grass seed) shall be planted in disturbed areas as soon as possible and watered appropriately until vegetation is established.The simultaneous occurrence of excavation, grading, and ground-disturbing construction activities on the same area at any one time shall be limited. Activities shall be phased to reduce the amount of disturbed surfaces at any one time.All trucks and equipment, including their tires, shall be washed off prior to leaving the site.Site accesses to a distance of 100 feet from the paved road shall be treated with a 6 to 12 inch compacted layer of wood chips, mulch, or gravel.Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways from sites with a slope greater than one percent.Minimizing the idling time of diesel powered construction equipment to two minutes.The City shall develop a plan demonstrating that the off-road equipment (more than 50 horsepower) to be used in the construction project (i.e., owned, leased, and subcontractor vehicles) would achieve a project wide fleet-average 20 percent NOx reduction compared to the most recent CARB fleet average. Acceptable options for reducing emissions include the use of newer model engines, low-emission diesel products, alternative fuels, engine retrofit technology, after-treatment products, add-on devices such as particulate filters, and/or other options as such become available.All construction equipment, diesel trucks, and generators must be equipped with Best Available Control Technology for emission reductions of NOx and PM.All contractors must use equipment that meets CARB’s most recent certification standard for off-road heavy duty diesel engines.	City or its contractor(s) implement BAAQMD additional measures	City of Sunnyvale Public Works Department	<p>Verify inclusion of measures in contract specifications and construction plans.</p> <p>Inspect construction site to confirm compliance by the contractor, report non-compliance and ensure corrective action.</p>	<p>Prior to construction</p> <p>During construction</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>
Biological Resources					
<p>Mitigation Measure BIO-1a: Reduce Impacts on Congdon’s Tarplant.</p> <ul style="list-style-type: none">Within 2 years prior to initial ground disturbance for activities outside the main plant fenceline, the City will retain a qualified biologist, or require the contractor to retain a qualified biologist, to conduct protocol-level surveys for Congdon’s tarplant in suitable habitat in, and within 50 feet of, the proposed construction footprint. These surveys will be conducted in accordance with the protocols established by the CDFW and CNPS, and shall coincide with the bloom period for the species (May through November).If Congdon’s tarplant is present in the survey area, the City contractor will avoid impacts on individuals of this species to the extent feasible during implementation of the Master Plan.	<p>Contractor(s) shall prepare construction plans that incorporate protocol-level pre-construction surveys for Congdon’s tarplant.</p> <p>The Contractor shall identify a qualified biologist.</p>	City of Sunnyvale Public Works Department	<p>Review qualifications of Contractor-nominated biologist and either approve or recommend identification of additional candidates.</p> <p>Review pre-construction survey reports for recommended</p>	<p>Prior to commencement of construction.</p> <p>After completion of pre-construction survey report.</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
<ul style="list-style-type: none">If Congdon’s tarplant is present near the limits of disturbance, the City contractor will maintain a buffer free from construction-related activities around the tarplant occurrence; this buffer will be at least 50 feet if feasible, but large enough to avoid indirect impacts such as dust mobilization and alteration of hydrology. The City contractor shall demarcate the buffer in the field with orange fencing. No equipment or vehicles shall be permitted within the buffer area during construction.If 15 percent or more of the known population of Congdon's tarplant within five miles of the Master Plan area at the time of impact would be affected by the Master Plan, the City will provide compensatory mitigation. To compensate for loss of individual Congdon's tarplants, offsite habitat either occupied by the species or suitable for restoration to support the species and revegetated with this species (such as Sunnyvale Baylands Park) shall be preserved and managed in perpetuity at a minimum 1:1 mitigation ratio (at least one plant preserved for each plant affected). Seeds from the affected population shall be collected and used to seed the mitigation area.	<p>Qualified biologist will conduct pre-construction surveys.</p> <p>Qualified biologist to inspect construction site to confirm implementation of measures.</p> <p>Locate compensatory mitigation site, as needed, and select qualified biologist to collect and disseminate seeds from affected population during appropriate season (generally September/ October)</p> <p>Qualified biologist shall collect and disseminate seeds from affected population during appropriate season</p>		<p>avoidance, buffer, and/or need for compensatory mitigation.</p> <p>Inspect and confirm implementation of construction buffer zone(s) based on pre-construction survey results.</p> <p>Review pre-construction survey reports for recommended avoidance, buffer, and/or need for compensatory mitigation.</p> <p>Secure record of planting from qualified biologist</p>	<p>One inspection shall occur during each phase of construction.</p> <p>After completion of pre-construction survey report.</p> <p>After completion of planting.</p>	
<p>Mitigation Measure BIO-1b: Prevent the Introduction and Spread of Non-native, Invasive Species.</p> <ul style="list-style-type: none">The City will retain a qualified biologist, or require the contractor to retain a qualified biologist, to develop an Invasive Species Management Plan to reduce the presence and spread of non-native, invasive plant species in the Master Plan area. The Invasive Species Management Plan shall be developed prior to any grading or import of fill material outside of, or within 20 feet of the western and northern sections of the main plant fenceline. Once a concrete flood wall is built around the facility, no invasive species management will be necessary for project activities within the main plant fenceline. The overarching goal of this mitigation is to halt the further expansion of existing invasive species and introduction of new invasives into sensitive habitats in project areas. The Invasive Species Management Plan shall include, but not be limited to, the following:<ul style="list-style-type: none">Prior to construction outside of, or within 20 feet of the western and northern sections of, the main plant fenceline, the extent and locations of invasive species occurrences will be mapped within all areas proposed to be graded, including access roads and staging areas, and within all sensitive habitats (e.g., wetlands) across the project areas.Areas identified to have weed infestations shall be treated prior to ground disturbance according to weed control methods detailed below:<ul style="list-style-type: none">Weed control treatments shall include all legally permitted herbicide, manual, and mechanical methods approved for application. The application of herbicides shall be in compliance with all state and federal laws and regulations under the prescription of a Pest Control Advisor (PCA), where concurrence has been provided by the City of Sunnyvale, and implemented by a Licensed Qualified Applicator. Herbicides shall not be applied during or within 72 hours of a scheduled rain event. Where manual and/or mechanical methods are used, disposal of the plant debris will take place at an appropriate offsite location. The timing of the weed control treatment shall be determined for each plant species with the goal of controlling populations before they start producing seeds and/or encroach into adjacent areas from rhizomatous shoots. Consultation with a qualified wildlife biologist and plant ecologist shall be required prior to weed control treatments in sensitive habitats with the intent of avoiding any adverse impacts on special-status species in the area.Surveying and monitoring for weed infestations shall occur over the course of any grading operations outside of, or within 20 feet of the western and northern sections of, the main plant fenceline. Treatment of all identified weed populations shall occur at a minimum of once annually.Once grading ceases, invasive plant populations within all sensitive habitats (such as wetlands) that are not impacted, but that are within 200 feet of grading/construction areas located outside of or within 20 feet of the western and northern sections of the main plant fenceline, shall be mapped and the areal extent and location of invasive populations documented. Sensitive habitats include portions of the Sunnyvale West Channel, the Cargill Channel, Ponds 1 and 2, and SCVWD Pond A4. This shall occur on an annual basis for a minimum of 3 years following grading operations.If, in any monitoring year, the size of existing populations within sensitive habitats expands by 20 percent or more in terms of surface area in comparison to the population size documented prior to construction, the weed control measures described above shall be implemented (inter-annual variation due to climate differences may account for as much as 10 percent of change).During construction activities located outside of or within 20 feet of the western and northern sections of the main plant fenceline, all seeds and straw materials used on site shall be weed-free rice straw, and all gravel and fill material shall be certified weed free.During construction activities located outside of or within 20 feet of the western and northern sections of the main plant fenceline, vehicles and all equipment shall be washed (including wheels, undercarriages, and bumpers) before entering the project areas adequately to ensure that weed seeds from other sites are not transported to these construction areas. Vehicles shall be cleaned at existing construction yards or legally operating car washes. In addition, tools such as chainsaws, hand clippers, pruners, etc., shall be washed before entering the work areas.	<p>City or contractor shall retain qualified biologist</p> <p>Qualified biologist will develop Invasive Species Management Plan</p> <p>City or Contractor to implement Plan prior to and during construction</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated biologist and either approve or recommend identification of additional candidates.</p> <p>Verify inclusion of the Plan in contract specifications.</p> <p>Review annual monitoring report for compliance with measure</p>	<p>Prior to construction</p> <p>During construction</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
<p>Mitigation Measure BIO-2a: Worker Environmental Awareness Training.</p> <p>The City will retain, or require the contractor to retain, a qualified biologist to conduct mandatory contractor/worker environmental awareness training for all construction personnel working on project activities outside of the main plant, including but not limited to Ponds 1 and 2, the diurnal equalization and emergency storage basins, channel levees, and the Bay Trail parking relocation area. The awareness training will be provided to all construction personnel to brief them on the potential for special-status species to occur on the site, the need to avoid effects to special-status species and their habitats, and all project mitigation measures pertaining to biological resources and water quality. If new construction personnel are added, the contractor will ensure that the personnel receive the mandatory training before starting work. A representative will be appointed during the employee education program to be the contact for any employee or contractor who might inadvertently kill or injure a special-status species or who finds a dead, injured, or entrapped individual. The representative's name and telephone number will be provided to the City prior to the initiation of construction activities outside of the main plant.</p>	<p>City or contractor(s) to retain a qualified biologist to conduct environmental awareness training for construction personnel.</p> <p>Qualified biologist to conduct training(s)</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated biologist and either approve or recommend identification of additional candidates.</p> <p>Verify inclusion of the Plan in contract specifications.</p> <p>Record name of appointed representative to contact</p> <p>Record date(s) of training</p>	<p>Prior to construction outside of the main plant</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
<p>Mitigation Measure BIO-2e: Burrowing Owl Measures.</p> <p>The following measures will be implemented to avoid and minimize impacts on burrowing owls in the Master Plan area, particularly on the closed landfill and along the Sunnyvale West Channel but also including areas within the main plant fenceline that may support ground squirrel burrows:</p> <ul style="list-style-type: none">• Preconstruction surveys for burrowing owls will be conducted by a qualified biologist prior to all construction activities that occur within 250 feet of potential burrowing owl habitat on the closed landfill or along the Sunnyvale West Channel, in conformance with CDFW protocols. This measure applies to construction activities inside of the main plant fenceline only where ground squirrel burrows are present or for those activities located within 250 feet of suitable burrowing owl habitat on the closed landfill or Sunnyvale West Channel. The final survey will occur no more than 2 days prior to the start of any ground-disturbing activity such as clearing and grubbing, excavation, or grading, or any similar activity within 250 feet of suitable habitat that could disturb nesting owls. If no burrowing owls are located during these surveys, no additional action would be warranted. However, if burrowing owls are located on or immediately adjacent to impact areas, the following measures would be implemented.• If burrowing owls are present during the nonbreeding season (generally 1 September to 31 January), the City/contractor would maintain a 150-foot buffer zone, within which no new Master Plan-related activity would occur, around the occupied burrow(s) if feasible. However, this buffer distance would not apply to existing operations and maintenance activities in the main plant. A reduced buffer distance is acceptable during the nonbreeding season as long as construction avoids direct impacts on the burrow(s) used by the owls. During the breeding season (generally 1 February to 31 August), a 250-foot buffer, within which no new Master Plan-related activity would be permissible, would be maintained between Master Plan activities and occupied burrows. Owls present at burrows on the site after 1 February would be assumed to be nesting on or adjacent to the site unless evidence indicates otherwise. This protected area would remain in effect until 31 August, or based upon monitoring evidence, until young owls are foraging independently or until the nest is no longer active.• In the unlikely event that an occupied burrowing owl burrow is within the construction footprint (e.g., on the bank of a levee), and the burrow cannot be avoided, the owl will be evicted from the burrow by a qualified biologist using one-way doors. The biologist will leave the one-way doors in place for at least 48 hours, checking them daily to ensure that they are functioning properly. If the biologist cannot be certain that the owl is outside the burrow (e.g., if the one-way doors were installed when the owl was inside the burrow and the owl cannot be detected outside later), then the burrow will be excavated by hand prior to being filled to ensure that no owl is trapped inside. Otherwise, the burrow will be backfilled after the owl has been evicted. No burrowing owls will be evicted from burrows during the nesting season unless evidence indicates that nesting is not actively occurring (e.g., because the owls have not yet begun nesting early in the season, or because young have already fledged late in the season).	<p>Contractor to prepare plans that incorporate preconstruction surveys, buffer zones, and relocation plan</p> <p>Contractor to identify qualified biologist to conduct preconstruction surveys</p> <p>Qualified biologist to establish buffer zones or conduct owl relocation, as needed</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated biologist and either approve or recommend identification of additional candidates.</p> <p>Verify inclusion of these measures in contract specifications and construction plans</p> <p>Review survey report</p> <p>If burrowing owls present, inspect construction site to confirm buffer zones</p>	<p>Prior to construction</p> <p>During construction</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>
<p>Mitigation Measure BIO-2h: Nesting Bird Measures.</p> <p>The following measures will be implemented throughout the Master Plan area to minimize impacts on nesting San Francisco common yellowthroat, Alameda song sparrow, and other native bird species:</p> <ul style="list-style-type: none">• Nesting deterrence can be implemented to minimize the potential for nesting birds to constrain project activities or to be adversely affected by those activities. The most effective nesting deterrence in non-developed portions of the main plant is vegetation removal to remove nesting substrate. Vegetation that is to be affected by the project should be removed during the nonbreeding season (i.e., September 1 through January 31) if feasible. If necessary, removal of nest-starts (incomplete nests that do not yet contain eggs or young) by qualified biologists may occur during the breeding season. Such nest-start removal may begin early in the breeding season (e.g., February) and continue regularly until vegetation can be removed and construction commences. Some species, such as barn swallows or black phoebes, may establish nests on buildings or other structures. To deter birds from nesting on structures, netting or other deterrence devices may be installed to preclude birds from constructing nests. Such nesting deterrence should be implemented under the supervision of qualified biologists in order to prevent death or injury of birds as a result of improperly installed deterrence devices, and such devices will require regular maintenance to ensure that they are functioning properly.• Prior to commencement of new activities (i.e., activities that are not currently ongoing in any given area) during the breeding season (February 1 through August 31), preconstruction surveys will be conducted by a qualified biologist no more than 7 days prior to the initiation of new disturbance in any given area to ensure that no active nests of species protected by the Migratory Bird Treaty Act or California Fish and Game Code will be disturbed during Master Plan implementation. During this survey, the biologist will inspect all potential nesting habitats (e.g., trees, shrubs, buildings, and various substrates on the ground) in the project area for nests. This survey will include suitable nesting substrates both within and outside the main plant fenceline. Surveys will be conducted within search radii corresponding to disturbance-free buffer zones described below for raptors (300 feet) and non-raptors (100 feet), including offsite areas adjacent to the Master Plan area (where such areas are accessible and are contained in the buffer zones).• If an active nest is found, a qualified biologist will determine the extent of a disturbance-free buffer zone to be established around the nest until nesting has been completed. Disturbance-free buffer zones are typically 300 feet for raptors and 100 feet for non-raptors, although factors such as existing disturbance and vegetation or structures that screen construction activities from a nest will be considered in determining the appropriate buffer. Nests will be considered active until surveys conducted by a qualified ornithologist confirm nesting is complete. However, construction within these radii may proceed if, based on monitoring of the birds behavior, a qualified biologist determines that such activities are not likely to result in the abandonment of the nest. Per CDFW recommendations, monitoring will be conducted as follows:<ul style="list-style-type: none">– A qualified biologist will monitor activity at each nest for three days prior to the onset of construction activities to develop a baseline of the normal behavior of the birds attending the nest. If the behavior observed at the nest is consistent on Days 1 and 2 of monitoring, Day 3 of monitoring may be skipped.	<p>Contractor(s) to prepare construction plans that include schedule of vegetation removal, nest deterrence, preconstruction surveys, and buffer zones</p> <p>Contractor to identify qualified biologist to conduct nesting deterrence measures</p> <p>Contractor to remove vegetation within non-breeding season</p> <p>Biologist to implement nesting deterrence measures</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated biologist and either approve or recommend identification of additional candidates.</p> <p>Verify inclusion of measures in contract specifications and construction plans</p>	<p>Prior to construction</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
<ul style="list-style-type: none">– A qualified biologist will monitor activity at each nest for 8 hours on the first day that construction occurs within the standard buffer (e.g., within 100 feet of a non-raptor nest). If the biologist determines that the birds' behavior is not adversely affected, Master Plan activities may continue. The biologist should continue to monitor the nests for 1 hour/day on any day when construction activities occur within the standard buffer around an active nest.– If at any time the biologist determines that Master Plan activities within the standard buffer is adversely affecting the behavior of the birds such that the nest is in jeopardy of failing, construction activities should retreat to honor the standard buffer until the nest is no longer active (i.e., the young have fledged).					
<p>Mitigation Measure BIO-4a: Avoidance and Preservation of Trees.</p> <p>During detailed design of Master Plan activities, either within or outside the main plant fenceline, ordinance-sized trees will be avoided to the extent feasible. If it is determined during detailed design that impacts on some trees can be avoided, a construction-phase Tree Preservation Plan shall be prepared by a certified arborist prior to initiation of construction to describe how trees that will not be removed will be protected. The construction-phase Tree Preservation Plan shall include the following tree protection measures, which are based on guidelines established by the International Society for Arboriculture:</p> <ul style="list-style-type: none">• Establish an area surrounding individual trees or groups of trees to be protected during construction as defined by a circle concentric with each tree with a radius 1-1/2 times the diameter of the tree canopy drip line. This Tree Protection Zone is established to protect the tree trunk, canopy and root system from damage during construction activities and to ensure the long-term survival of the protected trees. The Tree Protection Zone shall: (1) ensure that no structures or buildings, that might restrict sunlight relative to the existing condition, will be constructed in proximity to the trees; and (2) that no improvements are constructed on the ground around the tree within the Tree Protection Zone, thus ensuring that there is sufficient undisturbed native soil surrounding the tree to provide adequate moisture, soil nutrients and oxygen for healthy root growth.• Protect tree root systems from damage caused by (a) runoff or spillage of noxious materials while mixing, placing, or storing construction materials and (b) ponding, eroding, or excessive wetting caused by dewatering operations through use of the following measures during excavation and grading:<ul style="list-style-type: none">– Excavation: Do not trench inside tree protection zones. Hand excavate under or around tree roots to a depth of 3 feet. Do not cut main lateral tree roots or taproots. Protect exposed roots from drying out before placing permanent backfill.– Grading: Maintain existing grades within tree protection zones. Where existing grade is 2 inches or less below elevation of finish grade, backfill with topsoil or native site soil. Place fill soil in a single uncompacted layer and hand grade to required finish elevation.– Apply 6-inch average thickness of wood bark mulch inside tree protection zones. Keep mulch 6 inches from tree trunks.• Provide 48-inch tall orange plastic construction fencing fastened to steel T-posts, minimum six (6) feet in length, using heavyweight plastic ratchet ties. Install fence along edges of tree protection zones before materials or equipment are brought on site and construction operations begin. Maintain fence in place until construction operations are complete and equipment has been removed from site.• Provide temporary irrigation to all trees in protection zones that may have important root systems impacted by construction.	<p>Department of Community Development to determine whether ordinance applies to trees in the Master Plan area</p> <p>Contractor(s) to prepare construction plans maximizing avoidance of trees</p> <p>City or contractor to retain a qualified arborist to prepare Tree Preservation Plan</p> <p>Contractor(s) to implement Tree Preservation Plan measures</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated arborist and either approve or recommend identification of additional candidates.</p> <p>Verify inclusion of the Plan measures in construction plans</p>	<p>Prior to construction within Master Plan area</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>
<p>Mitigation Measure BIO-4b: Master Plan Compensation for Impacts on Protected Trees.</p> <p>At the discretion of the Director of Community Development, the City will either replace any removed protected trees at a 1:1 ratio or pay an in-lieu fee into a fund.</p>	<p>Contractor or City to identify trees to be removed</p> <p>Qualified arborist to identify “protected” trees to be removed</p> <p>City to replace protected trees or pay in-lieu fee</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Review qualifications of Contractor-nominated arborist and either approve or recommend identification of additional candidates</p> <p>Confirm planting of replacement trees or payment of in-lieu fee</p>	<p>Prior to construction that would remove trees</p>	
Hazards and Hazardous Materials					
<p>Mitigation Measure HAZ-2a: Hazardous Building Materials Abatement.</p> <p>The City shall ensure that, prior to demolition, the building is surveyed for hazardous building materials including, electrical equipment containing polychlorinated biphenyl (PCBs), fluorescent light ballasts containing PCBs or bis(2-ethylhexyl) phthalate (DEHP), and fluorescent light tubes containing mercury vapors. These materials shall be removed and properly disposed of prior to the start of demolition or renovation. Light ballasts that are proposed to be removed during renovation shall be evaluated for the presence of PCBs and in the case where the presence of PCBs in the light ballast cannot be verified, they shall be assumed to contain PCBs, and handled and disposed of as such, according to applicable laws and regulations. Any other hazardous building materials identified either before or during demolition or renovation shall be abated according to federal, state, and local laws and regulations.</p>	<p>City or contractor(s) to conduct survey for hazardous building materials</p> <p>Contractor to remove and properly dispose of materials as described</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Verify inclusion of requirements in contract specifications</p> <p>Review survey results</p> <p>Confirm handling and disposal performed in compliance with laws and regulations</p>	<p>Prior to demolition</p> <p>During demolition</p>	

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
Mitigation Measure HAZ-2b: Health and Safety Plan. For each Master Plan improvement involving ground disturbing activities, the City or its contractor will prepare a Health and Safety Plan in accordance with federal OSHA regulations (29 CFR 1910.120) and Cal/OSHA regulations (8 CCR Title 8, Section 5192). Each Plan will be based on all activities proposed as part of the specific project and include designated personnel responsible for implementation of the Plan. The City will require each contractor for each individual construction contract to implement a Plan. Each Plan will include all required measures to protect construction workers and the general public potentially exposed to hazardous materials or wastes by including engineering controls, monitoring, and security measures to prevent dangerous levels of exposure and unauthorized entry to the construction area, and to reduce hazards outside of any construction area. If prescribed contaminant exposure levels are exceeded, personal protective equipment shall be required for workers in accordance with state and federal regulations. Compliance with the Health and Safety Plan will not be construed as approval of the adequacy of the contractor's health and safety professional's qualifications or any safety measure taken in or near the construction site. The contractor will be solely and fully responsible for compliance with all laws, rules, and regulations applicable to health and safety during the performance of the construction work.	Contractor(s) to prepare Health and Safety Plan and incorporate Plan in construction plans Contractor(s) to implement Plan	City of Sunnyvale Public Works Department	Review each Health and Safety Plan Verify inclusion of Plan in contract specifications for each individual construction contract	Prior to ground disturbance	
Mitigation Measure HAZ-2c: Soil and Groundwater Management Plan. For any elements involving ground disturbing activities, the City will require the construction contractor to implement a Soil and Groundwater Management Plan, subject to review by the City that specifies the method for handling and disposal of contaminated soil and groundwater prior to demolition, excavation, and construction activities. The plan will include all necessary procedures to ensure that any excavated materials and fluids from throughout the Master Plan area generated during construction are stored, managed, and disposed of in a manner that is protective of human health and in accordance with applicable laws and regulations. The plan will include the following information. <ul style="list-style-type: none">• Step-by-step procedures for evaluation, handling, stockpiling, storage, testing, and disposal of excavated material, including criteria for reuse and offsite disposal. All excavated materials shall be inspected prior to initial stockpiling, and spoils that are visibly stained and/or have a noticeable odor shall be stockpiled separately to minimize the amount of material that may require special handling.• Procedures to be implemented if unknown subsurface conditions or contamination are encountered, such as previously unreported tanks, wells, or contaminated soils.• Detailed control measures for use and storage of hazardous materials to prevent the release of pollutants to the environment, and emergency procedures for the containment and cleanup of accidental releases of hazardous materials to minimize the impacts of any such release. These procedures shall also include reporting requirements in the event of a reportable spill or other emergency incident. At a minimum, the City or its contractor shall notify applicable agencies in accordance with guidance from the California Office of Emergency Services as well as the Santa Clara County Environmental Health Department.• Procedures for containment, handling and disposal of groundwater generated from construction dewatering, the method used to analyze groundwater for hazardous materials likely to be encountered at specific locations and the appropriate treatment and/or disposal methods.	Contractor to prepare Soil and Groundwater Management Plan Contractor to implement Plan	City of Sunnyvale Public Works Department	Review Soil and Groundwater Management Plan Verify inclusion of Plan in contract specifications	Prior to ground disturbance	
Cultural Resources					
Mitigation Measure CUL-2: Unanticipated Discovery of Archaeological Resources. If prehistoric or historic-period archaeological resources are encountered, all construction activities within 100 feet will halt and the City of Sunnyvale will be notified. Prehistoric archaeological materials might include obsidian and chert flaked-stone tools (e.g., projectile points, knives, scrapers) or toolmaking debris; culturally darkened soil ("midden") containing heat-affected rocks, artifacts, or shellfish remains; and stone milling equipment (e.g., mortars, pestles, handstones, or milling slabs); and battered stone tools, such as hammerstones and pitted stones. Historic-era materials might include deposits of metal, glass, and/or ceramic refuse. A Secretary of the Interior-qualified archaeologist will inspect the findings within 24 hours of discovery. If it is determined that the project could damage a historical resource or a unique archaeological resource (as defined pursuant to the CEQA Guidelines), mitigation will be implemented in accordance with PRC Section 21083.2 and Section 15126.4 of the CEQA Guidelines, with a preference for preservation in place. Consistent with Section 15126.4(b)(3), this may be accomplished through planning construction to avoid the resource; incorporating the resource within open space; capping and covering the resource; or deeding the site into a permanent conservation easement. If avoidance is not feasible, a qualified archaeologist will prepare and implement a detailed treatment plan in consultation with City of Sunnyvale and, for prehistoric resources, the appropriate Native American representative. Treatment of unique archaeological resources will follow the applicable requirements of PRC Section 21083.2. Treatment for most resources would consist of (but would not be not limited to) sample excavation, artifact collection, site documentation, and historical research, with the aim to target the recovery of important scientific data contained in the portion(s) of the significant resource to be impacted by the project. The treatment plan will include provisions for analysis of data in a regional context, reporting of results within a timely manner, curation of artifacts and data at an approved facility, and dissemination of reports to local and state repositories, libraries, and interested professionals.	City or Contractor to retain cultural resources expert to conduct preconstruction worker environmental awareness training on recognition of archaeological resources Contractor to notify City of Sunnyvale if resources encountered Secretary of the Interior-qualified archaeologist will inspect the findings within 24 hours of discovery Archaeologist, City, and contractor to implement mitigation as determined by archaeologist	City of Sunnyvale Public Works Department	Verify inclusion of requirements in contract specifications	Prior to ground disturbance	<i>Verified by:</i> <i>Date:</i>

TABLE 5-1 (CONTINUED)
MITIGATION MONITORING PROGRAM – SECONDARY TREATMENT AND DEWATERING FACILITIES PROJECT

Mitigation Measures Adopted as Conditions of Approval	Implementation Procedures	Monitoring Responsibility	Monitoring and Reporting Action	Monitoring Schedule	Verification of Compliance
<p>Mitigation Measure CUL-3: Unanticipated Discovery of Paleontological Resources.</p> <p>If paleontological resources, such as fossilized bone, teeth, shell, tracks, trails, casts, molds, or impressions are discovered during ground-disturbing activities, work will stop in that area and within 100 feet of the find until a qualified paleontologist can assess the nature and importance of the find and, if necessary, develop appropriate treatment measures in conformance with Society of Vertebrate Paleontology standards, and in consultation with the City of Sunnyvale.</p>	<p>City or Contractor to retain cultural resources expert to conduct preconstruction worker environmental awareness training on recognition of archaeological resources</p> <p>Contractor to notify City of Sunnyvale if resources encountered</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Verify inclusion of requirements in contract specifications</p>	<p>Prior to ground disturbance</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>
<p>Mitigation Measure CUL-4: Unanticipated Discovery of Human Remains.</p> <p>In the event of discovery or recognition of any human remains during construction activities, such activities within 100 feet of the find will cease until the Santa Clara County Coroner has been contacted to determine that no investigation of the cause of death is required. The NAHC will be contacted within 24 hours if it is determined that the remains are Native American. The NAHC will then identify the person or persons it believes to be the most likely descendant from the deceased Native American, who in turn would make recommendations to the City of Sunnyvale for the appropriate means of treating the human remains and any grave goods.</p>	<p>Contractor(s) shall monitor worker activities</p> <p>Contractor(s) shall halt work and notify the County Coroner, if necessary. If appropriate, Coroner shall notify NAHC. NAHC shall notify Most Likely Descendant (MLD).</p>	<p>City of Sunnyvale Public Works Department</p>	<p>Verify inclusion of requirements in contract specifications</p>	<p>Prior to ground disturbance</p>	<p><i>Verified by:</i></p> <p><i>Date:</i></p>

TABLE 5-2
ADOPTED MITIGATION MEASURES THAT DO NOT APPLY TO THE PROJECT

Adopted Mitigation Measures	Reason Measure Does Not Apply to Secondary Treatment and Dewatering Facilities Project
Mitigation Measure NOI-1: Develop and Implement Construction Noise Logistics Plan.	Does not apply due to construction hours
Mitigation Measure BIO-2b: Minimization of Impacts on Water Quality.	Does not apply because project does not directly drain to Sunnyvale West Channel.
Mitigation Measure BIO-2c: Special-Status Fish Measures.	Does not apply due to location.
Mitigation Measure BIO-2d: Western Pond Turtle Measures.	Does not apply because project is not in or near Sunnyvale West Channel.
Mitigation Measure BIO-2f: California Ridgway's Rail and California Black Rail Measures.	Does not apply due to location.
Mitigation Measure BIO-2g: Salt Marsh Harvest Mouse and Salt Marsh Wandering Shrew Measures.	Does not apply due to location.
Mitigation Measure BIO-3a: Avoidance of Open Water and Wetland Habitats.	Does not apply due to location.
Mitigation Measure BIO-3b: Compensatory Mitigation for Aquatic and Wetland Habitats.	Does not apply due to nature of project activities.
Mitigation Measure HYD-2: Hydraulic Analysis of Levee Widening.	Does not apply due to nature of project activities.
Mitigation Measure HYD-3a: Flood Hazard Assessment and Design For Diurnal Equalization Tanks, Pump Station, and Pipeline.	Does not apply due to nature of project activities.
Mitigation Measure HYD-3b: Restoration Plan for Ponds 1 and 2.	Does not apply due to nature of project activities.
Mitigation Measure HYD-3c: Flood Protection Prior to Levee Breaching.	Does not apply due to nature of project activities.
Mitigation Measure WQ-4: Water Quality Evaluation and Control Plan for Oxidation Pond Breaching and Restoration.	Does not apply due to nature of project activities.
Mitigation Measure CUL-1. Assessment of Effects to Cargill Channel.	Does not apply due to nature of project and location.
Mitigation Measure AES-1: Levee Plantings and Visual Screening.	Does not apply due to nature of project and location.
Mitigation Measure GI-1: Update Projections.	Does not apply due to nature of project activities.

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APPENDIX A

Air Quality

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CONSTRUCTION EMISSIONS

CAP Emissions Summary

Construction Phase	Number of workdays	Average Daily Emissions (lb/day)			
		ROG	NOx	PM ₁₀	PM _{2.5}
Phase 1: Site Demolition, Site Surcharging & Site Preparation					
Construction Equipment	336	0.86	8.53	0.42	0.38
Truck Trips		0.34	14.86	0.37	0.17
Worker Trips		1.09	0.89	0.34	0.14
Total		2.29	24.29	1.13	0.70
Phase 2: Earthwork & Site Work for Structures					
Construction Equipment	252	1.00	10.00	0.48	0.44
Truck Trips		0.43	18.71	0.47	0.22
Worker Trips		1.09	0.89	0.34	0.14
Total		2.51	29.61	1.29	0.81
Phase 3: Facility Construction					
Construction Equipment	588	0.61	6.22	0.28	0.26
Truck Trips		0.15	6.66	0.17	0.08
Worker Trips		1.09	0.89	0.34	0.14
Total		1.86	13.78	0.79	0.48
Total Project Average					
Construction Equipment	1176	0.76	7.69	0.36	0.33
Truck Trips		0.27	11.59	0.29	0.13
Worker Trips		1.09	0.89	0.34	0.14
Total		2.12	20.17	0.99	0.61

GHG Emissions Summary

Source	GHG Emissions over Project Construction (tons)			
	CO ₂	CH ₄	N ₂ O	CO ₂ e
Phase 1: Site Demolition, Site Surcharging & Site Preparation	201.63	0.01	0.00	203.16
Phase 2: Earthwork & Site Work for Structures	182.07	0.01	0.00	183.45
Phase 3: Facility Construction	212.45	0.01	0.00	214.06
Total from Construction Equipment	596.1	0.031	0.014	600.7
On-road Truck Trips	2299.5	0.007	0.006	2301.4
Worker Commute Trips	1220.4	0.288	0.357	1323.0
TOTAL	4116	0.326	0.377	4225.0

Construction Schedule

Construction Phase	Start Date	End Date	Days/Week	Total Days
Phase 1: Site Demolition, Site Surcharging & Site Preparation	November 2020	October 2021	5	336
Phase 2: Earthwork & Site Work for Structures	January 2021	January 2022	5	252
Phase 3: Facility Construction	January 2022	April 2024	5	588
TOTAL				1176

Emissions from OFFROAD Construction Equipment

Phase 1: Site Demolition, Site Surcharging & Site Preparation																						
Project Construction Equipment	Equivalent Equipment in OFFROAD	Number of Equipment	Workdays used in Phase	Hours per Workday	Assumed Average horsepower (hp)	OFFROAD Emission Factors (lb/hp-hr)				Emissions by Phase (lbs/phase)				GHG Emission Factors					GHG Emissions by Phase (tons/phase)			
						ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}	CO ₂ (lb/hp-hr) ¹	CH ₄ (g/gallon) ²	CH ₄ (g/hp-hr) ³	N ₂ O (g/gallon) ²	N ₂ O (g/hp-hr) ³	CO ₂	CH ₄	N ₂ O	CO ₂ e
Excavator	ConstMin - Excavators	2	53	6	188	0.0002	0.0019	0.0001	0.0001	23.45	230.62	11.21	10.31	0.4447	0.58	0.0115	0.26	0.0051	26.59	0.0014	0.0006	26.79
Dozer/Loader	ConstMin - Rubber Tired Loaders	2	35	6	105	0.0004	0.0037	0.0003	0.0003	19.59	165.31	12.95	11.91	0.4168	0.58	0.0107	0.26	0.0048	16.46	0.0008	0.0004	16.58
Grader	ConstMin - Graders	2	20	6	173	0.0005	0.0049	0.0003	0.0003	20.81	203.11	11.34	10.43	0.4763	0.58	0.0123	0.26	0.0055	10.75	0.0006	0.0002	10.83
Roller	ConstMin - Rollers	2	17	6	95	0.0003	0.0031	0.0002	0.0002	6.06	60.96	3.88	3.57	0.4368	0.58	0.0113	0.26	0.0050	8.38	0.0004	0.0002	8.44
Concrete Truck	ConstMin - Off-Highway Trucks	0	0	6	300	0.0002	0.0021	0.0001	0.0001	0.00	0.00	0.00	0.00	0.4423	0.58	0.0114	0.26	0.0051	0.00	0.0000	0.0000	0.00
Paving Equipment	ConstMin - Paving Equipment	0	0	6	174	0.0002	0.0022	0.0001	0.0001	0.00	0.00	0.00	0.00	0.4125	0.58	0.0106	0.26	0.0048	0.00	0.0000	0.0000	0.00
Crawler Crane/RT Crane	ConstMin - Cranes	1	168	6	350	0.0002	0.0029	0.0001	0.0001	84.07	1008.98	41.25	37.95	0.3352	0.58	0.0086	0.26	0.0039	31.76	0.0016	0.0007	32.00
Pile Drivers	ConstMin - Other Construction Equipment	1	40	6	250	0.0003	0.0036	0.0001	0.0001	17.08	213.72	8.13	7.48	0.4858	0.58	0.0125	0.26	0.0056	10.96	0.0006	0.0003	11.04
Water Truck	ConstMin - Off-Highway Trucks	1	290	8	189	0.0003	0.0022	0.0001	0.0001	116.28	984.95	51.62	47.49	0.4436	0.58	0.0114	0.26	0.0051	96.75	0.0050	0.0022	97.48
Total Emissions during Phase 1										287.35	2867.64	140.38	129.15						201.63	0.01	0.00	203.16
Average Daily Emissions during Phase 1										0.86	8.53	0.42	0.38									

Phase 2: Earthwork & Site Work for Structures																					
Project Construction Equipment	Equivalent Equipment in OFFROAD	Number of Equipment	Workdays used in Phase	Hours per Workday	Assumed Average horsepower (hp)	OFFROAD Emission Factors (lb/hp-hr)				Emissions by Phase (lbs/phase)				GHG Emission Factors			GHG Emissions by Phase (tons/phase)				
						ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}	CO ₂ (lb/hp-hr) ¹	CH ₄ (g/hp-hr) ³	N ₂ O (g/hp-hr) ³	CO ₂	CH ₄	N ₂ O	CO ₂ e	
Excavator	ConstMin - Excavators	4	29	6	188	0.0002	0.0019	0.0001	0.0001	25.67	252.37	12.27	11.28	0.44	0.01	0.01	29.09	0.0015	0.0007	29.31	
Dozer/Loader	ConstMin - Rubber Tired Loaders	4	22	6	105	0.0004	0.0037	0.0003	0.0003	24.63	207.82	16.27	14.97	0.42	0.01	0.00	20.69	0.0011	0.0005	20.84	
Grader	ConstMin - Graders	0	0	6	173	0.0005	0.0049	0.0003	0.0003	0.00	0.00	0.00	0.00	0.48	0.01	0.01	0.00	0.0000	0.0000	0.00	
Roller	ConstMin - Rollers	2	3	6	95	0.0003	0.0031	0.0002	0.0002	1.07	10.76	0.68	0.63	0.44	0.01	0.01	1.48	0.0001	0.0000	1.49	
Concrete Truck	ConstMin - Off-Highway Trucks	0	0	6	300	0.0002	0.0021	0.0001	0.0001	0.00	0.00	0.00	0.00	0.44	0.01	0.01	0.00	0.0000	0.0000	0.00	
Paving Equipment	ConstMin - Paving Equipment	0	0	6	174	0.0002	0.0022	0.0001	0.0001	0.00	0.00	0.00	0.00	0.41	0.01	0.00	0.00	0.0000	0.0000	0.00	
Crawler Crane/RT Crane	ConstMin - Cranes	1	126	6	350	0.0002	0.0029	0.0001	0.0001	63.05	756.73	30.94	28.46	0.34	0.01	0.00	23.82	0.0012	0.0006	24.00	
Pile Drivers	ConstMin - Other Construction Equipment	1	80	6	250	0.0003	0.0036	0.0001	0.0001	34.16	427.44	16.27	14.97	0.49	0.01	0.01	21.92	0.0011	0.0005	22.09	
Water Truck	ConstMin - Off-Highway Trucks	1	255	8	189	0.0003	0.0022	0.0001	0.0001	102.24	866.07	45.39	41.76	0.44	0.01	0.01	85.07	0.0044	0.0020	85.72	
Total Emissions during Phase 2										250.82	2521.20	121.82	112.08				182.07	0.01	0.00	183.45	
Average Daily Emissions during Phase 2										1.00	10.00	0.48	0.44								

Phase 3: Facility Construction																					
Project Construction Equipment	Equivalent Equipment in OFFROAD	Number of Equipment	Workdays used in Phase	Hours per Workday	Assumed Average horsepower (hp)	OFFROAD Emission Factors (lb/hp-hr)				Emissions by Phase (lbs/phase)				GHG Emission Factors			GHG Emissions by Phase (tons/phase)				
						ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}	CO ₂ (lb/hp-hr) ¹	CH ₄ (g/hp-hr) ³	N ₂ O (g/hp-hr) ³	CO ₂	CH ₄	N ₂ O	CO ₂ e	
Excavator	ConstMin - Excavators	0	0	6	188	0.0002	0.0019	0.0001	0.0001	0.00	0.00	0.00	0.00	0.44	0.01	0.01	0.00	0.0000	0.0000	0.00	
Dozer/Loader	ConstMin - Rubber Tired Loaders	1	79	6	105	0.0004	0.0037	0.0003	0.0003	22.11	186.57	14.61	13.44	0.42	0.01	0.00	18.57	0.0010	0.0004	18.71	
Grader	ConstMin - Graders	1	6	6	173	0.0005	0.0049	0.0003	0.0003	3.12	30.47	1.70	1.56	0.48	0.01	0.01	1.61	0.0001	0.0000	1.62	
Roller	ConstMin - Rollers	1	28	6	95	0.0003	0.0031	0.0002	0.0002	4.99	50.20	3.19	2.94	0.44	0.01	0.01	6.90	0.0004	0.0002	6.95	
Concrete Truck	ConstMin - Off-Highway Trucks	2	121	6	300	0.0002	0.0021	0.0001	0.0001	100.66	918.51	35.79	32.92	0.44	0.01	0.01	60.37	0.0031	0.0014	60.82	
Paving Equipment	ConstMin - Paving Equipment	1	3	6	174	0.0002	0.0022	0.0001	0.0001	0.68	6.75	0.36	0.33	0.41	0.01	0.00	0.70	0.0000	0.0000	0.70	
Crawler Crane/RT Crane	ConstMin - Cranes	3	98	6	350	0.0002	0.0029	0.0001	0.0001	147.12	1765.71	72.19	66.42	0.34	0.01	0.00	55.58	0.0029	0.0013	56.00	
Pile Drivers	ConstMin - Other Construction Equipment	0	0	6	250	0.0003	0.0036	0.0001	0.0001	0.00	0.00	0.00	0.00	0.49	0.01	0.01	0.00	0.0000	0.0000	0.00	
Water Truck	ConstMin - Off-Highway Trucks	1	206	8	189	0.0003	0.0022	0.0001	0.0001	82.60	699.65	36.67	33.74	0.44	0.01	0.01	68.73	0.0035	0.0016	69.25	
Total Emissions during Phase 3										361.28	3657.86	164.52	151.35				212.45	0.01		0.00	214.06
Average Daily Emissions during Phase 3										0.61	6.22	0.28	0.26								

- NOTES:
- CO₂ emission factor as calculated from OFFROAD2017 - ORION web database available at <https://www.arb.ca.gov/orion/>
 - CH₄ and N₂O emission factors as g/gallon from The Climate Registry. Table 13.7 US Default CH4 and N2O Emission Factors for Construction & Mining Equipment, 2017. Available: <http://www.theclimateregistry.org/wp-content/uploads/2017/05/2017-Climate-Registry-Default-Emission-Factors.pdf>
 - CH₄ and N₂O emission factors converted from g/gallon to g/hp-hr using hp-hr/gal data from OFFROAD2017 - ORION
 - N₂O and CH₄ emissions were multiplied by their respective IPCC AR5 global warming potentials (28 and 265) and added to the CO₂ emissions to obtain carbon dioxide equivalent (CO₂e) emissions.

CAP Emissions from On-road Truck Trips

Construction Phase	Number of Workdays	Ave. Truck Trips/day (round trips)	One way trips/day	One Way Trip length (miles)	Truck Trip miles per day	Emission Factors (gms/mile)				Daily Emissions (lbs/day)			
						ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}
Phase 1: Site Demolition, Site Surcharging & Site Preparation	336	29	58	25	1450	0.1073	4.1443	0.1168	0.0537	0.34	14.86	0.37	0.17
Phase 2: Earthwork & Site Work for Structures	252	37	73	25	1825	0.1073	4.1443	0.1168	0.0537	0.43	18.71	0.47	0.22
Phase 3: Facility Construction	588	13	26	25	650	0.1073	4.1443	0.1168	0.0537	0.15	6.66	0.17	0.08
Total Project Average Daily	1176									0.27	11.59	0.29	0.13

CAP Emissions from Worker Commute Trips

Vehicle type	Average Number of workers/day	One Way Trips per Day	One Way Trip length (miles)	Worker Commute miles per day	Emission Factors (gms/mile)				Daily Emissions (lbs/day)			
					ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}
LDA	39	78	12.5	975	0.0127	0.0613	0.0465	0.0194	0.15	0.15	0.10	0.04
LDT	91	182	12.5	2275	0.0269	0.1327	0.0472	0.0200	0.94	0.74	0.24	0.10
Average Daily									1.09	0.89	0.34	0.14

GHG Emissions from On-road Truck Trips

Construction Phase	Number of Workdays	Ave. Truck Trips/day (round trips)	One way trips/day	One Way Trip length (miles)	Truck Trip miles per day	Emission Factors (g/mile)			Total Emissions (tons/day)			
						CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O	CO ₂ e
Phase 1: Site Demolition, Site Surcharging & Site Preparation	336	29	58	25	1450	1636.7213	0.0051	0.0048	2.51	0.000007	0.000007	2.51
Phase 2: Earthwork & Site Work for Structures	252	37	73	25	1825	1636.7213	0.0051	0.0048	3.16	0.000009	0.000009	3.16
Phase 3: Facility Construction	588	13	26	25	650	1636.7213	0.0051	0.0048	1.12	0.000003	0.000003	1.13
Total over Project construction (tons)									2299.48	0.00678	0.00638	2301.36

[CO₂ emission factor derived from EMFAC2014, CH₄ and N₂O emission factor from Table 13.4, page 36 of the 2017 TCR Default Emission Factors available at <http://www.theclimateregistry.org/wp-content/uploads/2017/05/2017-Climate-Registry-Default-Emission-Factors.pdf>

GHG Emissions from Worker Commute Trips

Vehicle type	Average Number of workers/day	One Way Trips per Day	One Way Trip length (miles)	Worker Commute miles per day	Emission Factors (gms/mile)			Daily Emissions (tons/day)			
					CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O	CO ₂ e
LDA	39	78	12.5	975	279.2809	0.0704	0.0647	0.28	0.0001	0.0001	0.30
LDT	91	182	12.5	2275	328.3396	0.0776	0.1056	0.76	0.0002	0.0002	0.83
Total Daily Emissions (tons/day)								1.04	0.0002	0.0003	1.12
Total over Project construction (tons)								1220.38	0.29	0.36	1322.98

[CO₂ emission factor derived from EMFAC2014, CH₄ and N₂O emission factor from Table 13.4, page 35 of the 2017 TCR Default Emission Factors available at <http://www.theclimateregistry.org/wp-content/uploads/2017/05/2017-Climate-Registry-Default-Emission-Factors.pdf>

OPERATIONAL EMISSIONS

CAP Emissions Summary

Source	Average Daily Emissions (lb/day)			
	ROG	NOx	PM ₁₀	PM _{2.5}
Truck Trips	0.05	2.02	0.05	0.03
Backup Generator	0.17	3.21	0.04	0.04
Total	0.22	5.23	0.09	0.07

CAP Emissions from On-road Truck Trips during Operation

Source	Truck Trips/month (round trips)	Ave. Truck Trips/day (round trips)	One way trips/day	One Way Trip length (miles)	Truck Trip miles per day	Emission Factors (gms/mile)				Daily Emissions (lbs/day)			
						ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}
Chemical Delivery trips	42	1.4	3	25	70	0.1073	4.1443	0.1168	0.0537	0.02	0.72	0.02	0.01
Residuals Hauling trips	76	2.5	5	25	127	0.1073	4.1443	0.1168	0.0537	0.03	1.30	0.03	0.02
Total Project Average Daily (lbs/day)										0.05	2.02	0.05	0.03

CAP Emissions from Testing & Maintenance of Backup Generator

Source	kW	hp	Max. Daily use (hours/day) ¹	Max. Annual use (hours/year) ¹	Emission Factors ² (g/hp-hr)				Avg. Daily Emissions (lb/day)			
					ROG	NOx	PM ₁₀	PM _{2.5}	ROG	NOx	PM ₁₀	PM _{2.5}
Backup Generator	2000	2682	1	50	0.209	3.969	0.052	0.052	0.17	3.21	0.04	0.04

GHG Emissions Summary

Source	GHG Emissions as CO ₂ e (tons/year)
Backup Generator	32.6
Truck trips	122.6
Electricity	2320.9
TOTAL	2476.1

Indirect GHG Emissions from Electricity Generation

Source	Consumption	GHG Emission Factors (lb/MW-hr) ³			GHG Emissions (tons/year)			
	MW-hr/year	CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O	CO ₂ e
Electricity Consumption	8760	527.9	0.033	0.004	2312.2	0.14	0.02	2320.9

GHG Emissions from Testing & Maintenance of Backup Generator

Source	hp	Max. Annual use (hours/year) ¹	GHG Emission Factors ⁴					GHG Emissions (tons/year)			
			CO ₂ (lb/hp-hr)	CH ₄ (g/gal)	CH ₄ (g/hp-hr)	N ₂ O (g/gal)	N ₂ O (g/hp-hr)	CO ₂	CH ₄	N ₂ O	CO ₂ e
Backup Generator	2682	50	0.48	0.58	0.01	0.26	0.01	32.39	0.0017	0.0007	32.6

GHG Emissions from On-road Truck Trips during Operation

Trips	Ave. Truck Trips/month (round trips)	Ave. Truck Trips/year (round trips)	One way trips/year	One Way Trip length (miles)	Truck Trip miles per year	Emission Factors ⁵ (g/mile)			Total Emissions (tons/year)			
						CO ₂	CH ₄	N ₂ O	CO ₂	CH ₄	N ₂ O	CO ₂ e
Chemical Delivery trips	42	504	1008	25	25200	1636.7213	0.0051	0.0048	43.59	0.000129	0.000121	43.63
Residuals Hauling trips	76	912	1824	25	45600	1636.7213	0.0051	0.0048	78.88	0.000233	0.000219	78.95
Total GHG emissions from operational truck trips (tons/year)									122.47	0.00036	0.00034	122.57

NOTES:

1. Consistent with BAAQMD Regulation 9, Rule 8, assumes a maximum operation of 50 hours per year and 1 hour per day for testing and maintenance.

2. Emission factors derived from Engineering Evaluation of a 2220 BHP Cummins, Model QSK50-G4 NR2, Year 2015 for Uber Technologies

3. GHG emissions factors from USEPA eGRID Summary Table 1. Available at https://www.epa.gov/sites/production/files/2018-02/documents/egrid2016_summarytables.pdf

4. CO₂ emission factor as calculated from OFFROAD2017 - ORION web database available at <https://www.arb.ca.gov/orion/derived> from EMFAC2014, CH₄ and N₂O emission factors for Other Large Utility Diesel equipment from Table 13.7, page 42 of the 2017 TCR Default Emission Factors available at <http://www.theclimateregistry.org/wp-content/uploads/2017/05/2017-Climate-Registry-Default-Emission-Factors.pdf>

5. CO₂ emission factor derived from EMFAC2014, CH₄ and N₂O emission factors from Table 13.4, page 36 of the 2017 TCR Default Emission Factors available at <http://www.theclimateregistry.org/wp-content/uploads/2017/05/2017-Climate-Registry-Default-Emission-Factors.pdf>

OFFROAD2017 (v1.0.1) Emissions Inventory
Region Type: Air Basin
Region: San Francisco Bay Area
Calendar Year: 2020
Scenario: All Adopted Rules - Exhaust
Vehicle Classification: OFFROAD2017 Equipment Types
Units: Emissions: tons/day, Fuel Consumption: gallons/year, Activity: hours/year, HP-Hours: HP-hours/year

Region	CalYr	VehClass	MdlYr	HP_Bin	Fuel	HC_tpd	ROG_tpd	ROG_lb/hp-hr	TOG_tpd	CO_tpd	NOx_tpd	NOx_lb/hp-hr	CO2_tpd	CO2_lb/hp-hr	PM10_tpd	PM10_lb/hp-hr	PM2_5_tpd	PM2_5_lb/hp-hr	PM_tpd	SOx_tpd	NH3_tpd	Fuel_gpy	Total_Activity_hpy	Total_Population	Horsepower_Hours_hhpy	hp-hr/gal
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	25 Diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	50 Diesel	0.000150456	0.000182051	0.000792079	0.000216656	0.001147122	0.001181453	0.005140322	0.152291	0.662595888	7.4804E-05	0.000325461	6.882E-05	0.000299424	7.48E-05	1.4E-06	1.24E-06	1.24E-06	4940.919	4276.895687	12.30394411	167783.3298	33.95792
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	75 Diesel	0.000118179	0.000142997	0.000311415	0.000170178	0.001749162	0.002099101	0.00457137	0.265301	0.57776627	0.00011035	0.000240322	0.00010152	0.000221096	0.00011	2.45E-06	2.17E-06	8607.405	4565.537389	10.36121609	335204.5138	38.94374	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	100 Diesel	0.000250071	0.000302586	0.000255439	0.000360102	0.004317984	0.003471621	0.002930701	0.681794	0.575562463	0.00017676	0.000149216	0.00016262	0.000137279	0.000177	6.3E-06	5.56E-06	22120.06	10092.34699	27.19819225	864736.3284	39.09285	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	175 Diesel	0.00030043	0.00036352	0.000193623	0.000432619	0.00612368	0.00389144	0.002072712	1.10104	0.586451146	0.00017243	9.18403E-05	0.00015863	8.44931E-05	0.000172	1.02E-05	8.99E-06	35722.03	9167.768968	29.65898107	1370547.62	38.36701	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	300 Diesel	0.000355729	0.000430432	0.000160771	0.00051225	0.003200889	0.005454972	0.00203749	1.554825	0.580743529	0.00015852	5.92075E-05	0.00014583	5.44709E-05	0.000159	1.44E-05	1.27E-05	50444.57	9453.810294	29.65898107	1954428.942	38.74409	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	600 Diesel	0.000542673	0.000656635	0.000127813	0.00078145	0.00561296	0.007504449	0.001460731	2.974786	0.579038288	0.00023638	4.60105E-05	0.00021747	4.23297E-05	0.000236	2.75E-05	2.43E-05	96513.66	8953.671369	25.64400983	3750346.05	38.85819	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	750 Diesel	0.000194367	0.000235184	0.000123698	0.000279888	0.002073782	0.002591987	0.001363286	1.122769	0.59053337	9.0773E-05	4.77433E-05	8.3511E-05	4.39238E-05	9.08E-05	1.04E-05	9.16E-06	36427	2148.488183	4.921577645	1387933.758	38.10179	
San Francisco Bay Area	2020	ConstMin - Bore/Drill Rigs	Aggregated	9999 Diesel	0.000233166	0.000282131	0.000200029	0.00033576	0.001555527	0.006272925	0.00447465	0.823357	0.583754998	0.00015227	0.000107957	0.00014009	9.93209E-05	0.000152	7.61E-06	6.72E-06	26712.91	553.4466265	0.777091207	1029628.146	38.54422	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	25 Diesel	4.52128E-06	5.47075E-06	0.000699882	6.51065E-06	2.56306E-05	2.34414E-05	0.0029989	0.002912	0.372584518	1.759E-06	0.000225038	1.6183E-06	0.000207035	1.76E-06	2.68E-08	2.38E-08	94.48879	228.2471216	0.47981182	5706.178041	60.39	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	50 Diesel	0.000144396	0.000174719	0.001393302	0.000207931	0.000612294	0.000494138	0.003940506	0.04719	0.376320859	5.2183E-05	0.000416135	4.8009E-05	0.000382844	5.22E-05	4.32E-07	3.85E-07	1531.043	2220.238496	5.205132612	91541.68327	59.79041	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	75 Diesel	4.36193E-05	5.27794E-05	0.0006839776	6.28118E-05	0.00398719	0.006344039	0.0021216	0.337569825	3.701E-05	0.000588872	3.4049E-05	0.000541762	3.7E-05	1.95E-07	1.73E-07	688.3313	655.1672148	1.789264335	45880.03012	66.654		
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	100 Diesel	0.001267059	0.001533141	0.000467704	0.001824564	0.008734591	0.013440798	0.004100284	1.095214	0.334108686	0.00094786	0.000289157	0.00087203	0.000266025	0.000948	1.01E-05	8.94E-06	35533.01	27106.79509	62.78691214	2392952.076	67.34449	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	175 Diesel	0.002702023	0.003269447	0.000393984	0.003890913	0.021741067	0.033773652	0.003505865	3.233744	0.335677936	0.00181523	0.000188429	0.00167001	0.000173355	0.001815	2.98E-05	2.64E-05	104915.3	47873.83586	107.0305393	7032434.636	67.02966	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	300 Diesel	0.003422154	0.004140806	0.000238288	0.004927901	0.019438319	0.049697837	0.00285992	5.824238	0.33516257	0.00203193	0.00011693	0.00186937	0.000107575	0.002032	5.37E-05	4.75E-05	188961	57053.97864	123.1339184	12685466.14	67.13273	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	600 Diesel	0.004529351	0.005480514	0.000189619	0.006522265	0.044091818	0.066655759	0.002306203	9.670084	0.334572426	0.00262694	9.08886E-05	0.00241678	8.36175E-05	0.002627	8.93E-05	7.89E-05	313735.2	57000.27343	118.4167669	21099051.98	67.25114	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	750 Diesel	0.000155521	0.000187804	0.000407918	0.00023502	0.004347195	0.02001435	0.004347195	0.154917	0.336486194	0.0001032	0.000224146	9.494E-05	0.000206215	0.000103	1.43E-06	1.29E-06	5026.119	525.0772416	1.301283153	336089.8043	66.86865	
San Francisco Bay Area	2020	ConstMin - Cranes	Aggregated	9999 Diesel	0.000649213	0.000785547	0.000485323	0.000934866	0.006705655	0.008985756	0.005551537	0.542282	0.335030194	0.00042877	0.000264902	0.00039447	0.00024371	0.000429	4.99E-06	4.43E-06	17593.75	1259.350772	2.602566306	1181582.914	67.15926	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	25 Diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	50 Diesel	0.00044908	0.000543387	0.001962184	0.000646676	0.001932307	0.001493637	0.005393555	0.152684	0.551345084	0.00015648	0.000565059	0.00014396	0.000519854	0.000156	1.4E-06	1.25E-06	4953.662	4810.282649	14.43655093	202158.8229	40.80997	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	75 Diesel	0.000158973	0.000186191	0.001859573	0.000221583	0.000603587	0.001474527	0.014726763	0.050397	0.503323964	0.00010811	0.001079739	9.9461E-05	0.00099336	0.000108	4.61E-07	4.11E-07	1635.06	1012.23342	4.908427316	73091.71698	44.70277	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	100 Diesel	0.007309529	0.00884453	0.000680339	0.00525721	0.050578468	0.074461902	0.005559379	6.698646	0.50012572	0.000621926	0.000464335	0.00572172	0.000427188	0.000619	6.17E-05	5.47E-05	217330.2	111712.9852	242.6784211	9777564.741	44.98944	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	175 Diesel	0.005520001	0.006679212	0.000452842	0.007948815	0.046714559	0.068268163	0.004628491	7.360018	0.498999479	0.00381909	0.00025893	0.00351357	0.000238215	0.003819	6.79E-05	6.01E-05	238787.7	72219.29578	163.4217565	10767127.36	45.09099	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	300 Diesel	0.005132035	0.006209762	0.000393643	0.00739013	0.032640067	0.077057911	0.004884772	7.867823	0.498748509	0.00309213	0.000196013	0.00284476	0.00018332	0.003092	7.26E-05	6.42E-05	25512.88	55679.11828	130.0733269	11515844.83	45.11368	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	600 Diesel	0.01126108	0.013462591	0.000252411	0.016021595	0.084388772	0.162954177	0.003055244	26.63125	0.49931196	0.000612502	0.000114839	0.00053502	0.000105652	0.006125	0.000246	0.000217	864021.6	101154.4213	215.8264364	38935202.2	45.06277	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	750 Diesel	0.000337458	0.000408324	0.000355364	0.00048594	0.002106055	0.006475876	0.005635948	0.572186	0.497975272	0.00018974	0.000165132	0.00017456	0.000151922	0.00019	5.28E-06	4.67E-06	18563.93	1351.523242	3.031675695	383792.2854	45.18398	
San Francisco Bay Area	2020	ConstMin - Crawler Tractors	Aggregated	9999 Diesel	0.001032899	0.001249807	0.000398386	0.001487374	0.005270605	0.020248377	0.006454333	1.568628	0.500012845	0.00057411	0.000186304	0.00052819	0.000168363	0.000574	1.45E-05	1.28E-05	50892.42	2341.051458	4.330965279	4290138.446	44.9996	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	25 Diesel	4.22352E-06	5.11046E-06	0.00333879	6.08187E-06	1.43511E-05	9.7479E-06	0.006368547	0.000755	0.493348074	1.3586E-06	0.000887585	1.2499E-06	0.000816578	1.36E-06	6.85E-09	6.16E-09	24.4995	44.69445277	0.146654186	9117.361319	45.60751	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	50 Diesel	0.005094341	0.006164153	0.000498721	0.007335851	0.046788405	0.041915323	0.00339123	6.118093	0.494404872	0.00230915	0.000186825	0.00212441	0.000171879	0.002309	5.63E-05	4.99E-05	198258.3	252271.6266	353.2455233	9022739.493	45.51003	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	75 Diesel	0.000109037	0.000131935	0.000304305	0.000157013	0.001949497	0.004496488	0.01192977	0.445097973	0.00011277	0.000260112	0.00010375	0.000239303	0.000113	1.78E-06	1.58E-06	6260.914	4312.772664	6.364784203	316498.703	50.55152		
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	100 Diesel	0.005398862	0.00435433	0.00024869	0.005182013	0.051689579	0.044523838	0.0025429	7.464848	0.442447481	0.00266081	0.000151967	0.00244794	0.00013981	0.002661	7.15E-05	6.32E-05	251337.9	156565.6362	248.0819297	12781627.4	50.85435	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	175 Diesel	0.006103638	0.007385402	0.000196162	0.008789239	0.097902527	0.07261592	0.001928737	16.7427	0.444699313	0.00352935	9.37423E-05	0.003247	8.62429E-05	0.003529	0.000155	0.000137	543198.3	188237.5453	325.905882	27484116.39	50.59684	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	300 Diesel	0.005975342	0.007230163	0.00015101	0.008604492	0.04575024	0.082610357	0.001725406	21.2933	0.444733382	0.00251913	5.26148E-05	0.0023176	4.84056E-05	0.002519	0.000197	0.000174	690837.7	160024.535	280.3398133	34951524.5	50.59296	
San Francisco Bay Area	2020	ConstMin - Excavators	Aggregated	600 Diesel	0.009005138	0.010896217	0.000128009	0.012967399	0.078324795	0.111130803	0.001305571	37.75282	0.443522458	0.00365813	4.2976E-05	0.00336548	3.95379E-05	0.003658	0.000349	0.000308	1224849	184008.6756	294.081961	62137917.56	50.73109	
San Francisco Bay Area	20																									

San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	75	Diesel	3.3627E-05	4.06887E-05	0.000659958	4.84229E-05	0.000212864	0.00034965	0.005671212	0.025425	0.412381492	2.6902E-05	0.000436347	2.475E-05	0.000401439	2.69F-05	2.34E-07	2.08E-07	824.8788	670.4889882	1.832201011	45007.07771	54.56205
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	100	Diesel	0.000492435	0.000595846	0.00028308	0.000709106	0.00579961	0.005819671	0.002764867	0.871338	0.413964057	0.00038184	0.000181408	0.00035129	0.000166895	0.000382	8.04E-06	7.11E-06	28269.61	17284.93886	38.3352868	1536551.133	54.35346
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	175	Diesel	0.000408639	0.000494453	0.00021611	0.00058844	0.005526323	0.004930073	0.002154775	0.9438319	0.002152532	0.0002657	0.000116131	0.00024445	0.000168684	0.000266	8.71E-06	7.7E-06	30621.16	167022.435	25.65081415	167022.435	54.54471
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	300	Diesel	0.000241966	0.000292779	0.00018095	0.000348431	0.001499288	0.003828276	0.002366035	0.669441	0.413742457	0.00013569	8.3862E-05	0.00012483	7.7153E-05	0.000136	6.18E-06	5.46E-06	21719.27	5052.484313	10.99320606	1181149.948	54.38257
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	600	Diesel	0.000224	0.00027104	0.000163129	0.00032256	0.001481951	0.00359503	0.002163715	0.689684	0.415095127	0.00011039	6.64406E-05	0.00010156	6.11254E-05	0.00011	6.37E-06	5.63E-06	22376.03	2946.850196	6.483172807	1212900.903	54.20535
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	750	Diesel	2.85178E-05	3.45065E-05	0.000173403	4.10656E-05	0.00160459	0.004838712	0.002430757	0.082263	0.413388881	0.12337E-05	6.19944E-05	1.215E-05	5.70348E-05	1.23E-05	7.6E-07	6.71E-07	2668.929	212.5442232	0.422815618	145267.3739	54.42908
San Francisco Bay Area	2020	ConstMin - Paving Equipment	Aggregated	9999	Diesel	8.58518E-06	1.03881E-05	7.01229E-05	1.23627E-05	0.000112527	0.000268591	0.001813078	0.061245	0.413424804	4.3259E-06	2.92013E-05	3.9798E-06	2.68652E-05	4.33E-06	5.66E-07	5E-07	1987.031	128.2811288	0.281877079	108142.8781	54.42436
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	25	Diesel	2.94172E-06	3.55948E-06	0.003208571	4.23608E-06	9.82057E-06	0.00627855	0.00538	0.696522E-06	0.00627855	0.00538	0.00084243	8.598E-07	0.000775036	9.35E-07	4.89E-09	4.39E-09	17.46064	32.93951909	0.145206242	809.8379772	46.38078
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	50	Diesel	0.004473339	0.00541274	0.000764057	0.006441608	0.027625624	0.026512666	0.003742502	3.439854	0.485566428	0.00192247	0.000271375	0.00176868	0.000249665	0.001922	3.17E-05	2.81E-05	111602.3	144774.4112	428.2132085	5171472.489	46.33841
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	75	Diesel	8.90646E-05	0.000107768	0.001521468	0.000128253	0.000356333	0.000873961	0.01233858	0.030962	0.4371273	6.1398E-05	0.00086682	5.6486E-05	0.000797474	6.14E-05	2.84E-07	2.53E-07	1004.543	746.1847122	3.339743572	51707.15064	51.47329
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	100	Diesel	0.003164648	0.003829224	0.000312948	0.004557093	0.035456342	0.038490003	0.003145643	5.344384	0.436776437	0.00244817	0.000200079	0.00225231	0.000184073	0.002448	4.93E-05	4.36E-05	173392.7	102387.4915	316.1139894	8932259.645	51.51463
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	175	Diesel	0.001872833	0.002266128	0.000177847	0.00269688	0.03088621	0.025815594	0.002026025	5.58159	0.436208072	0.00118585	9.30664E-05	0.00109098	8.56211E-05	0.001186	5.13E-05	4.54E-05	180328.4	64686.78023	184.7023402	9301653.463	51.58176
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	300	Diesel	0.000348192	0.000421312	0.000199961	0.000501396	0.002735427	0.005384611	0.002555617	0.920324	0.436799804	0.00018922	8.98045E-05	0.00017408	8.26201E-05	0.000189	8.5E-06	7.51E-06	29858.91	7116.694176	23.66861749	1538088.705	51.51188
San Francisco Bay Area	2020	ConstMin - Rollers	Aggregated	600	Diesel	0.000142253	0.000171216	0.000139904	0.000204844	0.001581629	0.002142117	0.001741114	0.539971	0.43888869	7.2458E-05	5.88939E-05	6.6661E-05	5.41824E-05	7.25E-05	4.99E-06	4.41E-06	17518.76	2568.968031	8.567168294	898129.3583	51.26671
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	25	Diesel	2.61659E-07	3.16608E-07	0.000177279	3.76789E-07	5.72224E-06	7.69191E-06	0.004306956	0.00093	0.5205032	2.5191E-07	0.000141054	2.3176E-07	0.00012977	2.52E-07	8.59E-09	7.59E-09	30.15923	52.14908959	0.167571316	1303.72724	43.22813
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	50	Diesel	0.000215235	0.000260434	0.000867262	0.000309938	0.00115766	0.00388784	0.178425E-05	0.562528	0.520348768	0.17357E-05	0.000261161	7.2151E-05	0.000240268	7.84E-05	1.44E-06	1.28E-06	5069.62	4632.670915	17.25984552	219214.9208	43.2409
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	75	Diesel	4.85291E-05	5.87202E-05	0.001202488	6.98819E-05	0.000227856	0.000344636	0.007057545	0.024658	0.504947417	2.7817E-05	0.000569638	2.5591E-05	0.000524067	2.78E-05	2.27E-07	2.01E-07	799.9926	654.9477058	2.681141052	35647.54756	44.55984
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	100	Diesel	0.003179728	0.003844741	0.000133374	0.004578809	0.08250776	0.057079657	0.003274115	0.00189687	6.57555E-05	0.00174512	6.0495E-05	0.001897	0.000125	0.00011	0.00011	0.00011	438314	219055.7087	791.9420381	10208557.02	48.04446
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	175	Diesel	0.00155318	0.001879348	0.000276043	0.00223658	0.018380673	0.017319775	0.002543967	3.18573	0.467927069	0.00116204	0.000170684	0.00106908	0.000157029	0.001162	2.94E-05	2.6E-05	103357.5	40095.36023	151.6520407	4969968.61	48.08523
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	300	Diesel	3.79241E-05	4.58882E-05	9.71299E-05	5.46108E-05	0.000408734	0.000652331	0.001380765	0.220998	0.46777786	1.4888E-05	3.15183E-05	1.3697E-05	2.89927E-05	1.49E-05	2.04E-06	1.8E-06	1710.028	1640.172979	6.702852629	344882.3966	48.10056
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	600	Diesel	1.18714E-05	1.43644E-05	8.1435E-05	1.70948E-05	0.00048258	0.000220965	0.001252704	0.082007	0.464914892	4.7147E-06	2.67289E-05	4.3376E-06	2.45906E-05	4.71E-06	7.58E-07	6.69E-07	2660.617	334.9504249	1.340570526	128765.361	48.39677
San Francisco Bay Area	2020	ConstMin - Rough Terrain Forklifts	Aggregated	750	Diesel	2.25975E-06	2.7343E-06	9.04033E-05	3.25404E-06	2.58894E-05	3.56653E-05	0.00117919	0.014137	0.467415149	2.5019E-07	8.2719E-06	2.3017E-07	7.61015E-06	2.5E-07	1.31E-07	1.15E-07	458.6668	35.32680262	0.167571316	22079.25164	48.13789
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	25	Diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	50	Diesel	0.000265258	0.000320963	0.001075778	0.000381972	0.001556209	0.001173609	0.003933614	0.152653	0.511651401	9.7056E-05	0.000325306	8.9292E-05	0.000299282	9.71E-05	1.4E-06	1.25E-06	4952.665	5251.775204	5.664150805	217798.3495	43.97599
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	75	Diesel	0.000245407	0.000296942	0.001156824	0.000353386	0.001156682	0.002336059	0.009100797	0.118947	0.463392075	0.00018638	0.000726092	0.00017147	0.000668005	0.000186	1.09E-06	9.71E-07	3859.1	2667.26261	4.006350569	187381.7474	48.55581
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	100	Diesel	0.000774838	0.000937554	0.000749066	0.001115766	0.004791023	0.007349914	0.007349914	0.581331	0.464459138	0.0006452	0.000515489	0.00059359	0.00047425	0.000645	5.35E-06	4.74E-06	18860.66	10873.22878	12.43350177	913690.5567	48.44426
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	175	Diesel	0.000713873	0.000863786	0.000635263	0.001027977	0.004636942	0.008486369	0.00624122	0.625336	0.459897319	0.00048888	0.000359539	0.00044977	0.000330776	0.000489	5.76E-06	5.1E-06	20288.33	6708.606951	9.117901296	992602.4	48.92479
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	300	Diesel	0.000737153	0.000891956	0.000587045	0.001061501	0.004636942	0.009500898	0.006253062	0.698575	0.459770493	0.0004267	0.000340532	0.00042669	0.000380169	0.000463	6.44E-06	5.7E-06	22664.49	5076.258876	7.59825108	1109161.445	48.93828
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	600	Diesel	0.00632795	0.007656819	0.000456229	0.009112247	0.061087728	0.082254402	0.004901103	7.764466	0.462643331	0.00370148	0.000220551	0.00340536	0.000202907	0.003701	7.16E-05	6.34E-05	251909.6	33156.25163	46.55655662	12251468.89	48.63439
San Francisco Bay Area	2020	ConstMin - Rubber Tired Dozers	Aggregated	750	Diesel	8.29063E-05	0.000100317	0.000209224	0.000119385	0.000447094	0.001509347	0.003147954	0.220566	0.460021072	4.2238E-05	8.80926E-05	3.8859E-05	8.10452E-05	4.22E-05	2.04E-06	1.8E-06	7156.019	538.1062472	0.552600079	350012.5337	48.91163
San Francisco Bay Area	2020	ConstMin - Rubber Tired Loaders	Aggregated	25	Diesel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
San Francisco Bay Area	2020	ConstMin - Rubber Tired Loaders	Aggregated	50	Diesel	0.000996845	0.001206183	0.00118323	0.001435457	0.005513934	0.00428026	0.004198811	0.478162	0.469062796	0.00038629	0.000378939	0.00035539	0.000348624	0.000386	4.39E-06	3.9E-06	15513.43	17883.58577	21.31113843	744160.5667	47.9668
San Francisco Bay Area	2020	ConstMin - Rubber Tired Loaders	Aggregated	100	Diesel	0.010236674	0.012386376	0.000444331	0.014740812	0.08806492	0.104497206	0.016802114	11.61897	0.416802114	0.0081834	0.00029356	0.000752873	0.000270075	0.0008183	0.000107	9.48E-05	376964.6	236987.0648	264.8052945	2034981.798	53.98336
San Francisco Bay Area	2020	ConstMin - Rubber Tired Loaders	Aggregated	175	Diesel	0.016403828	0.019848632	0.00032021	0.023621512	0.176485063	0.184338482	0.002804828	27.61694	0.420209509	0.01014661	0.000154387	0.00933488	0.000142036	0.010147	0.000255	0.000225	896001.3	319712.9438	347.3139588	47976942.94	53.54562
San Francisco Bay Area	2020	ConstMin - Rubber Tired Loaders	Aggregated	300	Diesel	0.017930846	0.021696324	0.000220748	0.025820418	0.099541093	0.25226232	0.002566633	41.28611	0.42006391	0.00837466	8.52076E-05	0.0077									

San Francisco Bay Area	2020	ConstMin - Trenchers	Aggregated	175	Diesel	0.000179153	0.000216775	0.000468624	0.00025798	0.001715551	0.002298143	0.004968114	0.269564	0.582741607	0.0001175	0.000254022	0.0001081	0.0002337	0.000118	2.49E-06	2.2E-06	8745.699	2359.873475	8.349458367	337682.3204	38.61124
San Francisco Bay Area	2020	ConstMin - Trenchers	Aggregated	300	Diesel	0.000357354	0.000432398	0.000387425	0.00051459	0.002038247	0.005299349	0.004748166	0.654464	0.586393427	0.00021352	0.000191308	0.00019643	0.000176003	0.000214	6.04E-06	5.34E-06	21233.36	3560.420084	11.59646995	814740.7177	38.37079
San Francisco Bay Area	2020	ConstMin - Trenchers	Aggregated	600	Diesel	0.000301747	0.000365114	0.000243947	0.000434516	0.003079868	0.00428087	0.002860219	0.878508	0.586965997	0.00016092	0.00010752	0.00014805	9.89179E-05	0.000161	8.11E-06	7.17E-06	28502.23	2812.428323	7.885599569	1092586.161	38.33336
San Francisco Bay Area	2020	ConstMin - Trenchers	Aggregated	750	Diesel	3.31884E-05	4.0158E-05	8.19552E-05	4.77913E-05	0.000517089	0.00033812	0.000690042	0.286764	0.585234803	4.9334E-06	1.00682E-05	4.5387E-06	9.26271E-06	4.93E-06	2.65E-06	2.34E-06	9303.757	553.10343	1.236956795	357699.2491	38.44675
San Francisco Bay Area	2020	ConstMin - Trenchers	Aggregated	9999	Diesel	4.31127E-05	5.21664E-05	0.001283742	6.20823E-05	0.0006192	0.000598555	0.014729614	0.02377	0.584956092	2.7638E-05	0.000680139	2.5427E-05	0.000625728	2.76E-05	2.18E-07	1.94E-07	771.204	34.49350982	0.154619599	29664.41845	38.46507
San Francisco Bay Area	2020	OFF - ConstMin - Bore/Drill Rigs	Aggregated	25	Diesel	0.000166298	0.000197908	0.000930873	0.000239469	0.000892926	0.001510908	0.007106646	0.199745	0.939513432	5.6873E-05	0.000267506	5.2323E-05	0.000246105	5.69E-05	2.64E-06	1.67E-06	6624.75	10011.95	12.34	155201.65	23.42755
San Francisco Bay Area	2020	OFF - ConstMin - Cement and Mortar Mixers	Aggregated	25	Diesel	0.000421258	0.000501332	0.000687821	0.000606612	0.002930536	0.003783187	0.005190482	0.511569	0.701865939	0.00015035	0.000206274	0.00013832	0.000189772	0.00015	7.67E-06	4.28E-06	17019.95	51559.9	171.7	532075.1	31.26185
San Francisco Bay Area	2020	OFF - ConstMin - Concrete/Industrial Saws	Aggregated	25	Diesel	1.38071E-05	1.64316E-05	0.000922086	1.98822E-05	6.78606E-05	0.00012564	0.007050485	0.016481	0.924851567	4.6946E-06	0.000263444	4.319E-06	0.000242368	4.69E-06	2.09E-07	1.34E-07	532.9	722.7	1.2	13008.6	24.41096
San Francisco Bay Area	2020	OFF - ConstMin - Concrete/Industrial Saws	Aggregated	50	Diesel	0.000252517	0.000300517	0.001064472	0.000363625	0.002074878	0.001912874	0.006775672	0.259021	0.917490448	9.6627E-05	0.000342265	8.8896E-05	0.000314884	9.66E-05	3.35E-06	2.18E-06	8661.45	6245.15	10.74	206089.95	23.79393
San Francisco Bay Area	2020	OFF - ConstMin - Dumpers/Tenders	Aggregated	25	Diesel	4.28841E-05	5.10357E-05	0.000474309	6.17532E-05	0.000210675	0.00039044	0.003628625	0.051165	0.475513895	1.4879E-05	0.000138279	1.3689E-05	0.000127217	1.49E-05	6.49E-07	4.23E-07	1682.65	4909.25	7.37	78548	46.68113
San Francisco Bay Area	2020	OFF - ConstMin - Excavators	Aggregated	25	Diesel	0.000300479	0.000357595	0.000712051	0.00043269	0.001476831	0.002734257	0.005444505	0.358668	0.714186141	0.00010217	0.000203436	9.3993E-05	0.000187161	0.000102	4.55E-06	3E-06	11924.55	15939.55	11.36	366609.65	30.74411
San Francisco Bay Area	2020	OFF - ConstMin - Other Construction Equipment	Aggregated	25	Diesel	0.000968898	0.001153068	0.000752211	0.001395213	0.006841638	0.008752139	0.005709512	1.190738	0.776785189	0.00033915	0.000221246	0.00031202	0.000203546	0.000339	1.79E-05	9.99E-06	39693.75	82406.05	119.33	1119020.65	28.19136
San Francisco Bay Area	2020	OFF - ConstMin - Pavers	Aggregated	25	Diesel	8.14285E-05	9.69066E-05	0.000776495	0.000117257	0.000399649	0.000742199	0.005947108	0.09706	0.777723851	2.8651E-05	0.000229572	2.6359E-05	0.000211206	2.87E-05	1.23E-06	8.08E-07	3212	3796	4.6	91104	28.36364
San Francisco Bay Area	2020	OFF - ConstMin - Paving Equipment	Aggregated	25	Diesel	9.63124E-05	0.00011462	0.000662561	0.00013869	0.000473367	0.000876409	0.005066095	0.114964	0.66454816	3.273E-05	0.000189198	3.0112E-05	0.000174062	3.27E-05	1.46E-06	9.6E-07	3817.9	6646.65	7.97	126286.35	33.07744
San Francisco Bay Area	2020	OFF - ConstMin - Plate Compactors	Aggregated	25	Diesel	0.000284563	0.000338654	0.000518326	0.000409771	0.002149414	0.00256614	0.003927605	0.352021	0.538785254	0.00010027	0.000153473	9.2251E-05	0.000141195	0.0001	5.48E-06	2.95E-06	11716.5	59619.1	99.33	476952.8	40.70779
San Francisco Bay Area	2020	OFF - ConstMin - Rollers	Aggregated	25	Diesel	0.001737548	0.002067825	0.000686407	0.002502069	0.010933962	0.015736831	0.005223784	2.113412	0.701539302	0.00060186	0.000199784	0.00055371	0.000183802	0.000602	3E-05	1.77E-05	70372	184043.95	264.59	2199150.55	31.25036
San Francisco Bay Area	2020	OFF - ConstMin - Rubber Tired Loaders	Aggregated	25	Diesel	8.02599E-05	9.55159E-05	0.000674429	0.000115574	0.000394471	0.000730337	0.005156837	0.095802	0.676451269	2.7289E-05	0.000192687	2.5106E-05	0.000177272	2.73E-05	1.22E-06	8.04E-07	3197.4	4135.45	4.25	103386.25	32.33447
San Francisco Bay Area	2020	OFF - ConstMin - Signal Boards	Aggregated	25	Diesel	0.004447517	0.005292913	0.00098835	0.006404425	0.033593811	0.04010694	0.007489205	5.501833	1.027362288	0.00156719	0.000292644	0.00144182	0.000269232	0.001567	8.56E-05	4.62E-05	183449	651561.5	867.99	3909369	21.31039
San Francisco Bay Area	2020	OFF - ConstMin - Signal Boards	Aggregated	50	Diesel	0.000110301	0.000131267	0.001131659	0.000158833	0.000896126	0.000832547	0.00717744	0.114493	0.987055371	4.1501E-05	0.00035778	3.8181E-05	0.000329158	4.15E-05	1.48E-06	9.56E-07	3799.65	2288.55	4.33	84676.35	22.2853
San Francisco Bay Area	2020	OFF - ConstMin - Skid Steer Loaders	Aggregated	25	Diesel	0.008039661	0.009567861	0.000706715	0.011577111	0.038868109	0.072352115	0.005344175	9.329592	0.689115604	0.00294277	0.000217363	0.00270735	0.000199974	0.002943	0.000118	7.8E-05	310235.4	494155.25	592.07	9883105	31.85679
San Francisco Bay Area	2020	OFF - ConstMin - Tractors/Loaders/Backhoes	Aggregated	25	Diesel	0.00149113	0.001774568	0.000686861	0.002147228	0.007328775	0.01356876	0.005251901	1.77989	0.688921318	0.00051076	0.000197692	0.0004699	0.000181877	0.000511	2.26E-05	1.49E-05	59184.75	82000.9	86.95	1886020.7	31.86667
San Francisco Bay Area	2020	OFF - ConstMin - Trenchers	Aggregated	25	Diesel	0.00070264	0.000836199	0.000930444	0.001011801	0.003806856	0.006382814	0.007102196	0.844522	0.939704417	0.00024056	0.000267674	0.00022132	0.00024626	0.000241	1.12E-05	7.06E-06	28079.45	29367.9	47.44	656058.3	23.36436

EMFAC2014 (v1.0.7) Emission Rates
Region Type: Air Basin
Region: San Francisco Bay Area
Calendar Year: 2020
Season: Annual
Vehicle Classification: EMFAC2011 Categories
Units: miles/day for VMT, trips/day for Trips, g/mile for RUNEX, PMBW and PMTW, g/trip for STREX, HTSK and RUNLS, g/vehicle/day for IDLEX, RESTL and DIURN

Region	Calendar Year	Vehicle Category	Model Year	Speed	Fuel	Population	VMT miles/day	Trips trips/day	ROG_RUNEX g/mile	ROG_IDLEX g/veh/day	ROG_STREX g/trip	ROG_HOTSOAK g/trip	ROG_RUNLOSS g/trip	ROG_RESTLOSS g/veh/day	ROG_DIURN g/veh/day	NOx_RUNEX g/mile	NOx_IDLEX g/veh/day	NOx_STREX g/trip	CO2_RUNEX g/mile	CO2_IDLEX g/veh/day	CO2_STREX g/trip	PM10_RUNEX g/mile	PM10_IDLEX g/veh/day	PM10_STREX g/trip	PM10_PMTW g/mile	PM10_PMBW g/mile	PM2_5_RUNEX g/mile	PM2_5_IDLEX g/veh/day	PM2_5_STREX g/trip	PM2_5_PMTW g/mile	PM2_5_PMBW g/mile
San Francisco Bay Area	2020	LDA	Aggregated	Aggregated	GAS	2639789.892	93944227	16611552	0.01265893	0	0.10978236	0.125807841	0.256845365	0.211588961	0.236702903	0.06134217	0	0.10484743	279.280879	0	63.53770732	0.001762793	0	0.002417229	0.008000002	0.036750011	0.001620905	0	0.002222778	0.002000001	0.015750005
San Francisco Bay Area	2020	LDT1	Aggregated	Aggregated	GAS	210161.8522	6961770.8	1283578	0.02694219	0	0.23342785	0.265584217	0.971493405	0.473592055	0.580393064	0.13270846	0	0.19293273	328.339619	0	74.25385691	0.0024183	0	0.003383209	0.008000002	0.036750011	0.002223951	0	0.003111573	0.002000001	0.015750005
San Francisco Bay Area	2020	LDT2	Aggregated	Aggregated	GAS	893709.5296	33008227	5642099	0.01556707	0	0.12443148	0.123193696	0.421528853	0.249400841	0.259688411	0.08982633	0	0.1602032	373.416026	0	84.77643775	0.001692538	0	0.002259267	0.008000002	0.036750011	0.001556295	0	0.002077462	0.002000001	0.015750005
San Francisco Bay Area	2020	T7 single construction	Aggregated	Aggregated	DSL	894.3711074	85141.045	0	0.10731584	0.70528994	0	0	0	0	0	4.14426745	25.2902209	0	1636.72131	4656.18255	0	0.019068605	0.013495901	0	0.03600001	0.061740018	0.018243706	0.012912074	0	0.009000003	0.026460008

EXHIBIT B

RESOLUTION NO. 774-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE CERTIFYING THE ENVIRONMENTAL IMPACT REPORT, MAKING FINDINGS REQUIRED BY THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, ADOPTING THE MITIGATION AND MONITORING REPORTING PROGRAM, AND STATING OVERRIDING CONSIDERATIONS IN THE APPROVAL OF THE SUNNYVALE WATER POLLUTION CONTROL PLANT MASTER PLAN

WHEREAS, the California Environmental Quality Act (Public Resources Code Sections 21000 *et seq.*), ("CEQA") and the Guidelines for Implementation of the California Environmental Quality Act (14 California Code of Regulations, Sections 15000 *et seq.*) (the "CEQA Guidelines") requires local agencies to consider environmental consequences of projects for which they have discretionary authority; and

WHEREAS, a Draft Program Environmental Impact Report ("DPEIR") and Final Program Environmental Impact Report ("FPEIR", collectively, the "PEIR") has been prepared for and by the City of Sunnyvale for the Sunnyvale Water Pollution Control Plant Master Plan ("the Project") pursuant to CEQA and the CEQA Guidelines; and

WHEREAS, the PEIR addresses the environmental impacts of the Project, which is further described in Sections VI of Exhibit A attached hereto; and

WHEREAS, in conformance with CEQA, the City has issued notices, held public hearings, and taken other actions as described in Section IV of Exhibit A attached hereto; and

WHEREAS, the PEIR is incorporated by this reference in this Resolution, and consists of those documents referenced in Section IV of Exhibit A attached hereto; and

WHEREAS, a public hearing was held by the City Council on August 23, 2016, regarding the Project and the PEIR, following notice duly and regularly given as required by law, and all interested persons expressing a desire to comment thereon or object thereto were heard, and the PEIR was considered; and

WHEREAS, by this resolution, the City Council, as the lead agency under CEQA for preparing the PEIR and the entity responsible for approving the Project, desires to comply with the requirements of CEQA and the CEQA Guidelines for consideration, certification, and use of the PEIR in connection with the approval of the Project.


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

1. The City Council hereby finds and certifies that the PEIR has been completed in compliance with CEQA and the CEQA Guidelines; that the PEIR adequately addresses the environmental issues of the Project; that the PEIR was presented to the City Council; that the City Council has reviewed and considered the information contained in the PEIR prior to approving the Project; and that the PEIR reflects the independent judgment and analysis of the City Council.
2. The City Council hereby identifies the significant effects, adopts the mitigation measures, adopts the Mitigation Monitoring and Reporting Program to be implemented for each mitigation measure, makes the findings, and adopts a statement of overriding considerations set forth in detail in the attached Exhibit A, which is incorporated in this Resolution by this reference. The statements, findings and determinations set forth in Exhibit A are based on the above certified PEIR and other information available to the City Council, and are made in compliance with Sections 15091, 15092, 15093, and 15096 of the CEQA Guidelines and Sections 21081 and 21081.6 of CEQA.
3. The City Council hereby finds the Master Plan consistent with the City's General Plan and approves and adopts the Master Plan.

Adopted by the City Council at a regular meeting held on August 23, 2016, by the following vote:


AYES: HENDRICKS, LARSSON, GRIFFITH, MARTIN-MILIUS, DAVIS,
MEYERING
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
RECUSAL: NONE

ATTEST:




City Clerk
(SEAL)

APPROVED:



Mayor

APPROVED AS TO FORM:



Rebecca L. Moon, Sr. Assistant City Attorney

EXHIBIT A

CITY OF SUNNYVALE

SUNNYVALE WATER POLLUTION CONTROL PLANT MASTER PLAN

SIGNIFICANT ENVIRONMENTAL EFFECTS, FINDINGS OF FACT, MITIGATION MEASURES, MONITORING PROGRAM, AND STATEMENT OF OVERRIDING CONSIDERATIONS

I. PURPOSE OF THE FINDINGS

The purpose of these findings is to satisfy the requirement of Public Resources Code Section 21000, *et seq.*, and Sections 15091, 15092, 15093 and 15097 of the CEQA Guidelines, 14 Cal. Code Regs. Sections 15000, *et seq.*, associated with approval of the Sunnyvale Water Pollution Control Plan Master Plan (the "Project"). These findings provide the written analysis and conclusions of the City Council regarding the Sunnyvale Water Pollution Control Plant Master Plan. They are divided into general sections, each of which is further divided into subsections. Each addresses a particular impact topic and/or requirement of law. At times, these findings refer to materials in the administrative record, which is available for review in the City's Department of Public Works.

II. PROJECT OBJECTIVES

As noted in the Draft Program Environmental Impact Report for the Project, the City established overall planning objectives for the WPCP Master Plan in 2013. These planning objectives include:

- Develop process improvements to meet current and foreseeable water quality, biosolids, and air quality requirements.
- Identify process improvements that are cost effective, incorporate innovative solutions and technologies, and promote City goals to maximize water recycling opportunities.
- Provide the WPCP with a more reliable power supply through renewable energy generation that provides means to meet future heat and power demands.
- Maximize the use of available space, enhance safety through improved traffic circulation and access, and improve public access to the WPCP while ensuring site security.
- Maintain wastewater operations to meet regulatory standards during the course of implementing the Master Plan improvements.
- Provide flexibility in responding to financial and regulatory uncertainty.
- Maximize the useful life of the existing WPCP facilities in a manner that minimizes rate impacts while maintaining regulatory compliance.
- Incorporate a level of redundancy which provides operations and maintenance flexibility to deal with planned and unplanned process downtime.

- In partnership with other agencies, protect the WPCP from flooding and risks associated with sea level rise.
- Minimize life-cycle costs (capital and operation and maintenance) to City rate payers.

III. PROJECT DESCRIPTION

In the Draft Environmental Impact Report (EIR) for the Sunnyvale Water Pollution Control Plant (WPCP or Plant) Master Plan (Master Plan), the City proposes to approve the *Sunnyvale Water Pollution Control Plant Master Plan* for the Donald M. Somers Water Pollution Control Plant. The proposed Master Plan will serve as a long-term guide for upgrading and replacing the WPCP's facilities and operations. The purpose of the Master Plan is to ensure that the WPCP can meet changing regulations, treat existing and projected wastewater flows reliably and cost-effectively, and increase recycled water production. The Master Plan yielded a preferred site plan and a series of capital improvement projects, including replacement of existing and construction of new facilities, to be phased in over the next 20 or more years at and near the WPCP. Many of the existing buildings and processes at the WPCP site would be decommissioned and replaced with new buildings and processes. Improvements planned outside of the main plant area include construction of basins and tanks for emergency water storage and relocation of Bay Trail access to Caribbean Drive. The Master Plan would be implemented at and near the Sunnyvale WPCP, 1444 Borregas Avenue, Sunnyvale CA.

IV. THE CEQA PROCESS

A draft and a final Program Environmental Impact Report (collectively, the "PEIR") has been prepared for and by the City in accordance with the California Environmental Quality Act ("CEQA", Public Resources Code Sec 21000 *et seq.*), and the State CEQA Guidelines (14 Cal. Code of Regulations, Sections 15000 *et seq.*) in connection with the Project. The PEIR for the Project consists of the following:

- A. Draft Program Environmental Impact Report ("DPEIR"), issued February 2016;
- B. All appendices to the DPEIR;
- C. Final Program Environmental Impact Report ("FPEIR"), dated July 2016, containing all written comments and responses on the DPEIR, refinements and clarifications to the DPEIR, the mitigation monitoring and reporting program; and
- D. All of the comments and staff responses entered into the record orally and in writing, as well as accompanying technical memoranda or evidence entered into the record.

In conformance with CEQA, the City has taken the following actions in relation to the PEIR:

- A. On June 15, 2015, a Notice of Preparation (NOP) was distributed to appropriate agencies and parties for the purpose of obtaining written comments from the agencies and parties regarding the scope and content of environmental information and analysis which they wanted addressed in the PEIR.

- B. On June 24, 2015, the City held two scoping meetings with interested parties for the purpose of receiving comments on the scope of the PEIR.
- C. A Draft Program Environmental Impact Report (DPEIR) was prepared for the Project and was circulated for public review and comment from February 29, 2016 through April 14, 2016. The DPEIR was submitted to the State Clearinghouse for review on February 26, 2016 (State Clearinghouse No. 2015062037). On February 29, 2016, notice of the availability of the DPEIR was provided to appropriate agencies and the general public via a Notice of Completion sent to the State Clearinghouse and via mailed notice to all interested parties, and listed in the legal advertisements in the San Jose Mercury News on February 29, 2016, and the Sunnyvale Sun on March 4, 2016.
- D. On April 14, 2016, all comments received on the PEIR during the public comment period were responded to and included in a Final PEIR, made available for public review on July 12, 2016.
- E. Pursuant to CEQA Guidelines §15088(b), a written response was provided to each public agency on comments made by that public agency at least 10 days prior to the date of this certification.
- F. The Project and the PEIR came before the City Council on August 23, 2016 at a duly and properly noticed public hearing. On this date, the City Council adopted the following findings, Mitigation Monitoring and Reporting Program, and Statement of Overriding Considerations.

V. FINDINGS ARE DETERMINATIVE

The City Council certifies that the PEIR has been completed in compliance with CEQA and that it was presented to, and reviewed and considered by, the City Council prior to acting on the Project. In so certifying, the City Council recognizes that there may be differences in and among the different sources of information and opinions offered in the documents and testimony that make up the PEIR and the administrative record; that experts disagree; and that the City Council must base its decision and these findings on the substantial evidence in the record that it finds most compelling. Therefore, by these findings, the City Council ratifies, clarifies, and/or makes insignificant modifications to the PEIR and resolves that these findings shall control and are determinative of the significant impacts of the Project.

The mitigation measures proposed in the PEIR are adopted in this Exhibit A, substantially in the form proposed in the PEIR, with such clarifications and non-substantive modifications as the City Council has deemed appropriate to implement the mitigation measures. Further, the mitigation measures adopted in this Exhibit A are expressly incorporated into the Project pursuant to the adopted conditions of approval.

The findings and determinations in this Exhibit A are to be considered as an integrated whole and, whether or not any subdivision of this Exhibit A fails to cross-reference or incorporate by reference any other subdivision of this Exhibit A, that any finding or determination required or permitted to be made shall be deemed made if it appears in any portion of this document. All of

the text included in this document constitutes findings and determinations, whether or not any particular caption sentence or clause includes a statement to that effect.

Each finding herein is based on the entire record. The omission of any relevant fact from the summary discussions below is not an indication that a particular finding is not based in part on the omitted fact.

Many of the mitigation measures imposed or adopted pursuant to this Exhibit A to mitigate the environmental impacts identified in the administrative record may have the effect of mitigating multiple impacts (e.g., conditions imposed primarily to mitigate traffic impacts may also secondarily mitigate air quality impacts, etc.). The City Council has not attempted to exhaustively cross-reference all potential impacts mitigated by the imposition of a particular mitigation measure; however, such failure to cross-reference shall not be construed as a limitation on the potential scope or effect of any such mitigation measure.

Reference numbers to impacts, mitigation measures, and page numbers in the following sections are to the page numbers used in the PEIR, as specified.

VI. IMPACTS, MITIGATION MEASURES AND FINDINGS

In conformance with Section 15091 of the State CEQA Guidelines, this section of the findings lists each significant environmental effect of the project listed in the PEIR; describes those mitigation measures recommended in the PEIR; and, as required by Section 15091(a), finds that either: the adopted mitigation measures have substantially lessened the significant effect; the adopted mitigation measures, though implemented, do not substantially lessen the significant effect; the mitigation measures cannot be adopted and implemented because they are the responsibility of another public agency; or that specific considerations make infeasible the mitigation measures identified in the PEIR.

All feasible mitigation measures listed below have been incorporated into the Mitigation Monitoring and Reporting Program ("MMRP"), further described in Section X, below. Compliance with the MMRP is a condition of approval of the Project, and the construction of the Project will incorporate all conditions contained in the MMRP.

1. Transportation

1.1 Impact. The activities associated with the project would temporarily reduce roadway capacity and increase traffic delays on area roadways, which could conflict with applicable measures of effectiveness for the performance of the circulation system.

Mitigation. The project shall implement the following mitigation measures to reduce impacts related to construction traffic:

MM-TR-1a: As part of pre-construction submittals, the contractor(s) shall submit a truck route plan to the City of Sunnyvale Public Works Department for review and approval to help minimize impacts to adjacent roadways.

MM-TR-1b: The City contractor(s) shall prepare and implement a traffic control plan using the City's Temporary Traffic Control guidelines to reduce traffic impacts on the roadways at and near the work site, as well as to reduce potential traffic safety hazards and ensure adequate access for emergency responders. The City shall coordinate development and implementation of this plan with City departments (e.g., Emergency Services, Fire, Police, Transportation), as appropriate. To the extent applicable, the traffic control plan shall conform to the Caltrans' California Manual on Uniform Traffic Control Devices, Part 6 (Temporary Traffic Control; Caltrans, 2014). The traffic control plan shall include, but not be limited to, the following elements:

- Circulation and detour plans to minimize impacts on local road circulation during road and lane closures. Flaggers and/or signage shall be used to guide vehicles through and/or around the construction zone.
- Controlling and monitoring construction vehicle movement through the enforcement of standard construction specifications by onsite inspectors.
- Sufficient staging areas for trucks accessing construction zones to minimize disruption of access to adjacent public rights-of-way.
- Scheduling truck trips outside the peak morning and evening commute hours to the extent possible.
- Maintaining pedestrian and bicycle access and circulation during project construction where safe to do so. If construction activities encroach on bicycle routes or multi-use paths, advance warning signs (e.g., "Bicyclists Allowed Use of Full Lane" and/or "Share the Road") shall be posted that indicate the presence of such users.
- Identifying detours for bicycles and pedestrians, where applicable, in all areas affected by project construction.
- Implementing roadside safety protocols. Advance "Road Work Ahead" warning and speed control signs (including those informing drivers of State legislated double fines for speed infractions in a construction zone) shall be posted to reduce speeds and provide safe traffic flow through the work zone.
- Coordinating construction with administrators of police and fire stations (including all fire protection agencies), and recreational facility managers. Operators shall be notified in advance of the timing, location, and duration of construction activities and the locations of detours and lane closures, where applicable.
- Storing all equipment and materials in designated contractor staging areas on or adjacent to the worksite, such that traffic obstruction is minimized.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts on the performance of the circulation system to **less than significant** levels.

1.2 Impact. The project would increase traffic safety hazards for vehicles, bicyclists, and pedestrians on public roadways due to roadway design features, incompatible uses, or project-related vehicle trips.

Mitigation. The project shall implement a Temporary Traffic Control Plan (Mitigation Measure MM-TR-1b) to reduce impacts related to traffic safety hazards.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts related to traffic safety hazards to **less than significant** levels.

1.3 Impact. The project could result in inadequate emergency access.

Mitigation. The project shall implement a Temporary Traffic Control Plan (Mitigation Measure MM-TR-1b) to reduce impacts related to emergency access.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts related to emergency access to **less than significant** levels.

1.4 Impact. Implementation of the Master Plan and WPF, in combination with other projects, could result in cumulative impacts related to transportation.

Mitigation. Prior to construction, the City's or District's respective contractor(s) shall develop a Coordinated Transportation Management Plan, and the City/District and its contractor(s) shall work with other projects' contractors and appropriate County and/or City departments (e.g., Emergency Services, Fire, Police, Transportation) as needed to prepare and implement a transportation management plan for roadways adjacent to and directly affected by the Master Plan improvements or the WPF, and to address the transportation impact of the overlapping construction projects within the vicinity of the Master Plan or the WPF in the region. The transportation management plan shall include, but not be limited to, the following requirements:

- Coordination of individual traffic control plans for the Master Plan or WPF with nearby projects.
- Coordination between the contractor and other project contractors in developing circulation and detour plans that include safety features (e.g., signage and flaggers). The circulation and detour plans shall address:
 - Full and partial roadways closures
 - Circulation and detour plans to include the use of signage and flagging to guide vehicles through and/or around the construction zone, as well as any temporary traffic control devices
 - Bicycle/Pedestrian detour plans, where applicable
 - Parking along public roadways

- Haul routes for construction trucks and staging areas for instances when multiple trucks arrive at the work sites
- Protocols for updating the transportation management plan to account for delays or changes in the schedules of individual projects.

Finding. Implementation of the above PEIR mitigation measure will reduce cumulative transportation impacts to **less than significant** levels.

2. Noise and Vibration

2.1 Impact. Demolition and construction associated with the implementation of the WPCP improvements would result in temporary increases in ambient noise levels in the WPCP vicinity above existing noise levels and could generate noise levels in excess of standards established in the City of Sunnyvale General Plan and Municipal Code.

Mitigation. For any Master Plan improvements involving construction activities at, or truck trips to or from, the WPCP between the hours of 6:00 p.m. and 7:00 a.m., the City will incorporate into the contract specifications required compliance with a Construction Noise Logistics Plan developed by the City or its contractor, which will specify hours of construction, identify noise and vibration minimization measures, require posting or notification of construction schedules and hours, and identify a designated noise disturbance coordinator who shall respond to noise complaints. The Plan shall include measures such as, but not limited to the following:

- Consistent with Section 16.08.030 of the Sunnyvale Municipal Code, all noise generating construction activities at the project site shall be limited to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday and between 8:00 a.m. and 5:00 p.m. on Saturdays as much as possible. There shall be no construction activity at the project site on Sundays and national holidays when city offices are closed. Any critical construction activities that will need to take place outside the hours stated above shall be completed as expeditiously as possible to reduce the duration of the impact. No extreme noise generating activities at the project site shall take place outside the hours listed above.
- Any onsite construction activities that will need to take place outside the above mentioned hours will need prior approval from the City.
- Signs shall be posted at the construction site that include construction days and hours, a day and evening contact number for the job site, and a day and evening contact number for the City or contractor in the event of problems.
- All construction vehicles and equipment, fixed and mobile, shall utilize the best available noise control techniques (e.g., improved mufflers, equipment redesign, use

of intake silencers, ducts, engine enclosures and acoustically-attenuating shields or shrouds, wherever feasible)

- Construction staging areas shall be located as far as practicable from existing recreational uses so as to cause minimal disruption to these activities.
- Construction traffic to and from the project site shall be routed via designated truck routes that use freeways to the extent possible. Trucks shall not traverse through or adjacent to any residential areas, including along Lawrence Expressway, between the hours of 6:00 p.m. and 7:00 a.m. Preferred access to the site shall be from SR-237 through Caribbean Drive or North Mathilda Avenue.
- Prohibit unnecessary idling of internal combustion engines.

Finding. Implementation of the above PEIR mitigation measure will reduce noise and vibration impacts to **less than significant** levels.

4. Air Quality

3.1 Impact. Implementation of the Master Plan would generate emissions that would conflict with the 2010 Clean Air Plan.

Mitigation. The project shall implement BAAQMD Basic Construction Measures (Mitigation Measure AQ-2a) and BAAQMD Additional Construction Mitigation Measures (Mitigation Measure AQ-2b) to reduce impacts related to consistency with the 2010 Clean Air Plan.

Finding. Construction of the Master Plan would generate emissions in excess of significance levels (described further below), conflicting with the primary goals of the 2010 Clean Air Plan. Implementation of Mitigation Measures AQ-2a and AQ-2b would reduce potential impacts primarily from fugitive dust and, to a lesser extent, from exhaust. While these measures would reduce construction impacts from fugitive dust to a less-than-significant level, they are not likely to reduce emissions from construction equipment exhaust to levels below significance. This impact would remain **significant and unavoidable**.

3.2 Impact. Construction activities associated with Master Plan improvements would generate emissions that could contribute to air quality violations.

Mitigation. The project shall implement the following mitigation measures to reduce impacts related to construction emissions:

MM-AQ-2a: The City shall implement the following applicable BAAQMD Basic Construction Mitigation Measures to reduce emissions of fugitive dust and equipment exhaust:

- All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material offsite shall be covered.
- All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- All vehicle speeds on unpaved roads shall be limited to 15 mph.
- All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
- Idling times shall 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]). Clear signage shall be provided for construction workers at all access points.
- All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
- Post a publicly visible sign with the telephone number and person to contact at the City or City's contractor regarding dust complaints. This person shall respond and the contractor shall take corrective action within 48 hours.

MM-AQ-2b: The City shall implement the following applicable BAAQMD Additional Construction Mitigation Measures Recommended for Projects with Construction Emissions Above the Thresholds to further reduce emissions of fugitive dust and exhaust:

- All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent. Moisture content can be verified by lab samples or moisture probe.
- All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.
- Wind breaks (e.g., trees, fences) shall be installed on the windward side(s) of actively disturbed areas of construction. Wind breaks should have at maximum 50 percent air porosity.
- Vegetative ground cover (e.g., fast-germinating native grass seed) shall be planted in disturbed areas as soon as possible and watered appropriately until vegetation is established.

- The simultaneous occurrence of excavation, grading, and ground-disturbing construction activities on the same area at any one time shall be limited. Activities shall be phased to reduce the amount of disturbed surfaces at any one time.
- All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
- Site accesses to a distance of 100 feet from the paved road shall be treated with a 6 to 12 inch compacted layer of wood chips, mulch, or gravel.
- Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways from sites with a slope greater than one percent.
- Minimizing the idling time of diesel powered construction equipment to two minutes.
- The City shall develop a plan demonstrating that the off-road equipment (more than 50 horsepower) to be used in the construction project (i.e., owned, leased, and subcontractor vehicles) would achieve a project wide fleet-average 20 percent NOx reduction compared to the most recent CARB fleet average. Acceptable options for reducing emissions include the use of newer model engines, low-emission diesel products, alternative fuels, engine retrofit technology, after-treatment products, add-on devices such as particulate filters, and/or other options as such become available.
- All construction equipment, diesel trucks, and generators must be equipped with Best Available Control Technology for emission reductions of NOx and PM.
- All contractors must use equipment that meets CARB's most recent certification standard for off-road heavy duty diesel engines.

Finding. Construction of the Master Plan would generate emissions that could contribute to air quality violations. Implementation of Mitigation Measures AQ-2a and AQ-2b would reduce potential impacts for most, but not all, stages of construction. It cannot be substantiated that implementation of Mitigation Measures AQ-2a and AQ-2b would be adequate to reduce the associated impact. This impact would remain **significant and unavoidable**.

3.3 Impact. Implementation of the Master Plan would have a considerable contribution to cumulative air quality impacts in the region.

Mitigation. No mitigation was identified for the cumulative impact on air quality in the region.

Finding. Insufficient information is currently available about the nature of construction activities associated with some stages of Master Plan construction, and emissions of criteria pollutants during construction of these stages could be significant even with mitigation. Therefore, the Master Plan's construction emissions would be cumulatively considerable. This impact would remain **significant and unavoidable**.

5. Biological Resources

4.1 Impact. The Master Plan could result in the loss of or damage to special-status plants.

Mitigation. The project shall implement the following mitigation measures to reduce impacts special-status plants:

MM-BIO-1a:

- Within 2 years prior to initial ground disturbance for activities outside the main plant fenceline, the City will retain a qualified biologist, or require the contractor to retain a qualified biologist, to conduct protocol-level surveys for Congdon's tarplant in suitable habitat in, and within 50 feet of, the proposed construction footprint. These surveys will be conducted in accordance with the protocols established by the CDFW and CNPS, and shall coincide with the bloom period for the species (May through November).
- If Congdon's tarplant is present in the survey area, the City contractor will avoid impacts on individuals of this species to the extent feasible during implementation of the Master Plan.
- If Congdon's tarplant is present near the limits of disturbance, the City contractor will maintain a buffer free from construction-related activities around the tarplant occurrence; this buffer will be at least 50 feet if feasible, but large enough to avoid indirect impacts such as dust mobilization and alteration of hydrology. The City contractor shall demarcate the buffer in the field with orange fencing. No equipment or vehicles shall be permitted within the buffer area during construction.
- If 15 percent or more of the known population of Congdon's tarplant within five miles of the Master Plan area at the time of impact would be affected by the Master Plan, the City will provide compensatory mitigation. To compensate for loss of individual Congdon's tarplants, offsite habitat either occupied by the species or suitable for restoration to support the species and revegetated with this species (such as Sunnyvale Baylands Park) shall be preserved and managed in perpetuity at a minimum 1:1 mitigation ratio (at least one plant preserved for each plant affected). Seeds from the affected population shall be collected and used to seed the mitigation area.

MM-BIO-1b:

- The City will retain a qualified biologist, or require the contractor to retain a qualified biologist, to develop an Invasive Species Management Plan to reduce the presence and spread of non-native, invasive plant species in the Master Plan area. The Invasive Species Management Plan shall be developed prior to any grading or import of fill material outside of, or within 20 feet of the western and northern sections of the main

plant fenceline. Once a concrete flood wall is built around the facility, no invasive species management will be necessary for project activities within the main plant fenceline. The overarching goal of this mitigation is to halt the further expansion of existing invasive species and introduction of new invasives into sensitive habitats in project areas. The Invasive Species Management Plan shall include, but not be limited to, the following:

- Prior to construction outside of, or within 20 feet of the western and northern sections of, the main plant fenceline, the extent and locations of invasive species occurrences will be mapped within all areas proposed to be graded, including access roads and staging areas, and within all sensitive habitats (e.g., wetlands) across the project areas.
- Areas identified to have weed infestations shall be treated prior to ground disturbance according to weed control methods detailed below:
 - Weed control treatments shall include all legally permitted herbicide, manual, and mechanical methods approved for application. The application of herbicides shall be in compliance with all state and federal laws and regulations under the prescription of a Pest Control Advisor (PCA), where concurrence has been provided by the City of Sunnyvale, and implemented by a Licensed Qualified Applicator. Herbicides shall not be applied during or within 72 hours of a scheduled rain event. Where manual and/or mechanical methods are used, disposal of the plant debris will take place at an appropriate offsite location. The timing of the weed control treatment shall be determined for each plant species with the goal of controlling populations before they start producing seeds and/or encroach into adjacent areas from rhizomatous shoots. Consultation with a qualified wildlife biologist and plant ecologist shall be required prior to weed control treatments in sensitive habitats with the intent of avoiding any adverse impacts on special-status species in the area.
 - Surveying and monitoring for weed infestations shall occur over the course of any grading operations outside of, or within 20 feet of the western and northern sections of, the main plant fenceline. Treatment of all identified weed populations shall occur at a minimum of once annually.
 - Once grading ceases, invasive plant populations within all sensitive habitats (such as wetlands) that are not impacted, but that are within 200 feet of grading/construction areas located outside of or within 20 feet of the western and northern sections of the main plant fenceline, shall be mapped and the areal extent and location of invasive populations documented. Sensitive habitats include portions of the Sunnyvale West Channel, the Cargill Channel, Ponds 1 and 2, and SCVWD Pond A4. This shall occur on an annual basis for

a minimum of 3 years following grading operations.

- If, in any monitoring year, the size of existing populations within sensitive habitats expands by 20 percent or more in terms of surface area in comparison to the population size documented prior to construction, the weed control measures described above shall be implemented (inter-annual variation due to climate differences may account for as much as 10 percent of change).
- During construction activities located outside of or within 20 feet of the western and northern sections of the main plant fenceline, all seeds and straw materials used on site shall be weed-free rice straw, and all gravel and fill material shall be certified weed free.
- During construction activities located outside of or within 20 feet of the western and northern sections of the main plant fenceline, vehicles and all equipment shall be washed (including wheels, undercarriages, and bumpers) before entering the project areas adequately to ensure that weed seeds from other sites are not transported to these construction areas. Vehicles shall be cleaned at existing construction yards or legally operating car washes. In addition, tools such as chainsaws, hand clippers, pruners, etc., shall be washed before entering the work areas.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts related to special-status plants to **less than significant** levels.

4.2 Impact. The Master Plan could result in the loss of or damage to special-status wildlife species.

Mitigation. The project shall implement the following mitigation measures to reduce impacts special-status wildlife:

MM-BIO-2a: The City will retain, or require the contractor to retain, a qualified biologist to conduct mandatory contractor/worker environmental awareness training for all construction personnel working on project activities outside of the main plant, including but not limited to Ponds 1 and 2, the diurnal equalization and emergency storage basins, channel levees, and the Bay Trail parking relocation area. The awareness training will be provided to all construction personnel to brief them on the potential for special-status species to occur on the site, the need to avoid effects to special-status species and their habitats, and all project mitigation measures pertaining to biological resources and water quality. If new construction personnel are added, the contractor will ensure that the personnel receive the mandatory training before starting work. A representative will be appointed during the employee education program to be the contact for any employee or contractor who might inadvertently kill or injure a special-status species or who finds a dead, injured, or entrapped individual. The representative's name and telephone number will be provided to the City prior to the initiation of construction activities outside of the main plant.

MM-BIO-2b: The following measures will be incorporated into the construction stormwater pollution prevention plan and implemented during construction of Master Plan improvements to avoid or minimize impacts on water quality:

- Earth-moving in areas draining directly to wetlands and aquatic habitats will not occur during days when rain is occurring or predicted to occur (i.e., greater than 40 percent chance) during the work period. This measure applies to all Project areas with potential to drain directly to wetlands or aquatic habitats, particularly in or adjacent to the Southeast Channel, the Sunnyvale West Channel, the Cargill Channel, Ponds 1 and 2, and SCVWD Pond A4.
- All permit conditions, legal requirements, and appropriate dredging and engineering practices shall be followed to avoid and minimize water quality impacts associated with Master Plan activities. Suitable erosion control, sediment control, source control, treatment control, material management, and stormwater management BMPs will be implemented consistent with the latest edition of the California Stormwater Quality Association "Stormwater Best Management Practices Handbook," available at www.capmphandbooks.com.
- Spill prevention kits shall always be in close proximity when using hazardous materials (e.g., crew trucks and other logical locations). Feasible measures shall be implemented to ensure that hazardous materials are properly handled and the quality of aquatic resources is protected by all reasonable means when removing vegetation and sediments from the channels.
- No fueling shall be done in areas immediately adjacent to (i.e., within 50 feet of) channels, ponds, or wetlands. For stationary equipment that must be fueled on site, containment shall be provided in such a manner that any accidental spill of fuel shall not be able to enter the water or contaminate sediments that may come in contact with water. Any equipment that is readily moved out of the channels, ponds, or wetlands shall not be fueled in these sensitive habitat areas or the immediate floodplains surrounding them.
- A hazardous materials management/fuel spill containment plan will be developed and implemented by the construction contractor and given to all contractors and biological monitors working on the Master Plan, with at least one copy of the plan located onsite at all times. The purpose of the plan is to provide onsite construction managers, environmental compliance monitors, and regulatory agencies with a detailed description of hazardous materials management, spill prevention, and spill response/cleanup measures associated with the construction of Master Plan elements. The primary objective of the plan is to prevent a spill of hazardous materials. Elements of the plan will include, but are not limited to the following:

- A discussion of hazardous materials management, including delineation of hazardous material and hazardous waste storage area, access and egress routes, waterways, emergency assembly areas, and temporary hazardous waste storage areas;
 - Materials Safety Data Sheets for all chemicals used and stored on site;
 - An inventory list of emergency equipment;
 - Spill control and countermeasures including employee spill prevention/response training;
 - Notification and documentation procedures; and
 - A monthly reporting plan.
- Vehicles will be checked daily for oil or fuel leaks and will be washed only at an approved area as described above for Mitigation Measure BIO-1b. No washing of vehicles will occur in Master Plan areas located outside of the main plant fenceline.
 - The work site, areas adjacent to the site, and access areas will be maintained in an orderly condition, free and clear from debris and discarded materials. This measure includes all Master Plan areas located outside of the main plant fenceline. Personnel will not sweep, grade, or flush surplus materials, rubbish, debris, or dust onto adjacent areas or waterways. Upon completion of work, all building materials, debris, unused materials, concrete forms, and other construction-related materials will be removed from the Master Plan areas located outside of the main plant fenceline.
 - Stockpiled materials outside of the main plant fenceline will be covered by plastic sheeting, tarps, or similar material that can be secured during wind and rain. A sediment fence or berm will be installed around stockpiled dredged material to prevent runoff from transporting sediment into sensitive habitats (such as the channels, ponds, and wetlands). Heavy equipment will not be operated in the active channels or within wetland habitats, but instead from existing hardscape, access roads, and levees.
 - Water conservation methods will ensure that water used in the Master Plan area does not create surface flows capable of carrying pollutants to the nearby creek channel. All personnel, including sub-contractors will be instructed on the practical methods of preventing leaks or over-use of watering, and will be required to adhere to the practices in the detail sheets provided. Woody debris from tree trimming and other activities will not be left in the active channels or in wetland habitats.
 - In-channel vegetation removal may result in increased local erosion in the channels due to increased flow velocity. To minimize such erosion, the toe of the bank will be

protected by leaving vegetation within the channel to the maximum extent practicable.

- Cofferdams or silt fencing will be used to the extent feasible during construction and maintenance activities that could potentially result in substantial siltation of open water. For any work within aquatic or wetland habitats, such as Ponds 1 and 2 or the Cargill Channel, silt curtains will be installed to prevent suspended sediments from migrating out of the immediate work area, and dredging will be conducted on incoming tides to the extent feasible to further reduce the potential for sediment mobilization outside the Master Plan area. Dredging within aquatic or wetland habitats will be conducted with a closed clamshell-style dredge to reduce the amount of suspended sediment produced. Dredge volumes will be documented to ensure compliance with and adequate performance of these measures.

MM-BIO-2c: The following measures will be implemented during construction of the Master Plan to avoid or minimize impacts on special-status fish species:

- Impacts on tidal waters where special-status fish and Essential Fish Habitat may occur will be minimized to the extent feasible.
- Construction activities in, or directly adjacent to, waters where green sturgeon, longfin smelt, steelhead, or Chinook salmon may be present will be performed between June 1 and November 30. These waters include but are not limited to the Moffett Channel and the Sunnyvale West Channel.
- Activities that extend into the waters where special-status fish may be present, such as levee breaching for active restoration of Ponds 1 and 2, will be performed at low tide and/or under de-watered conditions, to the extent practicable.
- If pile driving or installation of temporary sheet piles is necessary during construction or restoration activities outside of the main plant fenceline, such as for earthwork, foundations, or dewatering, then pile driving will be performed using a vibratory hammer to minimize the potential effects of noise and pressure-waves on fish.
- National Marine Fisheries Service personnel will be immediately notified of any observed fish mortality events associated with Master Plan activities.
- Tidally restored ponds will contain channels that are adequate for the ingress and egress of fish with tidal circulation to avoid fish stranding.
- Treated wood will not be used in structures that may come into contact with water.

MM-BIO-2d: The following measures will be implemented to avoid and minimize impacts on western pond turtles in portions of the Master Plan area outside of the main plant fenceline, particularly in or near the Sunnyvale West Channel:

- Impacts on aquatic habitat of the western pond turtle, such as the Sunnyvale West Channel, will be minimized to the extent feasible.
- A qualified biologist shall conduct a survey for western pond turtles and their nests immediately (i.e., within 2 hours) prior to commencement of work along the Sunnyvale West Channel. If a western pond turtle is found in an area where it could be injured or killed by Master Plan improvement activities, the biologist will relocate the turtle to an appropriate site outside the construction disturbance area.
- Following the initial survey, a construction crewmember who has been trained to identify western pond turtles by a qualified biologist shall conduct a survey of the work area along the Sunnyvale West Channel area each morning prior to the onset of construction activities. If a turtle is located, all work in the vicinity shall immediately cease, and a qualified biologist shall be contacted. Work within the area shall not resume until the turtle has been relocated or has moved on its own out of the construction disturbance area.
- If an active western pond turtle nest is detected within the activity area, a 25 foot-buffer zone around the nest will be established and maintained during the nesting season (April 1 through August 31) until the young have left the nest or it is no longer active due to predation, as determined by a qualified biologist.

MM-BIO-2e: The following measures will be implemented to avoid and minimize impacts on burrowing owls in the Master Plan area, particularly on the closed landfill and along the Sunnyvale West Channel but also including areas within the main plant fenceline that may support ground squirrel burrows:

- Preconstruction surveys for burrowing owls will be conducted by a qualified biologist prior to all construction activities that occur within 250 feet of potential burrowing owl habitat on the closed landfill or along the Sunnyvale West Channel, in conformance with CDFW protocols. This measure applies to construction activities inside of the main plant fenceline only where ground squirrel burrows are present or for those activities located within 250 feet of suitable burrowing owl habitat on the closed landfill or Sunnyvale West Channel. The final survey will occur no more than 2 days prior to the start of any ground-disturbing activity such as clearing and grubbing, excavation, or grading, or any similar activity within 250 feet of suitable habitat that could disturb nesting owls. If no burrowing owls are located during these surveys, no additional action would be warranted. However, if burrowing owls are located on or immediately adjacent to impact areas, the following measures would be implemented.
- If burrowing owls are present during the nonbreeding season (generally 1 September to 31 January), the City/contractor would maintain a 150-foot buffer zone, within which no new Master Plan-related activity would occur, around the occupied

burrow(s) if feasible. However, this buffer distance would not apply to existing operations and maintenance activities in the main plant. A reduced buffer distance is acceptable during the nonbreeding season as long as construction avoids direct impacts on the burrow(s) used by the owls. During the breeding season (generally 1 February to 31 August), a 250-foot buffer, within which no new Master Plan-related activity would be permissible, would be maintained between Master Plan activities and occupied burrows. Owls present at burrows on the site after 1 February would be assumed to be nesting on or adjacent to the site unless evidence indicates otherwise. This protected area would remain in effect until 31 August, or based upon monitoring evidence, until young owls are foraging independently or until the nest is no longer active.

- In the unlikely event that an occupied burrowing owl burrow is within the construction footprint (e.g., on the bank of a levee), and the burrow cannot be avoided, the owl will be evicted from the burrow by a qualified biologist using one-way doors. The biologist will leave the one-way doors in place for at least 48 hours, checking them daily to ensure that they are functioning properly. If the biologist cannot be certain that the owl is outside the burrow (e.g., if the one-way doors were installed when the owl was inside the burrow and the owl cannot be detected outside later), then the burrow will be excavated by hand prior to being filled to ensure that no owl is trapped inside. Otherwise, the burrow will be backfilled after the owl has been evicted. No burrowing owls will be evicted from burrows during the nesting season unless evidence indicates that nesting is not actively occurring (e.g., because the owls have not yet begun nesting early in the season, or because young have already fledged late in the season).

MM-BIO-2f: The following measures will be implemented for activities outside of the main plant fenceline to avoid and minimize impacts on California Ridgway's rails and California black rails, particularly in tidal marsh habitats associated with the Moffett Channel:

- Impacts on tidal wetland habitat of these species will be minimized to the extent feasible. Tidal wetland habitat for these species occurs in the northern portions of the Master Plan area, in association with the Moffett Channel. Suitable tidal wetland habitat for these species is not present within the main plant fenceline.
- To avoid causing the abandonment of an active nest, construction activities within 700 feet of vegetated tidal marsh providing suitable breeding habitat for Ridgway's rails or black rails (i.e., the area along Moffett Channel where the marsh begins to widen just upstream from its confluence with Guadalupe Slough, or the large marsh area along Guadalupe Slough north of Pond 1) will be avoided during the breeding season from February 1 through August 31 unless protocol-level surveys are conducted to determine rail locations and territories the same year in which those

construction activities occur. If breeding Ridgway's rails or black rails are determined to be present, activities will not occur within 700 feet of areas in which Ridgway's rails or black rails were heard calling during protocol-level surveys. If the intervening distance across a major slough channel (e.g., Moffett Channel or Guadalupe Slough) or across a substantial barrier between the locations of rail detections and any construction activity area is greater than 200 feet, then it may proceed at that location within the breeding season. Aside from continued use of recreational trails established prior to the start of the breeding season (which may continue), only routine inspection, maintenance, or monitoring activities that have little potential for effects on rails due to their short durations, distance from rail habitat, or low-magnitude effects may be performed during the breeding season in areas within or adjacent to rail breeding habitat. Otherwise, with USFWS and CDFW approval on a case-by-case basis, construction activities may take place after July 15 in a given area if the activity is thought to be minimally disturbing to breeding rails.

- The extent of impacts on tidal marsh will be clearly demarcated in the field, and no impacts (including construction access) will occur outside those limits.
- Silt fencing or similar material will be installed between all areas of earth-moving and marsh outside the impact area to prevent dirt and other materials from entering marsh areas that are not intended to be affected.
- No animals can be brought to the project site to avoid harassing, killing, or injuring wildlife.
- The project site will be maintained trash-free, and food refuse will be contained in secure bins and removed daily during construction and dredging.
- Nighttime work near tidal marsh habitat will be avoided to the extent feasible. If nighttime work cannot be avoided, lighting will be directed to the work area and away from tidal marsh habitat.

MM-BIO-2g: The following measures will be implemented for activities outside of the main plant fenceline to avoid and minimize impacts on the salt marsh harvest mouse and salt marsh wandering shrew, particularly in marsh habitat associated with the Moffett Channel:

- Impacts on pickleweed and wetland habitat that may support these species will be minimized to the extent feasible. Wetland habitat that may support these species occurs in the northern portion of the Master Plan area, in association with the Moffett Channel and the Cargill Channel. No suitable habitat for these species occurs within the main plant fenceline.
- To avoid the loss of individual harvest mice or wandering shrews from any excavation, fill, or construction activities in suitable habitat, vegetation removal and

fill in marsh habitats, including the Moffett Channel and the Cargill Channel, will be limited to the minimum amount necessary to implement the Master Plan improvements. Wherever feasible, sufficient pickleweed habitat will remain adjacent to the activity area to provide refugia for displaced individuals.

- In areas where salt marsh harvest mice or wandering shrew habitat will be affected, vegetation and debris that could provide cover for mice will be removed using only hand tools at least three weeks prior to the commencement of construction activities. Vegetation removal will occur under the supervision of a qualified biologist. The vegetation will be removed on a progressive basis, such that the advancing front of vegetation removal moves toward vegetation that would not be disturbed. In some cases, temporary shelter consisting of dead vegetation may be positioned to provide escape routes to suitable habitat. A qualified biologist will monitor the vegetation removal and make specific recommendations with respect to the rate of vegetation removal (to ensure that any harvest mice or wandering shrews present are able to escape to cover that will not be affected), whether vegetation needs to remain in a certain area temporarily to facilitate dispersal of mice into habitat outside the impact area, and whether any berms are necessary to allow mice or shrews to disperse across wetted channels.
- Following the hand-removal of vegetation in areas where these species may be affected, exclusion fencing will be erected as needed between construction areas and harvest mouse/wandering shrew habitat that is to remain unaffected to define and isolate protected habitat for these species. This fencing will consist of heavy plastic sheeting or metal material that cannot be climbed by harvest mice or wandering shrews, or similar Resource Agency-approved exclusion materials, buried at least 4 inches below the ground's surface and with at least 1 foot (but no more than 4 feet) above the ground. All supports for the fencing will be placed on the inside of the work area. A 4-foot buffer will be maintained free of vegetation around the outside of the exclusion fencing. The fencing will be inspected daily during construction, and any necessary repairs will be made within 24 hours of when they are found. If any breaks in the fencing are found, a qualified biologist will inspect the work area for salt marsh harvest mice or wandering shrews. If any individual harvest mice are found within the impact footprint, they will be allowed to move on their own (although shrews may be relocated by a qualified biologist) to vegetated areas outside the impact footprint.
- During construction in areas where salt marsh harvest mice and wandering shrews may be affected, a qualified biologist will check underneath vehicles and equipment for these species before such equipment is moved during each day of construction, unless the equipment is surrounded by exclusion fencing. Based on current design concepts, the Master Plan is expected to affect approximately 1.5 acres of tidal

coastal brackish marsh (in the Moffett Channel) and another 0.5 acre of non-tidal salt marsh (in the Cargill Channel) that could potentially support these species through raising (and as a result widening) an access road and construction of a new pipeline segment to the diurnal equalization basins. To compensate for these habitat impacts, the City will provide mitigation through a combination of (a) the purchase of credits in an approved conservation bank that provides habitat suitable for use by these species and/or (b) tidal marsh habitat restoration onsite or offsite. Owing to the relatively low quality of habitat provided by the wetlands to be affected by Master Plan activities, this mitigation will be provided at a minimum ratio of 1:1 (mitigation:impact) on an acreage basis. This mitigation can be provided using the same mitigation area as described in Mitigation Measure BIO-3b for wetlands as long as the habitat is suitable for the salt marsh harvest mouse and salt marsh wandering shrew and provides vegetated wetlands adequate to compensate for impacts on these species' habitats at a 1:1 ratio.

Prior to construction, the City will purchase credits from an approved conservation bank and/or prepare a Habitat Mitigation and Monitoring Plan (HMMP) describing the proposed creation of mitigation habitats that will satisfy the mitigation requirements. Impacts on habitat of the salt marsh harvest mouse and salt marsh wandering shrew may not commence until the adequate credits in a conservation bank have been purchased and/or the City prepares the HMMP. The HMMP will be prepared by a qualified restoration ecologist and will include the following:

- A summary of impacts on these species' habitats and the proposed mitigation acreage
- Goals of the restoration to achieve no net loss of habitat functions and values for these species
- The location of the mitigation site and description of existing site conditions
- Mitigation design:
 - Existing and proposed site hydrology, geomorphology, and geotechnical stability, if applicable
 - Grading plan if appropriate, including bank stabilization or other site stabilization features
 - Soil amendments and other site preparation elements as appropriate
 - Planting plan
 - Irrigation and maintenance plan
 - Construction schedule
- Monitoring plan (including specific, objective final and performance criteria, monitoring methods, data analysis, reporting requirements, monitoring schedule,

etc.). Performance criteria will include demonstration of the presence of appropriate vegetation for these species within 10 years of mitigation implementation and presence of at least one of these two small mammal species within 10 years of the establishment of appropriate vegetated habitat.

- A contingency plan for mitigation elements that do not meet performance or final success criteria; this plan will include specific triggers for remediation if performance criteria are not being met.

MM-BIO-2h: The following measures will be implemented throughout the Master Plan area to minimize impacts on nesting San Francisco common yellowthroat, Alameda song sparrow, and other native bird species:

- Nesting deterrence can be implemented to minimize the potential for nesting birds to constrain project activities or to be adversely affected by those activities. The most effective nesting deterrence in non-developed portions of the main plant is vegetation removal to remove nesting substrate. Vegetation that is to be affected by the project should be removed during the nonbreeding season (i.e., September 1 through January 31) if feasible. If necessary, removal of nest-starts (incomplete nests that do not yet contain eggs or young) by qualified biologists may occur during the breeding season. Such nest-start removal may begin early in the breeding season (e.g., February) and continue regularly until vegetation can be removed and construction commences. Some species, such as barn swallows or black phoebes, may establish nests on buildings or other structures. To deter birds from nesting on structures, netting or other deterrence devices may be installed to preclude birds from constructing nests. Such nesting deterrence should be implemented under the supervision of qualified biologists in order to prevent death or injury of birds as a result of improperly installed deterrence devices, and such devices will require regular maintenance to ensure that they are functioning properly.
- Prior to commencement of new activities (i.e., activities that are not currently ongoing in any given area) during the breeding season (February 1 through August 31), preconstruction surveys will be conducted by a qualified biologist no more than 7 days prior to the initiation of new disturbance in any given area to ensure that no active nests of species protected by the Migratory Bird Treaty Act or California Fish and Game Code will be disturbed during Master Plan implementation. During this survey, the biologist will inspect all potential nesting habitats (e.g., trees, shrubs, buildings, and various substrates on the ground) in the project area for nests. This survey will include suitable nesting substrates both within and outside the main plant fenceline. Surveys will be conducted within search radii corresponding to disturbance-free buffer zones described below for raptors (300 feet) and non-raptors

(100 feet), including offsite areas adjacent to the Master Plan area (where such areas are accessible and are contained in the buffer zones).

- If an active nest is found, a qualified biologist will determine the extent of a disturbance-free buffer zone to be established around the nest until nesting has been completed. Disturbance-free buffer zones are typically 300 feet for raptors and 100 feet for non-raptors, although factors such as existing disturbance and vegetation or structures that screen construction activities from a nest will be considered in determining the appropriate buffer. Nests will be considered active until surveys conducted by a qualified ornithologist confirm nesting is complete. However, construction within these radii may proceed if, based on monitoring of the birds behavior, a qualified biologist determines that such activities are not likely to result in the abandonment of the nest. Per CDFW recommendations, monitoring will be conducted as follows:
 - A qualified biologist will monitor activity at each nest for three days prior to the onset of construction activities to develop a baseline of the normal behavior of the birds attending the nest. If the behavior observed at the nest is consistent on Days 1 and 2 of monitoring, Day 3 of monitoring may be skipped.
 - A qualified biologist will monitor activity at each nest for 8 hours on the first day that construction occurs within the standard buffer (e.g., within 100 feet of a non-raptor nest). If the biologist determines that the birds' behavior is not adversely affected, Master Plan activities may continue. The biologist should continue to monitor the nests for 1 hour/day on any day when construction activities occur within the standard buffer around an active nest.
 - If at any time the biologist determines that Master Plan activities within the standard buffer is adversely affecting the behavior of the birds such that the nest is in jeopardy of failing, construction activities should retreat to honor the standard buffer until the nest is no longer active (i.e., the young have fledged).

Finding. Implementation of the above PEIR mitigation measures will reduce impacts related to special-status wildlife to **less than significant** levels.

4.3 Impact. The Master Plan could result in the loss of or damage to open water and wetland habitats that are considered Waters of the U.S. and/or State.

Mitigation. The project shall implement the following mitigation measures to reduce impacts on open water and wetland habitats that are considered Waters of the U.S. and/or State:

MM-BIO-3a:

- Detailed design of WPCP improvements for the Master Plan will avoid and minimize impacts on open water and wetland resources to the extent feasible.
- If open water and wetland habitats are present within 100 feet or less of the limits of disturbance in the Master Plan area, avoidance buffers shall be maintained between those habitats and construction areas that drain directly to them. These buffers should be at least 50 feet for general construction activities and 100 feet for grading, to the extent feasible. The avoidance buffers shall be designated as Environmentally Sensitive Areas and clearly identified in the field using orange fencing. No equipment, vehicles, or personnel are permitted within Environmentally Sensitive Areas. Environmentally Sensitive Areas shall be shown on Project plan sets. All Environmentally Sensitive Area fencing shall be maintained intact and in good condition throughout the duration of construction.
- Any temporarily affected aquatic and wetland habitats will be restored to preconstruction elevations and contours, and temporarily affected wetlands will be revegetated using native plant species appropriate for the salinity, elevation, and location of the affected area.

MM-BIO-3b: The City shall obtain permits from the USACE, RWQCB, and CDFW as needed to obtain authorization to affect jurisdictional waters. In order to ensure that the proposed Master Plan results in no net loss of wetland and aquatic habitat functions and values, the City shall compensate for the permanent loss of jurisdictional wetland and aquatic habitats through a combination of on-site and/or off-site restoration/creation and protection and enhancement of wetland habitat. The size and location(s) of the area(s) to be restored/created will be determined based on appropriate mitigation ratios derived in consultation with USACE, RWQCB, and CDFW, but the amount of compensatory mitigation provided shall be at least 1:1 (i.e., at least equivalent to the acreage of jurisdictional wetlands and other waters permanently affected). Prior to construction, the City of Sunnyvale will purchase credits from a mitigation bank approved by the applicable resource agencies and/or prepare a Mitigation and Monitoring Plan describing the proposed creation of mitigation wetlands that will satisfy the mitigation requirements. Impacts on jurisdictional wetlands and other waters may not commence until the adequate credits in a mitigation bank have been purchased and/or the City of Sunnyvale prepares the Mitigation and Monitoring Plan.

The Mitigation and Monitoring Plan will be prepared by a qualified restoration ecologist and will include the following:

- A summary of wetland impacts and the proposed wetland creation mitigation
- Goals of the restoration to achieve no net loss of habitat functions and values
- The location of the mitigation site and description of existing site conditions

- Mitigation design:
- Existing and proposed site hydrology, geomorphology, and geotechnical stability, if applicable
- Grading plan if appropriate, including bank stabilization or other site stabilization features
- Soil amendments and other site preparation elements as appropriate
- Planting plan
- Irrigation and maintenance plan
- Construction schedule
- Monitoring plan (including specific, objective final and performance criteria, monitoring methods, data analysis, reporting requirements, monitoring schedule, etc.). Performance criteria will include the establishment of wetland vegetation on any vegetated wetland mitigation area within 5 years of mitigation implementation.
- A contingency plan for mitigation elements that do not meet performance or final success criteria within 5 years; this plan will include specific triggers for remediation if performance criteria are not being met.

Finding. Implementation of the above PEIR mitigation measures will reduce impacts on open water and wetland habitats that are considered Waters of the U.S. and/or State to **less than significant** levels.

4.4 Impact. The Master Plan could result in the loss of or damage to protected trees.

Mitigation. The project shall implement the following mitigation measures to reduce impacts on protected trees:

MM-BIO-4a: During detailed design of Master Plan activities, either within or outside the main plant fenceline, ordinance-sized trees will be avoided to the extent feasible. If it is determined during detailed design that impacts on some trees can be avoided, a construction-phase Tree Preservation Plan shall be prepared by a certified arborist prior to initiation of construction to describe how trees that will not be removed will be protected. The construction-phase Tree Preservation Plan shall include the following tree protection measures, which are based on guidelines established by the International Society for Arboriculture:

- Establish an area surrounding individual trees or groups of trees to be protected during construction as defined by a circle concentric with each tree with a radius 1-1/2 times the diameter of the tree canopy drip line. This Tree Protection Zone is established to protect the tree trunk, canopy and root system from damage during construction activities and to ensure the long-term survival of the protected trees. The

Tree Protection Zone shall: (1) ensure that no structures or buildings, that might restrict sunlight relative to the existing condition, will be constructed in proximity to the trees; and (2) that no improvements are constructed on the ground around the tree within the Tree Protection Zone, thus ensuring that there is sufficient undisturbed native soil surrounding the tree to provide adequate moisture, soil nutrients and oxygen for healthy root growth.

- Protect tree root systems from damage caused by (a) runoff or spillage of noxious materials while mixing, placing, or storing construction materials and (b) ponding, eroding, or excessive wetting caused by dewatering operations through use of the following measures during excavation and grading:
 - Excavation: Do not trench inside tree protection zones. Hand excavate under or around tree roots to a depth of 3 feet. Do not cut main lateral tree roots or taproots. Protect exposed roots from drying out before placing permanent backfill.
 - Grading: Maintain existing grades within tree protection zones. Where existing grade is 2 inches or less below elevation of finish grade, backfill with topsoil or native site soil. Place fill soil in a single uncompacted layer and hand grade to required finish elevation.
 - Apply 6-inch average thickness of wood bark mulch inside tree protection zones. Keep mulch 6 inches from tree trunks.
- Provide 48-inch tall orange plastic construction fencing fastened to steel T-posts, minimum six (6) feet in length, using heavyweight plastic ratchet ties. Install fence along edges of tree protection zones before materials or equipment are brought on site and construction operations begin. Maintain fence in place until construction operations are complete and equipment has been removed from site.
- Provide temporary irrigation to all trees in protection zones that may have important root systems impacted by construction.

MM-BIO-4b: At the discretion of the Director of Community Development, the City will either replace any removed protected trees at a 1:1 ratio or pay an in-lieu fee into a fund.

Finding. Implementation of the above PEIR mitigation measures will reduce impacts protected trees to **less than significant** levels.

4.5 Impact. The Master Plan could result in impacts on nesting birds.

Mitigation. The project shall implement Nesting Bird Measures (Mitigation Measure MM-BIO-2h) to reduce impacts related to nesting birds.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts related to nesting birds to **less than significant** levels.

4.6 Impact. Implementation of the Master Plan and WPF, in combination with other projects, would have a potentially significant contribution to cumulative impacts on biological resources.

Mitigation. No mitigation was identified for the cumulative impact on biological resources.

Finding. Ruddy ducks breed in limited numbers in ponds and non-tidal marshes throughout the South Bay, but the majority of individuals occur as nonbreeders during migration and winter, when thousands occur on managed ponds around the Bay. Because this species occurs in the South Bay almost exclusively in managed pond habitats, making little use of tidal habitats, regional planned tidal restoration of south bay ponds (such as South Bay Salt Ponds Restoration Project) is not feasible while maintaining sufficient habitat for maintenance of South Bay wintering ruddy duck numbers. If Ponds 1 and 2 are not maintained and managed for waterfowl such as ruddy ducks, their conversion to other habitat types under the Master Plan or WPF would result in a cumulatively considerable contribution to a potentially significant cumulative impact on ruddy ducks. This impact would remain **significant and unavoidable**.

6. Hydrology

6.1 Impact. The project would alter the existing drainage pattern in such a manner that could result in substantial erosion, siltation, or flooding.

Mitigation. Prior to design of the diurnal equalization and emergency storage facilities, or any Master Plan improvement that would require widening of the existing levee and road between the main plant and Pond 1, the City or its contractor will conduct a hydraulic analysis assessing the potential secondary effects of levee widening on water surface elevation and channel scour in Moffett Channel. Recommendations of the hydraulic analysis will be incorporated into project design and contractor specifications such that any changes to water surface elevation or the channel do not adversely affect channel capacity. The project will acquire a No-Rise Certification to confirm that the selected alternative will not cause an increase in water surface elevations along the Moffett Channel. This finding will be confirmed and certified by a registered professional engineer.

Finding: Implementation of the above PEIR mitigation measure will reduce impacts related to the existing drainage pattern to a **less than significant** level.

6.2 Impact. Implementation of the Master Plan would place structures within a 100-year flood area, which could expose people or structures to a significant risk of loss, injury or death involving flooding.

Mitigation. The project shall implement the following mitigation measures to reduce impacts related to flooding:

MM-HYD-3a: Prior to design of proposed WPCP improvements along Moffett Channel or within the oxidation ponds, the City will conduct a vulnerability analysis of project facilities to flooding, assess potential risks, and evaluate additional improvements that could reduce identified flood hazard risks. The evaluation will identify the flood safe elevation (FSE) as the sum of the (then) current base flood elevation (BFE) for the project area, the projected sea level rise during the project's design service lifetime, and additional three to four feet of freeboard as determined necessary by a registered professional engineer. The risk assessment will address the construction and design of facilities below the FSE and the potential for significant loss, injury, or upset that could result from flooding, and identify feasible measures that could reduce flood hazard risks. Project design will incorporate the findings from the flood hazard assessment. Project design measures could include, but are not limited to, the following:

- Elevating the ground floor elevation of the diurnal equalization pump station above the FSE;
- Anchoring structures to prevent flotation, collapse and lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- Design of the extension of the primary effluent pipeline and associated support structures to minimize corrosion and ensure stability during occasional flooding;

The flood hazard assessment and selected design improvements for implementation shall be certified by a registered professional engineer to avoid a substantial risk of loss involving flooding.

MM-HYD-3b: Prior to restoration of the oxidation ponds, the City shall develop a restoration plan for the oxidation ponds, to be implemented upon decommissioning. The plan must include:

- Hydraulic analysis of the flooding and erosion effects resulting from breaching the levees surrounding Ponds 1 and 2.
- An assessment of the effects of breaching on the floodplain surrounding the WPCP.
- Regular inspection of the diurnal equalization and emergency storage facilities in coordination with a qualified engineer following breaching to look for evidence of erosion that appears to be associated with restoration of Ponds 1 and 2. If inspections identify excessive erosion, develop and implement a plan to protect the diurnal equalization and emergency storage facilities.
- Restoration designs that reflect recommendations made by a qualified engineer.

MM-HYD-3c: The City of Sunnyvale shall not breach levees to restore Ponds 1 and 2 until adequate flood protection is provided for the landward uses that could be affected by such breaching, as determined in the assessment of effects to the surrounding floodplain included in the Restoration Plan for Ponds 1 and 2.

Finding: The implementation of the above PEIR mitigation measures will reduce impacts involving flooding to a **less than significant** level.

7. Water Quality

7.1 Impact. Oxidation pond breaching and/or restoration could increase methylmercury production.

Mitigation. During design of oxidation pond breaching and/or restoration, the City, in coordination with other agencies directly involved in planning and implementing of restoration activities, shall require preparation of a water quality evaluation for the proposed levee breach and associated pond restoration activities. The water quality evaluation shall evaluate anticipated construction activities, including disturbance and potential mobilization of pond sediments, and anticipated changes to pond area and nearby hydrodynamics, and evaluate their potential to influence each of the water quality parameters discussed in this analysis: temperature, salinity, DO, metals, mercury, methyl mercury, phytoplankton blooms, and nuisance algae. The water quality evaluation shall consider applicable water quality standards and goals defined in the Basin Plan, the Bay Conservation and Development Commission's Bay Plan Policies on Water Quality, as applicable, and other applicable water quality standards. The water quality evaluation shall provide recommendations for the minimization of each category of potential water quality pollutants described above, sufficient to ensure that downstream beneficial uses would not be adversely affected, and that applicable water quality standards would not be exceeded. The City shall implement all recommendations identified in the water quality evaluation needed to preserve water quality and maintain consistency with the Basin Plan and other applicable water quality standards and requirements, and protect beneficial uses on site and downstream. The water quality evaluation shall also identify protocols and procedures for the deployment of long-term monitoring for temperature, salinity, dissolved oxygen, metals including mercury, methylmercury, phytoplankton blooms, and nuisance algae, and shall, in the event of exceedance of applicable standards established to protect beneficial use by the Regional Board, identify measures and actions as warranted to reduce pollutant emissions and protect beneficial uses using an adaptive management approach. Measures and actions warranted to reduce pollutant emissions and protect beneficial uses could include, but would not be limited to, characterization, monitoring or remediation of pond sediments, changing hydraulic residence times or manipulating other factors affecting the generation or presence of methylmercury.

Finding. The implementation of the above PEIR mitigation measure will reduce methylmercury production impacts to a **less than significant** level.

8. Hazards and Hazardous Materials

8.1 Impact. Project construction activities could create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment.

Mitigation. The project shall implement the following mitigation measures to reduce the release of hazardous materials into the environment.

MM-HAZ-2a: The City shall ensure that, prior to demolition, the building is surveyed for hazardous building materials including, electrical equipment containing polychlorinated biphenyl (PCBs), fluorescent light ballasts containing PCBs or bis(2-ethylhexyl) phthalate (DEHP), and fluorescent light tubes containing mercury vapors. These materials shall be removed and properly disposed of prior to the start of demolition or renovation. Light ballasts that are proposed to be removed during renovation shall be evaluated for the presence of PCBs and in the case where the presence of PCBs in the light ballast cannot be verified, they shall be assumed to contain PCBs, and handled and disposed of as such, according to applicable laws and regulations. Any other hazardous building materials identified either before or during demolition or renovation shall be abated according to federal, state, and local laws and regulations.

MM-HAZ-2b: For each Master Plan improvement involving ground disturbing activities, the City or its contractor will prepare a Health and Safety Plan in accordance with federal OSHA regulations (29 CFR 1910.120) and Cal/OSHA regulations (8 CCR Title 8, Section 5192). Each Plan will be based on all activities proposed as part of the specific project and include designated personnel responsible for implementation of the Plan. The City will require each contractor for each individual construction contract to implement a Plan. Each Plan will include all required measures to protect construction workers and the general public potentially exposed to hazardous materials or wastes by including engineering controls, monitoring, and security measures to prevent dangerous levels of exposure and unauthorized entry to the construction area, and to reduce hazards outside of any construction area. If prescribed contaminant exposure levels are exceeded, personal protective equipment shall be required for workers in accordance with state and federal regulations. Compliance with the Health and Safety Plan will not be construed as approval of the adequacy of the contractor's health and safety professional's qualifications or any safety measure taken in or near the construction site. The contractor will be solely and fully responsible for compliance with all laws, rules, and regulations applicable to health and safety during the performance of the construction work.

MM-HAZ-2c: For any elements involving ground disturbing activities, the City will require the construction contractor to implement a Soil and Groundwater Management Plan, subject to review by the City that specifies the method for handling and disposal of contaminated soil and groundwater prior to demolition, excavation, and construction activities. The plan will include all necessary procedures to ensure that any excavated materials and fluids from throughout the Master Plan area generated during construction are stored, managed, and disposed of in a manner that is protective of human health and in accordance with applicable laws and regulations. The plan will include the following information.

- Step-by-step procedures for evaluation, handling, stockpiling, storage, testing, and disposal of excavated material, including criteria for reuse and offsite disposal. All excavated materials shall be inspected prior to initial stockpiling, and spoils that are visibly stained and/or have a noticeable odor shall be stockpiled separately to minimize the amount of material that may require special handling.
- Procedures to be implemented if unknown subsurface conditions or contamination are encountered, such as previously unreported tanks, wells, or contaminated soils.
- Detailed control measures for use and storage of hazardous materials to prevent the release of pollutants to the environment, and emergency procedures for the containment and cleanup of accidental releases of hazardous materials to minimize the impacts of any such release. These procedures shall also include reporting requirements in the event of a reportable spill or other emergency incident. At a minimum, the City or its contractor shall notify applicable agencies in accordance with guidance from the California Office of Emergency Services as well as the Santa Clara County Environmental Health Department.
- Procedures for containment, handling and disposal of groundwater generated from construction dewatering, the method used to analyze groundwater for hazardous materials likely to be encountered at specific locations and the appropriate treatment and/or disposal methods.

Finding. The implementation of the above PEIR mitigation measures will reduce impacts associated with hazardous materials release to a **less than significant** level.

8.2 Impact. Portions of the project could be located on sites included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, could create a significant hazard to the public or the environment.

Mitigation. The project shall implement a Health and Safety Plan (Mitigation Measure MM-HAZ-2b) and a Soil and Groundwater Management Plan (Mitigation Measure MM-HAZ-2c) to reduce impacts related to hazardous materials sites.

Finding. The implementation of the above PEIR mitigation measures will reduce impacts related to hazardous materials sites to a **less than significant** level.

8.3 Impact. The project would not impair or interfere with an adopted emergency response plan or emergency evacuation plan but could interfere with emergency response provider access in the WPCP vicinity.

Mitigation. The project shall implement a Temporary Traffic Control Plan (Mitigation Measure MM-TR-1b) to reduce impacts related to interference with emergency response provider access.

Finding. Implementation of the above PEIR mitigation measure will reduce impacts related to interference with emergency response provider access to **less than significant** levels.

9. Cultural Resources

9.1 Impact. The project could result in a substantial adverse change in the significance of a historical resource.

Mitigation. Prior to implementation of the Diurnal Equalization and Emergency Storage Facilities project or other action that could affect the Cargill Channel, the City will retain a qualified historian or architectural historian to complete a specific assessment of effects of this action. If effects are found to be adverse, additional mitigation measures may be necessary, including supplemental Historic American Landscapes Survey documentation, as well as public interpretation efforts such as videotaping resources, a public outreach program, or signage at appropriate points near publically accessible viewsheds of Cargill Channel.

Finding. The implementation of the above PEIR mitigation measure will reduce impacts to historic resources to a **less than significant** level.

9.2 Impact. The project could result in a substantial change in the significance of an archaeological resource.

Mitigation. If prehistoric or historic-period archaeological resources are encountered, all construction activities within 100 feet will halt and the City of Sunnyvale will be notified. Prehistoric archaeological materials might include obsidian and chert flaked-stone tools (e.g., projectile points, knives, scrapers) or toolmaking debris; culturally darkened soil ("midden") containing heat-affected rocks, artifacts, or shellfish remains; and stone milling equipment (e.g., mortars, pestles, handstones, or milling slabs); and battered stone tools, such as hammerstones and pitted stones. Historic-era materials might include deposits of metal, glass, and/or ceramic refuse. A Secretary of the Interior-qualified archaeologist will inspect the findings within 24 hours of discovery. If it is determined that the project could damage a historical resource or a unique archaeological resource (as defined pursuant to the CEQA Guidelines), mitigation will be implemented in accordance with PRC Section 21083.2 and Section 15126.4 of the CEQA Guidelines, with a preference for preservation in place. Consistent with Section 15126.4(b)(3), this may be accomplished through planning construction to avoid the resource; incorporating the resource within open space; capping and covering the resource; or deeding the site into a permanent conservation easement. If avoidance is not feasible, a qualified archaeologist will prepare and implement a detailed treatment plan in consultation with City of Sunnyvale and, for prehistoric resources, the appropriate Native American representative. Treatment of unique archaeological resources will follow the applicable requirements of PRC Section 21083.2. Treatment for most resources would consist of (but would not be not limited to) sample excavation, artifact collection, site documentation, and historical research, with the aim to target the recovery of important

scientific data contained in the portion(s) of the significant resource to be impacted by the project. The treatment plan will include provisions for analysis of data in a regional context, reporting of results within a timely manner, curation of artifacts and data at an approved facility, and dissemination of reports to local and state repositories, libraries, and interested professionals.

Finding. The implementation of the above PEIR mitigation measure will reduce impacts on archaeological resources to a **less than significant** level.

9.3 Impact. The project could result in direct or indirect impacts on paleontological resources, a less-than-significant impact with mitigation.

Mitigation. If paleontological resources, such as fossilized bone, teeth, shell, tracks, trails, casts, molds, or impressions are discovered during ground-disturbing activities, work will stop in that area and within 100 feet of the find until a qualified paleontologist can assess the nature and importance of the find and, if necessary, develop appropriate treatment measures in conformance with Society of Vertebrate Paleontology standards, and in consultation with the City of Sunnyvale (or, for the WPF, the District).

Finding. The implementation of the above PEIR mitigation measure will reduce the significant paleontological resources impact to a **less than significant** level.

9.4 Impact. The project could result in disturbance of human remains.

Mitigation. In the event of discovery or recognition of any human remains during construction activities, such activities within 100 feet of the find will cease until the Santa Clara County Coroner has been contacted to determine that no investigation of the cause of death is required. The NAHC will be contacted within 24 hours if it is determined that the remains are Native American. The NAHC will then identify the person or persons it believes to be the most likely descendant from the deceased Native American, who in turn would make recommendations to the City of Sunnyvale (or, for the WPF, the District) for the appropriate means of treating the human remains and any grave goods.

Finding. The implementation of the above PEIR mitigation measure will reduce impacts associated with disturbance of human remains to a **less than significant** level.

10. Aesthetics

10.1 Impact. The Master Plan would change the existing visual character of the site.

Mitigation. The design of the access road and levee will include landscape plantings. Planting design will retain safety, structural integrity, and functionality of the access road and levee, and accessibility for maintenance, inspection, monitoring, and flood control. Design of the landscape plantings and vegetation management program will be coordinated with a civil engineer and landscape architect, along with the City of Sunnyvale, to ensure that landscaping and maintenance practices chosen are ecologically compatible, feasible, and compatible with flood damage protection. The levee planting

plans chosen for implementation will be certified by a registered professional engineer to ensure reliable operation and maintenance of the access road and levee and reviewed by a qualified biologist to ensure compatibility of the plants with the existing plant mosaic.

The Master Plan will also include fencing around the proposed equalization tanks and pump station. The fencing will be of sufficient height to block views of these facilities (i.e., six to eight feet above grade) and include aesthetic treatment to make the structure less visually obtrusive and blend in with the surrounding background. Possible aesthetic treatment can include architectural features such as color application, surface texture and pattern treatment.

Finding. The implementation of the above PEIR mitigation measure will reduce aesthetic impacts to a **less than significant** level.

11. Growth Inducement Potential and Secondary Effect of Growth

11.1 The project would support planned growth in the WPCP and District service areas that would result in secondary effects on the physical environment. Implementation of the project's wastewater treatment capacity improvements could also support a degree of population and/or employment above that planned for in Sunnyvale's adopted General Plan.

Mitigation. Prior to implementation of Stage 2 of the conventional activated sludge and Stage 2 of solids thickening and dewatering facilities and processes, Stage 2 of the MBR facilities and Stage 2 of WPF solids thickening and dewatering facilities, or construction of a fifth digester, the City will initiate a new investigation of flows and loads capacity requirements to ensure that these facilities are appropriately sized to accommodate projected capacity needs consistent with (then) adopted plans and policies. Upon completion of construction of the above-noted facilities, the City will require that CEQA documents on development projects evaluate nitrogen deposition impacts on serpentine habitat and associated special-status species, and mitigate significant project-specific and cumulative impacts to less-than-significant levels. The analysis requirements and specific mitigation strategy(ies) will depend on the environmental setting at the time the Master Plan or WPF improvements are implemented, characteristics of the proposed development, and its relative contribution to the significant impact.

Finding. The project would indirectly support growth by removing obstacles to growth, thereby enabling growth under the approved general plans within the WPCP service areas to occur. Mitigation would ensure that the Master Plan would not result in additional or more severe impacts associated with growth beyond that evaluated in the CEQA documents prepared for the City's current General Plan. However, CEQA documents prepared by other agencies within the WPCP service area have identified significant and unavoidable impacts associated with growth, which the Master Plan would support. This impact would remain **Significant and Unavoidable**.

VII. SUMMARY OF UNAVOIDABLE SIGNIFICANT ADVERSE EFFECTS.

The following significant adverse effect of the project is found to be unavoidable despite the adoption by the City Council of all feasible mitigation measures identified in the PEIR: emissions that would conflict with the 2010 Clean Air Plan, emissions that would contribute to air quality violations, emissions that would have a considerable contribution to cumulative air quality impacts in the region, cumulative impacts to wildlife, and some secondary effects of growth.

VIII. PROJECT ALTERNATIVES

A. Legal Requirements.

Section 15126.6(a) of the State CEQA Guidelines requires that an environmental impact report include a "reasonable range of alternatives to the project, or to the location of the project, which would avoid or substantially lessen any significant effects of the project." Based on the analysis in the PEIR, the Project would be expected to result in significant and unavoidable impacts to Air Quality, Biological Resources, and Secondary Effects of Growth. The PEIR alternatives were designed to avoid or reduce these significant unavoidable impacts, while attaining the proposed objectives of the Project. The City Council has reviewed the significant impacts associated with the reasonable range of alternatives as compared to the Project, and in evaluating the alternatives has also considered each alternative's feasibility, taking into account a range of economic, environmental, legal, and other factors. In evaluating the alternatives, the City Council has also considered the important factors listed in the Statement of Overriding Considerations listed in Section IX below.

Public Resources Code Section 21081(a)(3) provides that when approving a project for which an environmental impact report has been prepared, a public agency may find that specific economic, legal, social, technological, or other considerations, including considerations for the provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or alternatives identified in the environmental impact report and, pursuant to Section 21081(b) with respect to significant effects which were subject to a finding under paragraph (3) of subdivision (a), the public agency finds that specific overriding economic, legal, social, technological, or other benefits of the project outweigh the significant effects on the environment as more fully set forth in Article IX below.

B. Alternative 1: No Project Alternative

1. **Description.** The No Project Alternative is defined as a continuation of existing conditions, as well as conditions that are reasonably expected to occur in the event that the proposed project is not implemented. If the Master Plan were not implemented, conditions at the site would generally be expected to remain largely the same. Existing facilities would remain in operation and continue to age. Consequently, the reliability of the WPCP would likely decline. Because the WPCP must provide adequate wastewater treatment in compliance with applicable permits and for projected increases in flows and

loads, it is reasonable to expect that the City would ultimately have to either retrofit existing facilities or construct new facilities to continue to meet existing and changing requirements, including those pertaining to limits for nitrogen in discharges, disinfection byproducts, constituents of emerging concern, air quality, and standby power.

2. **Comparison to the Proposed Project.** To the extent that existing conditions within the Master Plan area persist into the future, then none of the environmental impacts attributable to the Master Plan would occur. Assuming reliability of the WPCP declines in the future, the No Project Alternative would increase the potential for upset conditions which, if they occurred, would result in adverse effects on effluent water quality and beneficial uses of receiving waters, and potential permit violations. Likewise, the WPCP would remain vulnerable to damage resulting from tidal flooding and/or seismic activity, which in addition to damaging the WPCP could result in water quality degradation if untreated or partially treated wastewater is released. The environmental impacts of continued use of the existing facilities could include degradation of habitat and other beneficial uses of Moffett Channel, Guadalupe Slough, and the San Francisco Bay if pollutants are not effectively removed by the aging facilities.
3. **Finding.** The No Project Alternative would avoid most environmental impacts identified for the proposed WPCP improvements, including the significant and unavoidable impacts on air quality and biological resources, and the significant but mitigable impacts associated with traffic, noise, biological resources, hydrology, water quality, hazards and hazardous materials, cultural resources, and aesthetics. However, it is likely that the secondary effects of growth (both significant and unavoidable and significant but mitigable) would still occur with or without implementation of the Master Plan. This alternative does not, however, meet the majority of the project objectives, and therefore is not considered feasible.

C. Alternative 2: Realigned Access Road

1. **Description.** The intent of this alternative is to reduce impacts to threatened and endangered species habitat and wetlands/waters of the United States along Moffett Channel attributable to proposed Master Plan improvements to the existing pond access road, which also functions as a levee. With the project as proposed, implementation of diurnal equalization and emergency storage would include raising the existing levee approximately 5-6 feet to address sea level rise for the design life of the facility. To accommodate the raising of the levee, the existing access road and portions of the berms adjacent to Pond 1 would need to be fortified and widened. Under the Realigned Access Road Alternative, these improvements would be realigned to the west, reducing the amount of fill placed in Moffett Channel. A greater portion of the Cargill Channel (part of the Don Edwards San Francisco Bay National Wildlife Refuge) would be filled than is proposed for the Master Plan. Additional improvements to the existing above-ground primary effluent pipeline, which currently is adjacent to the western edge of the access road, would be implemented to ensure the structural integrity of the pipeline. All other aspects of the Master Plan would be the same as the proposed project.

2. **Comparison to the Proposed Project.** By shifting the alignment of the access road to the west, into a greater portion of Cargill Channel, the amount of fill placed within Moffett Channel would be reduced. Direct impacts to aquatic habitat in Cargill Channel would be greater than under the Master Plan; however, while salt- and brackish-water invertebrates and fish are present in the Cargill Channel, special-status fish species are not likely to be present due to the poor connection with San Francisco Bay. The narrow strip of salt marsh along the edge of the Cargill Channel is so limited in extent, and is separated from more extensive tidal marsh along Moffett Channel, that it provides relatively low-quality habitat for salt marsh animals. As habitat quality is poorer in Cargill Channel than Moffett Channel, and impacts to special status fish species would decline because these species are more likely to be present in Moffett Channel than in Cargill Channel, the potential impacts of this alternative on special-status wildlife species would be reduced compared to the Master Plan. Similarly, shifting the alignment of the access road to the west would incrementally reduce the adverse effect on visual character due to vegetation removal in Moffett Channel. This alternative would also reduce the potential for erosion, siltation, and flooding in Moffett Channel. Other impacts of Alternative 2 would be the same as or similar to impacts identified for the Master Plan, including traffic and noise generated during construction and operation of the WPCP, air quality impacts, potential for hazardous materials exposure, impacts to special-status plant habitat, the effects on the Alviso Historic District cultural landscape, changes in flooding patterns (except in Moffett Channel as noted above) and potential for flood damage to structures, indirect impacts on nesting birds and the movement of native birds, and tree removal.
3. **Finding.** This alternative would reduce the extent of potentially significant impacts to biological resources and floodwater conveyance along Moffett Channel, as well as incrementally reducing adverse effects on visual character associated with vegetation removal. However, this alternative would not reduce any significant and unavoidable impacts of the Project. Other impacts would generally be similar to those identified for the Master Plan. This alternative would likely result in higher costs, reducing its ability to meet objectives related to costs or flexibility to respond to financial uncertainty, but would otherwise meet most of the basic objectives of the Master Plan. However, this alternative does not meet the project objectives to the same extent as the project.

D. Alternative 3: Diurnal Equalization/Emergency Storage in Pond 2

1. **Description.** The intent of this alternative is to reduce impacts to threatened and endangered species habitat and wetlands/waters of the U.S. and state near Moffett Channel. These impacts of the Master Plan are associated with improvements to the existing pond access road and the diurnal equalization and emergency storage basins in Pond 1. Under this alternative, the City would construct the proposed diurnal equalization tanks and emergency storage basins in Pond 2, which would be accessed via a new access

road and bridge across the Cargill Channel. The existing berm between the Cargill Channel and the Pond 2 recirculation channel would require fortification along the outer edge of the proposed diurnal equalization and emergency storage basins for tidal flood protection, as would the location where the bridge would make landfall. Under the Master Plan as proposed, Pond 1 would be taken out of operation to accommodate construction of diurnal equalization and emergency storage facilities. Given the amount of treatment provided by Pond 2, it would not be possible to take Pond 2 out of service during construction. Under current conditions, return flow from the oxidation ponds is pumped from Pond 2 back to the main plant for additional treatment via a pump station located along the southeastern edge of Pond 2. Construction of diurnal equalization and emergency storage facilities in Pond 2 would require alterations to Pond 2's return flow facilities (pumping plant relocation and return flow pipeline extension, and installation of one or more temporary pipelines and pump stations to convey flows from the ponds to the main plant during construction). In addition, roughly half of the pipes that move water from the recirculation channel would need to be sealed off; this would affect pond hydraulics and the relative distribution of wastewater to the two ponds, potentially affecting effluent water quality. Modifications to the recirculation system would be necessary to prevent these changes in pond hydraulics. The remaining improvements proposed for implementation of the diurnal equalization and emergency storage would be similar to those described for the Master Plan, but would occur at the Pond 2 site. The area proposed for restoration following decommissioning of Ponds 1 and 2 would be similar in concept and acreage to that proposed under the Master Plan, as the size of the area used in Pond 2 would be the same as proposed for Pond 1 in the Master Plan.

Although the City operates pipelines adjacent to and across the Cargill Channel that convey effluent between the main plant and the oxidation ponds, the channel is owned by the U.S. Fish and Wildlife Service (USFWS). This alternative would require agreement between the City of Sunnyvale and the USFWS (as would the project as proposed and Alternative 2) as well as the support of numerous other resource agencies (including the US Army Corps of Engineers, RWQCB, the District, the Bay Conservation and Development Commission, and Coastal Conservancy).

2. **Comparison to the proposed project.** This alternative would entail far less activity along Moffett Channel than would the Master Plan. As a result, impacts related to raising the existing access road and filling Moffett Channel, such as impacts on special-status wildlife species, wetland habitat, protected trees, nesting birds, and visual quality would be reduced compared to the Master Plan. This alternative also reduces the area of Cargill Channel that would be affected. The extent of impacts on suitable habitat for special-status plants along Cargill Channel would thus be reduced relative to the Master Plan. However, direct impacts to the levee adjacent to these channels as part of access road construction would potentially increase impacts on western pond turtles compared to the Master Plan. With regard to aesthetics, constructing diurnal equalization and emergency storage in Pond 2 and attendant access road improvements would disrupt views of surrounding landscape, but effects would be less extensive (due to location of and extent of disturbed area associated with access road) than with the Master Plan. The diurnal equalization and emergency storage basins would be protected from tidal flooding

because they would be constructed to an appropriate elevation and protected by the fortified berm along the outer edge of the basins, and construction of the new access road and bridge would include the same considerations regarding 100-year flood hazard and future sea level rise as the Master Plan. Because Pond 2 provides more treatment capacity than Pond 1, would have to remain in service during construction, and would require modifications to return flow and pond circulation facilities, Alternative 3 would increase the risk of process upsets, which in turn could result in permit violations and adverse impacts on receiving water quality and beneficial uses. Similar to the Master Plan, about 400 acres of the oxidation ponds would be available for restoration with this alternative, and thus would have a similar beneficial effect.

Other impacts of Alternative 3 would be the same as or similar to impacts identified for the Master Plan, including traffic and noise generated during construction and operation of the WPCP, air quality impacts, water quality impacts (except as related to increased likelihood of risk of upset), effects on the Alviso Historic District cultural landscape, changes in flooding patterns and potential for flood damage to structures, and interference with the movement of native birds.

3. **Finding.** This alternative would reduce the extent of potentially significant impacts to biological resources and floodwater conveyance along Moffett Channel. The extent of change to visual character of the landscape would be less extensive than with the Project. However, construction of the diurnal equalization tanks and emergency storage basins within Pond 2 would incrementally increase the likelihood of occurrence of upset conditions and potential permit violations due to associated engineering and treatment challenges and would potentially affect western pond turtles. This alternative would not reduce any significant unavoidable impacts of the Project. Other impacts would generally be similar to those identified for the Master Plan. This alternative would likely result in higher costs, reducing its ability to meet objectives related to costs or flexibility to respond to financial uncertainty, but would otherwise meet most of the basic objectives of the Master Plan. However, this alternative does not meet the project objectives to the same extent as the project. This alternative, implemented with Alternative 5, is the environmentally superior alternative.

E. Alternative 4: Diurnal Equalization and Emergency Storage in SCVWD Pond A4

1. **Description.** Like Alternative 3, the intent of this alternative is to reduce impacts attributable to proposed Master Plan improvements to the existing pond access road and provision of flood protection for the proposed diurnal equalization and emergency storage basins in Pond 1. However, under this alternative the diurnal equalization and emergency storage basins and attendant flood protection would instead be constructed within SCVWD Pond A4, much closer to the main plant than either the proposed project or Alternative 3. Constructing these facilities closer to the main plant is preferable to a site within either Pond 1 or Pond 2, where the facilities would be almost completely surrounded by water and wetlands (managed ponds and Moffett Channel). Locating the facilities as close as practicable to the land mass would be advantageous in terms of constructability, ease of operations and maintenance, long-term flood protection and shoreline resilience, and restoration (particularly if the Cargill Channel and the balance of

SCVWD Pond A4 were restored as well), and would be more conducive to integrated flood control and restoration concepts such as a horizontal levee or seepage slope.

Under this alternative, a new access road and associated pipeline connections for the diurnal equalization and emergency storage facilities would be constructed at the northeast corner of the main plant. As with the proposed project, the City would also construct an equalization pump station and plant water supply pipeline for washdown uses for the diurnal equalization and emergency storage facilities. The acreage of the area proposed for restoration by the City following decommissioning of Ponds 1 and 2 would be greater than proposed under the Master Plan. The remaining improvements would be similar to those described in Chapter 3 for the Master Plan.

2. **Comparison to the proposed project.** While this alternative would lessen some impacts, it would worsen others. Compared to the Master Plan, this alternative would substantially increase the loss of open water habitat that is considered waters of the U.S. and/or state, because SCVWD Pond A4 is considered jurisdictional waters of the U.S. and/or state, whereas Ponds 1 and 2 are not expected to be considered jurisdictional. This alternative would lessen impacts on special-status wildlife species, specifically salt marsh mammals and marsh-associated birds and other nesting birds compared to the Master Plan (because it would lessen impacts on Moffett Channel), and would lessen impacts on Western pond turtle and special-status fish species (because it would lessen impacts in the vicinity of Sunnyvale West Channel). However, impacts to pond-associated birds would be incrementally greater than with the proposed project because a portion of SCVWD Pond A4 would be developed. This alternative would also reduce potential impacts to protected trees since fewer trees would need to be removed compared to the proposed project. Constructing diurnal equalization and emergency storage in SCVWD Pond A4 and constructing the attendant access road would disrupt views of the surrounding landscape, but effects would be incrementally less extensive (due to the location and extent of disturbance associated with the access road) than with the Master Plan. With respect to water quality, because the area proposed for restoration would be somewhat greater, the potential for mercury resuspension and methylation would be greater as well. In addition, construction of diurnal equalization and emergency storage facilities in Pond A4 would avoid the increased risk of upset and resultant water quality impacts associated with construction in Ponds 1 or 2.
3. **Finding.** While this alternative would reduce significant impacts on biological resources in Moffett Channel and Sunnyvale West Channel, construction of diurnal equalization and emergency storage in SCVWD Pond A4 would increase the extent of loss of open water and wetland habitat. The area available for restoration would be greater, with associated increases in potential mercury resuspension and methylation. The extent of change to visual character of the landscape would be less extensive than with the Project, however. All other impacts associated with this alternative would be similar to those associated with the proposed project. This alternative would not reduce any significant unavoidable impacts of the Project. This alternative would likely result in higher costs, reducing its ability to meet objectives related to costs or flexibility to respond to financial uncertainty, but would otherwise meet most of the basic objectives of the Master Plan. The City does not own or otherwise control SCVWD Pond A4; as such, the feasibility of

this alternative depends on the cooperation and concurrence of the District (owner of SCVWD Pond A4), and various permitting agencies. The use of SCVWD Pond A4 would require an agreement between the City of Sunnyvale and the District. In addition, this potential alternative—as well as the proposed project and Alternatives 2 and 3—should be considered in conjunction with plans for regional flood protection, currently in the early stages of planning.

F. Alternative 5: Construction Emissions Reduction Alternative

1. **Description.** The intent of this alternative is to reduce significant unavoidable impacts associated with construction-phase NO_x and other criteria pollutant emissions. Criteria pollutant emissions could not be estimated for Stage 1A, Existing WPCP Rehabilitation, Stage 4A, Split Flow Conventional Activated Sludge Expansion (Diurnal Equalization), and Stage 5A (Decommissioning of Ponds 1 and 2); consequently, emissions occurring during construction of these improvements were assumed to be significant and unavoidable. Based on experience with projects of comparable scale and type, NO_x, and potentially ROG, emissions are considered more likely to exceed significance thresholds than emissions of other criteria pollutants generated during construction.

The Construction Emissions Reduction Alternative would require of all contractors that off-road equipment greater than 50 horsepower be equipped with engines that meet or exceed U.S. EPA “Tier 4” emission standards. The Tier 4 emissions standards for off-road engines began implementation in model year 2008 for certain engines and for all engines types in 2012. Recent analysis indicates that 22 percent of the statewide off-road equipment fleet is equipped with Tier 4 engines as of 2014. This alternative would also include the development of a Construction Emissions Minimization Plan as part of the project. The contents of the Plan would include but not be limited to:

- i. Certification by the City or contractor that all off-road equipment greater than 50 horsepower will have engines that meet U.S. EPA Tier 4 emissions standards
- ii. Require that all construction equipment, diesel trucks, and generators operate on clean diesel fuels. These products can reduce NO_x emissions by 14.5 percent and are available within 6 miles of the project site
- iii. Truck idling time limits and signage
- iv. Equipment maintenance and tune up requirements
- v. Construction equipment usage reporting requirements
- vi. City certification of compliance with the Plan
- vii. Avoid overlapping construction stages requiring extensive haul of materials (greater than 10,000 cubic yards)

The construction timeframes and stages proposed for implementation of the Master Plan would likely be extended because there is less equipment available that meets the highest Clean Air Act emissions standards (e.g., Tier 4 engines) and it may therefore be less available due to demand for such equipment, and because this alternative requires that

some construction stages (i.e., those involving substantial earthwork and attendant truck trips) be implemented in succession rather than concurrently, to avoid exceeding daily emissions limits. All other aspects of the Master Plan would be the same. This alternative could be combined with Alternatives 2, 3, or 4.

2. **Comparison to the proposed project.** NOx, ROG, and particulate matter emissions, and associated impacts on public health and the environment, would be reduced under this alternative compared to the project. In particular, construction-phase NOx emissions for all Master Plan improvements including 1A, Existing WPCP Rehabilitation, 4A, Split Flow Conventional Activated Sludge Expansion (Diurnal Equalization), and 5a, Decommissioning of Ponds 1 and 2, could be reduced to less-than-significant levels. All other proposed aspects of the Master Plan would remain the same, and impacts would be the same as or similar to those identified for the Master Plan with the exception of air quality impacts during construction. However, since construction duration could increase, the duration of the period during which some impacts could occur (e.g., impacts associated with construction traffic, construction noise, and accidental release of hazardous materials) could increase.
3. **Finding.** Alternative 5 would reduce the potential for air quality violations to less-than-significant levels by requiring the use of construction equipment engines that meet or exceed U.S. EPA Tier 4 emissions standards, but could result in longer construction duration with subsequent increases in associated impacts. All other impacts would be similar to those resulting from the proposed project. This alternative, implemented with Alternative 3, is the environmentally superior alternative. However, this alternative would likely result in higher costs, reducing its ability to meet objectives related to costs or flexibility to respond to financial uncertainty, and would also prolong the overall construction schedule, potentially increasing costs, prolonging other construction phase impacts, and delaying attainment of other Master Plan objectives (such as meeting regulatory requirements). For these reasons, this alternative is considered infeasible.

IX. STATEMENT OF OVERRIDING CONSIDERATIONS

The City Council of the City of Sunnyvale adopts and makes the following Statement of Overriding Considerations regarding the significant, unavoidable impacts of the Project and the anticipated benefits of the Project.

The Council has carefully balanced the benefits of the Project against any adverse impacts identified in the PEIR that could not be feasibly mitigated to a level of insignificance. Notwithstanding the identification and analysis of impacts that are identified in the PEIR as being significant and which have not been eliminated, lessened or mitigated to a level of insignificance, the Council, acting pursuant to CEQA Guidelines Section 15092 and 15093, hereby determines that significant effects on the environment found to be unavoidable in Section VII above (temporary effects on air quality during construction, loss of ruddy duck habitat upon pond restoration, and secondary effects of growth), are acceptable due to overriding concerns described herein. Based on the objectives identified in the proposed project and PEIR, the Council has determined that the Project should be approved, and the unmitigated environmental impacts attributable to the Project are outweighed by the following specific environmental,

technological, economic, fiscal, and other overriding considerations, each one being a separate and independent basis upon which to approve the Project. Substantial evidence in the record demonstrates that the City would drive the benefits listed below from adoption and implementation of the Project.

- A. The Project incorporates all feasible mitigation measures to reduce potential environmental impacts to the greatest extent feasible. No feasible mitigation measures have been identified to mitigate the significant and unavoidable adverse effects of the Project.
- B. The Plant has operated continuously since its construction in 1956. The Master Plan improvements would upgrade, replace, and repair facilities and equipment at the Plant to meet new safety and technology standards, including improving protection from flood or earthquake damage, thus addressing repair and replacement needs identified in condition assessments completed by the City in 2009.
- C. The improvements to treatment processes in the Project, including the phasing of the improvements, are designed to ensure ongoing compliance with current and future water quality regulations, as well as with biosolids quality and air quality requirements. Protection of public and environmental health is the purpose of the City's compliance with these requirements.
- D. Phasing of the Project would maximize the useful life of existing facilities while protecting the WPCP from flooding risks associated with sea level rise.
- E. The potential environmental benefits of decommissioning and restoration of the oxidation ponds could include creation of habitat and protection of the Plant and surrounding low-lying areas from flooding and other hazards associated with sea level rise. Decommissioning and restoration of the ponds would also be consistent with regional flood protection and restoration planning in the South Bay.
- F. Technological improvements proposed in the Project would not only ensure water quality requirements are met currently and into the future, but would allow the City flexibility to expand recycled water supplies, consistent with the City's long-term goal to reuse 100 percent of all wastewater generated at the WPCP as stated in the 2000 Recycled Water Master Plan.
- G. Proposed improvements to facilities associated with power generation, waste heat use, standby power, and power distribution at the Plant would reduce reliance on natural gas, consistent with the 2014 Climate Action Plan goal of increasing the amount of renewable energy produced in Sunnyvale.

The above statements of overriding considerations are consistent with, and substantially advance, the following goals and policies of the City's General Plan:

Goals EM-7: Continue to operate and maintain the water pollution control plant, using cost effective methods, so that all sewage and industrial wastes generated within the city receive

sufficient treatment to meet the effluent discharge and receiving water standards of regulatory agencies.

Policy EM-7.1: Monitor water pollution control plant operations and maintenance to meet regulatory standards.

Policy EM-7.4: Produce quality recycled water and seek to maximize the use of this resource.

Policy SN-1.2: Take measures to protect life and property from the effects of a 1 percent (100 year) flood.

Policy SN-1.4: Monitor and plan for hydraulic changes due to global warming, earthquakes, and/or subsidence.

Based on the detailed findings made above, the City Council hereby finds that environmental, technological, legal, and economic considerations outweigh the remaining environmental effects of approval and implementation of the Project, and the City Council hereby concludes that the Project should be approved.

X. MITIGATION MONITORING AND REPORTING PROGRAM

The Mitigation Monitoring and Reporting Program ("MMRP") sets forth specific monitoring actions, timing requirements and monitoring/verification entities for each mitigation measure adopted in this Exhibit A, in compliance with Public Resources Code Section 21081.6(a)(1) and CEQA Guidelines Section 15097. The City Council hereby adopts the MMRP and determines that compliance with the MMRP is a condition of approval of the Project.

XI. THE RECORD

The environmental analysis provided in the PEIR and these findings are based on and are supported by the following documents, materials and other evidence, which constitute the administrative record for the approval of the Project:

- A. All materials for the Project and supporting documents prepared for the Master Plan, including but not limited to those materials constituting the Project and listed in Section III of this Exhibit A.
- B. The NOP, comments received on the NOP and all other public notices issued by the City in relation to the PEIR (e.g., Notice of Availability).
- C. The Draft PEIR, the Final PEIR, all appendices to any part of the PEIR, all technical materials cited in any part of the PEIR, comment letters, oral testimony, responses to comments, as well as all of the comments and staff responses entered into the record orally and in writing between February 29, 2016 and April 14, 2016, as well as accompanying technical memos or evidence entered into the record.
- D. All non-draft and/or non-confidential reports and memoranda prepared by the City and consultants related to the PEIR, its analysis and findings.

- E. Minutes and transcripts of the discussions regarding the Project and/or Project components at public hearings or scoping meetings held by the Department of Public Works and the City Council.
- F. Staff reports associated with Department of Public Works and Council Meetings on the Project and supporting technical memoranda and any letters or other material submitted into the record by any party; and
- G. Matters of common knowledge to the City Council which they consider, such as the Sunnyvale General Plan, any other applicable specific plans or other similar plans, and the Sunnyvale Municipal Code.

XII. LOCATION AND CUSTODIAN OF RECORDS

The documents and other materials that constitute the record of proceedings on which the Council findings regarding the mitigation measures and statement of overriding considerations are based are located and in the custody of the Department of Public Works, 456 West Olive Avenue, Sunnyvale, California 94086. The location and custodian of these documents is provided in compliance with Public Resources Code Section 21081.6(a)(2) and CEQA Guidelines Section 15091(e).

XIII. FILING NOTICE OF DETERMINATION

The Council hereby directs the Department of Public Works to file a Notice of Determination regarding the approval of the Project within five business days of adoption of this resolution.



City of Sunnyvale

Agenda Item

18-0906

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Certification of the November 6, 2018 Election Results for Ballot Measure K (Transient Occupancy Tax) and Ballot Measure L (Charter Amendment to amend Section 604 relating to Council Vacancies)

DISCUSSION

A General Municipal Election was held November 6, 2018 for the purpose of submitting to the voters Measure K relating to the Transient Occupancy Tax (TOT) and Measure L, a Charter Amendment to amend Section 604 relating to Council Vacancies, as follows:

Measure K:

To protect and maintain essential city services, including:

- Police/fire/911 emergency response;
- Pothole, streets, sidewalks, and neighborhood park maintenance/repairs;
- Senior/youth/library programs; and
- Other services,

Shall the City of Sunnyvale adopt an ordinance increasing the transient occupancy tax paid only by hotel guests from 10.5% to 12.5%, providing approximately \$2,900,000 additional revenue annually until ended by voters, with independent audits, and all funds used locally?

Yes ____

No ____

Measure L:

Shall Sunnyvale City Charter section 604 be amended to allow the City Council to decide whether to fill a City Council vacancy by calling a special election, or by making an appointment, with the person appointed to fill the vacancy holding the office until a successor is elected at the next regularly scheduled municipal or statewide election that can be consolidated?

Yes ____

No ____

California Elections Code Sections 9269 and 10262 require the City Council to adopt a resolution reciting the fact of the election no later than the next regularly scheduled City Council meeting following presentation of the 28-day canvass of returns. The Santa Clara County Registrar of Voters (ROV) canvassed the returns of the election and presented the certified results to the City on December 6, 2018.

Measure K and Measure L each required a majority of votes cast for approval. Measure K (TOT) received a majority vote and was approved by the voters. Measure L (Charter Amendment to Section 604 - Council Vacancies) received a majority vote and was approved by the voters.

The attached resolution (Attachment 1) recites the number of votes cast, percentage of the votes received by each measure as follows:

<u>BALLOT MEASURES</u>	<u>CHOICE</u>	<u>VOTES</u>	<u>PERCENT</u>
Measure K - Transient Occupancy Tax	YES	32,743	78.53%
	NO	8,951	21.47%
	Total	41,694	100.00%
Measure L - Charter Amendment- 604	YES	28,163	71.38%
	NO	11,290	28.62%
	Total	39,453	100.00%

Total Registration: 61,144
 Precinct Ballots Cast: 10,281
 Vote by Mail Ballots Cast: 34,121
 Total Ballots Cast: 44,402
 Voter Turnout: 72.62%

Elections Code Section 9217 provides that an ordinance approved by a majority of the voters shall become a valid and binding ordinance of a city. The ordinance shall be considered as adopted upon the date that the vote is declared by the legislative body, and shall go into effect 10 days after that date.

The Ordinance proposed by Measure K (Transient Occupancy Tax) shall be considered as adopted as of the date of this action, and will go into effect after 10 days. A copy of the adopted Ordinance is included as Attachment 2.

Government Code Section 34459 provides that a charter amendment approved by a majority of the voters shall be deemed ratified, but shall not take effect until accepted and filed by the Secretary of State pursuant to Government Code Section 34460. The Charter Amendment proposed by Measure L, amending Section 604 relating to Council Vacancies, is included as Attachment 3. Upon Council's certification of the election results, the Office of the City Attorney will file the Charter Amendment with the Secretary of State.

ENVIRONMENTAL REVIEW

The adoption of the resolution certifying election results does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and 15378(b)(5) in that it is a fiscal and governmental organizational or administrative activity that will not result in direct or indirect changes in the environment and does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

There is no fiscal impact resulting from certifying the election results.

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

Adopt a Resolution Reciting the Fact of the Municipal Election held November 6, 2018 for the purpose of submitting to the voters Measure K and Measure L, Declaring the Results, Confirming the Passage of Measure K and Measure L and such other matters as provided by law.

Prepared by: Kathleen Franco Simmons, City Clerk

Reviewed by: John A. Nagel, City Attorney

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution Reciting the Fact of the Municipal Election held November 6, 2018 for the purpose of submitting to the voters Measure K and Measure L, Declaring the Results, Confirming the Passage of Measure K and Measure L and such other matters as provided by law.
2. Ordinance Amending Chapter 3.16.040 (Imposition-Rate-Payment) of the Sunnyvale Municipal Code to Increase the Transient Occupancy Tax (Measure K).
3. Charter Amendment (Section 604 relating to Council Vacancies) (Measure L).

RESOLUTION NO. ____-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SUNNYVALE DECLARING THE CANVASS OF RETURNS AND
RESULTS OF THE CONSOLIDATED GENERAL MUNICIPAL
ELECTION HELD ON NOVEMBER 6, 2018**

WHEREAS, the City Council of the City of Sunnyvale duly called and ordered held in the City of Sunnyvale on Tuesday, November 6, 2018, a consolidated general municipal election and submitted to the voters the following measures:

Measure K, proposing an amendment to the City's Municipal Code to increase the City's transient occupancy tax (TOT) rate from 10.5% to 12.5%; and

Measure L, proposing an amendment to section 604 of the Sunnyvale City Charter related to filling vacancies that occur on the City Council; and

WHEREAS, the Santa Clara County Registrar of Voters was requested to perform all necessary election procedures for the consolidated general municipal election; and

WHEREAS, the Santa Clara County Registrar of Voters did canvass the returns of the consolidated general municipal election, and did certify to this City Council the results of the votes cast at said election, which results are attached as Exhibit "A" and incorporated herein by reference.

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

1. The statement of the final results by the County of Santa Clara Registrar of Voters as shown in Exhibit "A" and the results of the votes cast at the consolidated general municipal election are hereby ratified, confirmed and approved.

2. The total numbers of votes cast in the City of Sunnyvale at the consolidated general municipal election and the number of votes cast in each precinct for and against the ballot measures, are as set forth in the Certification of Election Results from the County of Santa Clara Registrar of Voters, as shown in Exhibit "A".

3. At the consolidated general election, the following ballot question proposing amendment to the Municipal Code of the City of Sunnyvale was submitted to the voters, and the number of votes cast for and against the measure is as follows:

MEASURE K	To protect and maintain essential city services, including: <ul style="list-style-type: none"> • Police/fire/911 emergency response; • Pothole, streets, sidewalks, and neighborhood park maintenance/repairs; • Senior/youth/library programs; and • Other services, Shall the City of Sunnyvale adopt an ordinance increasing the transient occupancy tax paid only by hotel guests from 10.5% to 12.5%, providing approximately \$2,900,000 additional revenue annually until ended by voters, with independent audits, and all funds used locally?	<u>VOTE</u>	<u>NUMBER</u>	<u>PERCENT</u>
		YES	32,743	78.53%
		NO	8,951	21.47%

4. At the consolidated general municipal election, the following ballot question proposing amendment to the Charter of the City of Sunnyvale was submitted to the voters, and the number of votes cast for and against the measure is as follows:

MEASURE L	Shall Sunnyvale City Charter section 604 be amended to allow the City Council to decide whether to fill a City Council vacancy by calling a special election, or by making an appointment, with the person appointed to fill the vacancy holding the office until a successor is elected at the next regularly scheduled municipal or statewide election that can be consolidated?	<u>VOTE</u>	<u>NUMBER</u>	<u>PERCENT</u>
		YES	28,163	71.38%
		NO	11,290	28.62%

5. Measures K and L each required approval of a majority of voters to be adopted, and because this Resolution declares that a majority of voters voting on Measures K, and L did vote in favor of each measure, they are each deemed adopted, as of the date of this Resolution, by the electors of the City of Sunnyvale. The City Attorney is directed to prepare amendments to the Municipal Code and the City Charter in accordance therewith.

7. The total number of ballots cast in the City of Sunnyvale at the consolidated general municipal election was 44,402 and the total number of votes given in each precinct of the City of Sunnyvale was as set forth in the canvass by the Registrar of Voters of Santa Clara County.

8. The City Clerk of the City of Sunnyvale hereby is instructed to enter this Resolution on the minutes of the City Council as a statement of the results of the 2018 consolidated general

municipal election.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

CERTIFICATE OF ELECTION RESULTS

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

I, Shannon Bushey, Registrar of Voters of the County of Santa Clara, State of California, hereby declare:

1. A Presidential General Election was held in the County of Santa Clara, for the **City of Sunnyvale**, on November 6, 2018 for the purpose of electing **Three (3) Council Members for Seats 1, 2, and 3** to the Governing Board.

2. The official canvass of the returns of this election was conducted by the Office of the Registrar of Voters in accordance with the appropriate provisions of the Elections Code of the State of California.

3. The Statement of Votes Cast, now on file in my office, shows the number of votes for each candidate for the Governing Board of the **City of Sunnyvale** and in each of the precincts and that the total shown for each candidate are true and correct.

WITNESS my hand and Official Seal this 6th day of December, 2018.



Shannon Bushey
Shannon Bushey, Registrar of Voters

CERTIFICATE OF ELECTION RESULTS

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

I, Shannon Bushey, Registrar of Voters of the County of Santa Clara, State of California, hereby declare:

1. The 2018 General Election was held in the County of Santa Clara, in the **City of Sunnyvale**, on November 6, 2018 for the purpose of submitting the following measure to the voters:

K To protect and maintain essential city services, including:

- Police/fire/911 emergency response;
- Pothole, streets, sidewalks, and neighborhood park maintenance/repairs;
- Senior/youth/library programs; and
- Other services,

Shall the City of Sunnyvale adopt an ordinance increasing the transient occupancy tax paid only by hotel guests from 10.5% to 12.5%, providing approximately \$2,900,000 additional revenue annually until ended by voters, with independent audits, and all funds used locally?

2. The official canvass of the returns of the election was conducted by the Office of the Registrar of Voters in accordance with the appropriate provisions of the Elections Code of the State of California.

3. The Statement of Votes Cast, now on file at my office, and sections attached hereto, shows the whole number of votes cast for **Measure K** in each of the precincts and the total shown is true and correct.

WITNESS my hand and Official Seal this 6th day of December, 2018.



Shannon Bushey
Shannon Bushey, Registrar of Voters

CERTIFICATE OF ELECTION RESULTS

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

I, Shannon Bushey, Registrar of Voters of the County of Santa Clara, State of California, hereby declare:

1. The 2018 General Election was held in the County of Santa Clara, in the **City of Sunnyvale**, on November 6, 2018 for the purpose of submitting the following measure to the voters:

L Shall Sunnyvale City Charter section 604 be amended to allow the City Council to decide whether to fill a City Council vacancy by calling a special election, or by making an appointment, with the person appointed to fill the vacancy holding the office until a successor is elected at the next regularly scheduled municipal or statewide election that can be consolidated?

2. The official canvass of the returns of the election was conducted by the Office of the Registrar of Voters in accordance with the appropriate provisions of the Elections Code of the State of California.

3. The Statement of Votes Cast, now on file at my office, and sections attached hereto, shows the whole number of votes cast for **Measure L** in each of the precincts and the total shown is true and correct.

WITNESS my hand and Official Seal this 6th day of December, 2018.



Shannon Bushey
Shannon Bushey, Registrar of Voters

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

140127		MEASURES K AND L - CITY OF SUNNYVALE													
		Registration	Ballots Cast	Turnout (%)		MEASURE K- TRANS OCCUPANCY TAX YES	NO		MEASURE L- CHARTER AMENDMENT YES	NO					
4001	4001	843	187	22.18		129	40		96	64					
4001	- VBM Reporting	843	473	56.11		350	91		298	128					
4002	4002	962	181	18.81		124	46		96	58					
4002	- VBM Reporting	962	481	50.00		367	95		317	123					
4004	4004	682	135	19.79		89	31		73	39					
4004	- VBM Reporting	682	371	54.40		293	57		248	84					
4005	4005	47	0	0.00		0	0		0	0					
4005	- VBM Reporting	47	35	74.47		33	2		28	5					
4006	4006	1209	230	19.02		141	69		122	73					
4006	- VBM Reporting	1209	608	50.29		434	143		381	157					
4007	4007	1422	222	15.61		158	47		128	69					
4007	- VBM Reporting	1422	751	52.81		549	158		460	218					
4008	4008	31	0	0.00		0	0		0	0					
4008	- VBM Reporting	31	25	80.65		20	5		13	10					
4010	4010	1411	253	17.93		166	56		141	70					
4010	- VBM Reporting	1411	795	56.34		596	157		534	186					
4011	4011	1125	190	16.89		120	45		120	36					
4011	- VBM Reporting	1125	615	54.67		440	142		398	166					
4012	4012	121	0	0.00		0	0		0	0					
4012	- VBM Reporting	121	75	61.98		61	10		42	22					
4013	4013	996	230	23.09		158	47		135	53					
4013	- VBM Reporting	996	504	50.60		370	99		335	117					
4015	4015	467	87	18.63		58	16		45	25					
4015	- VBM Reporting	467	247	52.89		166	69		147	72					
4016	4016	1232	216	17.53		152	45		131	54					
4016	- VBM Reporting	1232	704	57.14		535	128		481	150					
4017	4017	1060	160	15.09		118	27		95	34					
4017	- VBM Reporting	1060	496	46.79		374	79		333	102					
4019	4019	1389	297	21.38		219	54		167	83					
4019	- VBM Reporting	1389	691	49.75		539	118		469	158					
4022	4022	1408	269	19.11		196	52		153	80					
4022	- VBM Reporting	1408	754	53.55		543	154		474	180					
4023	4023	1215	233	19.18		163	47		125	65					
4023	- VBM Reporting	1215	715	58.85		553	125		451	194					
4026	4026	1229	226	18.39		170	39		127	65					
4026	- VBM Reporting	1229	634	51.59		445	151		398	171					
4030	4030	1018	165	16.21		109	48		92	48					
4030	- VBM Reporting	1018	485	48.62		389	88		303	147					
4034	4034	1163	200	17.20		145	41		105	70					
4034	- VBM Reporting	1163	720	61.91		555	130		474	181					
4035	4035	1216	219	18.01		150	47		122	59					
4035	- VBM Reporting	1216	659	54.19		474	149		410	173					
4036	4036	969	186	19.20		117	58		110	52					
4036	- VBM Reporting	969	518	53.46		368	117		327	139					
4038	4038	1153	229	19.86		154	58		138	65					
4038	- VBM Reporting	1153	668	57.94		508	131		441	166					
4039	4039	1017	171	16.81		116	33		106	34					
4039	- VBM Reporting	1017	615	60.47		469	120		431	131					
4041	4041	722	110	15.24		72	33		61	35					
4041	- VBM Reporting	722	451	62.47		330	93		300	107					
4042	4042	1140	171	15.00		120	35		105	40					
4042	- VBM Reporting	1140	552	48.42		403	108		357	133					
4043	4043	827	136	16.44		99	24		82	32					
4043	- VBM Reporting	827	516	62.39		375	115		342	123					
4045	4045	1334	247	18.52		170	56		147	67					
4045	- VBM Reporting	1334	729	54.65		527	150		446	182					
4047	4047	1121	164	14.63		115	39		92	53					
4047	- VBM Reporting	1121	738	65.83		582	131		517	144					
4048	4048	932	160	17.17		96	39		86	41					
4048	- VBM Reporting	932	411	44.10		299	86		247	118					
4050	4050	1209	162	13.40		111	32		84	49					

MEASURES K AND L - CITY OF SUNNYVALE														
140127	Registration	Ballots Cast	Turnout (%)	MEASURE K- TRANS OCCUPANCY TAX YES	NO	MEASURE L- CHARTER AMENDMENT YES	NO							
4050 - VBM Reporting	1209	603	49.88	427	135	375	166							
4051 4051	1199	154	12.84	106	38	87	43							
4051 - VBM Reporting	1199	740	61.72	593	122	499	169							
4052 4052	923	114	12.35	80	25	69	28							
4052 - VBM Reporting	923	600	65.01	425	143	376	168							
4053 4053	1386	240	17.32	153	70	125	92							
4053 - VBM Reporting	1386	852	61.47	634	164	538	230							
4055 4055	999	144	14.41	98	37	82	44							
4055 - VBM Reporting	999	620	62.06	449	143	400	156							
4058 4058	1164	217	18.64	155	41	134	57							
4058 - VBM Reporting	1164	574	49.31	423	122	381	143							
4060 4060	604	119	19.70	78	30	62	43							
4060 - VBM Reporting	604	298	49.34	228	53	171	94							
4061 4061	131	0	0.00	0	0	0	0							
4061 - VBM Reporting	131	78	59.54	59	20	53	22							
4064 4064	889	158	17.77	104	34	85	46							
4064 - VBM Reporting	889	414	46.57	318	86	270	105							
4067 4067	823	145	17.62	86	41	67	52							
4067 - VBM Reporting	823	417	50.67	312	77	261	107							
4068 4068	167	0	0.00	0	0	0	0							
4068 - VBM Reporting	167	95	56.89	71	18	67	17							
4070 4070	852	152	17.84	102	31	80	41							
4070 - VBM Reporting	852	482	56.57	365	82	319	110							
4071 4071	1322	237	17.93	163	64	134	77							
4071 - VBM Reporting	1322	754	57.03	547	176	470	214							
4074 4074	547	124	22.67	81	33	72	33							
4074 - VBM Reporting	547	273	49.91	207	55	192	55							
4076 4076	1329	226	17.01	154	51	137	58							
4076 - VBM Reporting	1329	808	60.80	610	153	537	191							
4079 4079	571	70	12.26	47	18	42	17							
4079 - VBM Reporting	571	339	59.37	252	67	233	69							
4080 4080	973	131	13.46	106	22	87	34							
4080 - VBM Reporting	973	671	68.96	541	100	474	135							
4084 4084	533	90	16.89	60	22	60	19							
4084 - VBM Reporting	533	325	60.98	256	58	207	84							
4086 4086	1243	170	13.68	122	43	103	49							
4086 - VBM Reporting	1243	802	64.52	617	157	565	171							
4087 4087	1069	147	13.75	112	24	100	29							
4087 - VBM Reporting	1069	435	40.69	323	76	280	90							
4089 4089	164	0	0.00	0	0	0	0							
4089 - VBM Reporting	164	86	52.44	62	16	54	19							
4098 4098	253	0	0.00	0	0	0	0							
4098 - VBM Reporting	253	195	77.08	145	40	128	47							
4099 4099	692	120	17.34	92	19	78	30							
4099 - VBM Reporting	692	306	44.22	224	69	209	71							
4103 4103	1233	198	16.06	143	39	113	51							
4103 - VBM Reporting	1233	692	56.12	527	121	441	175							
4116 4116	203	0	0.00	0	0	0	0							
4116 - VBM Reporting	203	133	65.52	106	16	91	30							
4117 4117	854	142	16.63	95	36	82	39							
4117 - VBM Reporting	854	456	53.40	335	78	284	113							
4118 4118	995	170	17.09	123	39	106	49							
4118 - VBM Reporting	995	648	65.13	486	130	434	153							
4119 4119	1312	196	14.94	140	41	107	64							
4119 - VBM Reporting	1312	766	58.38	592	131	501	187							
4122 4122	1105	190	17.19	135	45	96	70							
4122 - VBM Reporting	1105	653	59.10	519	105	457	138							
4126 4126	1226	192	15.66	139	41	105	64							
4126 - VBM Reporting	1226	746	60.85	598	115	473	207							
4128 4128	945	147	15.56	102	26	77	44							
4128 - VBM Reporting	945	585	61.90	463	94	409	131							

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

140127	MEASURES K AND L - CITY OF SUNNYVALE														
	Registration	Ballots Cast	Turnout (%)		MEASURE K- TRANS OCCUPANCY TAX YES	NO		MEASURE L- CHARTER AMENDMENT YES	NO						
4129 - 4129	1157	168	14.52		109	45		93	55						
4129 - VBM Reporting	1157	747	64.56		564	149		497	170						
4130 - 4130	1030	205	19.90		142	50		126	50						
4130 - VBM Reporting	1030	554	53.79		409	117		377	123						
4131 - 4131	1389	267	19.22		194	59		167	61						
4131 - VBM Reporting	1389	659	47.44		500	122		406	172						
4154 - 4154	1192	212	17.79		146	43		117	62						
4154 - VBM Reporting	1192	669	56.12		507	129		455	157						
Precinct Totals	61144	10281	16.81		7102	2311		5877	2914						
VBM Reporting Totals	61144	34121	55.80		25641	6640		22286	8376						
Grand Totals	61144	44402	72.62		32743	8951		28163	11290						
STATEWIDE	61144	44402	72.62		32743	8951		28163	11290						
US Representative, District 17	61144	44402	72.62		32743	8951		28163	11290						
State Senate, District 10	31	25	80.65		20	5		13	10						
State Senate, District 13	61113	44377	72.61		32723	8946		28150	11280						
State Assembly District 24	61113	44377	72.61		32723	8946		28150	11280						
State Assembly District 25	31	25	80.65		20	5		13	10						
State Board of Equal, District 2	61144	44402	72.62		32743	8951		28163	11290						
Supervisorial District 3	29608	20622	69.65		15007	4237		12875	5345						
Supervisorial District 5	31536	23780	75.41		17736	4714		15288	5945						
CITY OF SUNNYVALE, SEATS 1	61144	44402	72.62		32743	8951		28163	11290						

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

MEASURES K AND L - CITY OF SUNNYVALE															
140127	Registration	Ballots Cast	Turnout (%)		MEASURE K- TRANS OCCUPANCY TAX YES	NO		MEASURE L- CHARTER AMENDMENT YES	NO						
4001 - 4001	843	187	22.18		129	40		96	64						
4001 - VBM Reporting	843	473	56.11		350	91		298	128						
4002 - 4002	962	181	18.81		124	46		96	58						
4002 - VBM Reporting	962	481	50.00		367	95		317	123						
4004 - 4004	682	135	19.79		89	31		73	39						
4004 - VBM Reporting	682	371	54.40		293	57		248	84						
4005 - 4005	47	0	0.00		0	0		0	0						
4005 - VBM Reporting	47	35	74.47		33	2		28	5						
4006 - 4006	1209	230	19.02		141	69		122	73						
4006 - VBM Reporting	1209	608	50.29		434	143		381	157						
4007 - 4007	1422	222	15.61		158	47		128	69						
4007 - VBM Reporting	1422	751	52.81		549	158		460	218						
4008 - 4008	31	0	0.00		0	0		0	0						
4008 - VBM Reporting	31	25	80.65		20	5		13	10						
4010 - 4010	1411	253	17.93		166	58		141	70						
4010 - VBM Reporting	1411	795	56.34		596	157		534	186						
4011 - 4011	1125	190	16.89		120	45		120	36						
4011 - VBM Reporting	1125	615	54.67		440	142		398	166						
4012 - 4012	121	0	0.00		0	0		0	0						
4012 - VBM Reporting	121	75	61.98		61	10		42	22						
4013 - 4013	996	230	23.09		158	47		135	53						
4013 - VBM Reporting	996	504	50.60		370	99		335	117						
4015 - 4015	467	87	18.63		58	16		45	25						
4015 - VBM Reporting	467	247	52.89		166	69		147	72						
4016 - 4016	1232	216	17.53		152	45		131	54						
4016 - VBM Reporting	1232	704	57.14		535	128		481	150						
4017 - 4017	1060	160	15.09		118	27		95	34						
4017 - VBM Reporting	1060	496	46.79		374	79		333	102						
4019 - 4019	1389	297	21.38		219	54		167	83						
4019 - VBM Reporting	1389	691	49.75		539	118		469	158						
4022 - 4022	1408	269	19.11		196	52		153	80						
4022 - VBM Reporting	1408	754	53.55		543	154		474	180						
4023 - 4023	1215	233	19.18		163	47		125	65						
4023 - VBM Reporting	1215	715	58.85		553	125		451	194						
4026 - 4026	1229	226	18.39		170	39		127	65						
4026 - VBM Reporting	1229	634	51.59		445	151		398	171						
4030 - 4030	1018	165	16.21		109	46		92	48						
4030 - VBM Reporting	1018	495	48.62		389	88		303	147						
4034 - 4034	1163	200	17.20		145	41		105	70						
4034 - VBM Reporting	1163	720	61.91		555	130		474	181						
4035 - 4035	1216	219	18.01		150	47		122	59						
4035 - VBM Reporting	1216	659	54.19		474	149		410	173						
4036 - 4036	969	186	19.20		117	58		110	52						
4036 - VBM Reporting	969	518	53.46		368	117		327	139						
4038 - 4038	1153	229	19.86		154	58		138	65						
4038 - VBM Reporting	1153	668	57.94		508	131		441	166						
4039 - 4039	1017	171	16.81		116	33		106	34						
4039 - VBM Reporting	1017	615	60.47		469	120		431	131						
4041 - 4041	722	110	15.24		72	33		61	35						
4041 - VBM Reporting	722	451	62.47		330	93		300	107						
4042 - 4042	1140	171	15.00		120	35		105	40						
4042 - VBM Reporting	1140	552	48.42		403	108		357	133						
4043 - 4043	827	136	16.44		99	24		82	32						
4043 - VBM Reporting	827	516	62.39		375	115		342	123						
4045 - 4045	1334	247	18.52		170	56		147	67						
4045 - VBM Reporting	1334	729	54.65		527	150		446	182						
4047 - 4047	1121	164	14.63		115	39		92	53						
4047 - VBM Reporting	1121	738	65.83		582	131		517	144						
4048 - 4048	932	160	17.17		96	39		86	41						
4048 - VBM Reporting	932	411	44.10		299	86		247	118						
4050 - 4050	1209	162	13.40		111	32		84	49						

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE															
140127	Registration	Ballots Cast	Turnout (%)		MEASURE K- TRANS OCCUPANCY TAX YES	NO		MEASURE L- CHARTER AMENDMENT YES	NO						
4050 - VBM Reporting	1209	603	49.88		427	135		375	166						
4051 4051	1199	154	12.84		106	38		87	43						
4051 - VBM Reporting	1199	740	61.72		593	122		499	169						
4052 4052	923	114	12.35		80	25		69	28						
4052 - VBM Reporting	923	600	65.01		425	143		376	168						
4053 4053	1386	240	17.32		153	70		125	92						
4053 - VBM Reporting	1386	852	61.47		634	164		538	230						
4055 4055	999	144	14.41		98	37		82	44						
4055 - VBM Reporting	999	620	62.06		449	143		400	156						
4058 4058	1164	217	18.64		155	41		134	57						
4058 - VBM Reporting	1164	574	49.31		423	122		381	143						
4060 4060	604	119	19.70		78	30		62	43						
4060 - VBM Reporting	604	298	49.34		228	53		171	94						
4061 4061	131	0	0.00		0	0		0	0						
4061 - VBM Reporting	131	78	59.54		59	20		53	22						
4064 4064	889	158	17.77		104	34		85	46						
4064 - VBM Reporting	889	414	46.57		318	86		270	105						
4067 4067	823	145	17.62		86	41		67	52						
4067 - VBM Reporting	823	417	50.67		312	77		261	107						
4068 4068	167	0	0.00		0	0		0	0						
4068 - VBM Reporting	167	95	56.89		71	18		67	17						
4070 4070	852	152	17.84		102	31		80	41						
4070 - VBM Reporting	852	482	56.57		365	82		319	110						
4071 4071	1322	237	17.93		163	64		134	77						
4071 - VBM Reporting	1322	754	57.03		547	176		470	214						
4074 4074	547	124	22.67		81	33		72	33						
4074 - VBM Reporting	547	273	49.91		207	55		192	55						
4076 4076	1329	226	17.01		154	51		137	58						
4076 - VBM Reporting	1329	808	60.80		610	153		537	191						
4079 4079	571	70	12.26		47	18		42	17						
4079 - VBM Reporting	571	339	59.37		252	67		233	69						
4080 4080	973	131	13.46		106	22		87	34						
4080 - VBM Reporting	973	671	68.96		541	100		474	135						
4084 4084	533	90	16.89		60	22		60	19						
4084 - VBM Reporting	533	325	60.98		256	58		207	84						
4086 4086	1243	170	13.68		122	43		103	49						
4086 - VBM Reporting	1243	802	64.52		617	157		565	171						
4087 4087	1069	147	13.75		112	24		100	29						
4087 - VBM Reporting	1069	435	40.69		323	76		280	90						
4089 4089	164	0	0.00		0	0		0	0						
4089 - VBM Reporting	164	86	52.44		62	16		54	19						
4098 4098	253	0	0.00		0	0		0	0						
4098 - VBM Reporting	253	195	77.08		145	40		128	47						
4099 4099	692	120	17.34		92	19		78	30						
4099 - VBM Reporting	692	306	44.22		224	69		209	71						
4103 4103	1233	198	16.06		143	39		113	51						
4103 - VBM Reporting	1233	692	56.12		527	121		441	175						
4116 4116	203	0	0.00		0	0		0	0						
4116 - VBM Reporting	203	133	65.52		106	16		91	30						
4117 4117	854	142	16.63		95	36		82	39						
4117 - VBM Reporting	854	456	53.40		335	78		284	113						
4118 4118	995	170	17.09		123	39		106	49						
4118 - VBM Reporting	995	648	65.13		486	130		434	153						
4119 4119	1312	196	14.94		140	41		107	64						
4119 - VBM Reporting	1312	766	58.38		592	131		501	187						
4122 4122	1105	190	17.19		135	45		96	70						
4122 - VBM Reporting	1105	653	59.10		519	105		457	138						
4126 4126	1226	192	15.66		139	41		105	64						
4126 - VBM Reporting	1226	746	60.85		598	115		473	207						
4128 4128	945	147	15.56		102	26		77	44						
4128 - VBM Reporting	945	585	61.90		463	94		409	131						

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

140127		MEASURES K AND L - CITY OF SUNNYVALE													
		Registration	Ballots Cast	Turnout (%)		MEASURE K- TRANS OCCUPANCY TAX YES	NO		MEASURE L- CHARTER AMENDMENT YES	NO					
4129 - 4129		1157	168	14.52		109	45		93	55					
4129 - VBM Reporting		1157	747	64.56		564	149		497	170					
4130 - 4130		1030	205	19.90		142	50		126	50					
4130 - VBM Reporting		1030	554	53.79		409	117		377	123					
4131 - 4131		1389	267	19.22		194	59		167	61					
4131 - VBM Reporting		1389	659	47.44		500	122		406	172					
4154 - 4154		1192	212	17.79		146	43		117	62					
4154 - VBM Reporting		1192	669	56.12		507	129		455	157					
Precinct Totals		61144	10281	16.81		7102	2311		5877	2914					
VBM Reporting Totals		61144	34121	55.80		25641	6640		22286	8376					
Grand Totals		61144	44402	72.62		32743	8951		28163	11290					
STATEWIDE		61144	44402	72.62		32743	8951		28163	11290					
US Representative, District 17		61144	44402	72.62		32743	8951		28163	11290					
State Senate, District 10		31	25	80.65		20	5		13	10					
State Senate, District 13		61113	44377	72.61		32723	8946		28150	11280					
State Assembly District 24		61113	44377	72.61		32723	8946		28150	11280					
State Assembly District 25		31	25	80.65		20	5		13	10					
State Board of Equal, District 2		61144	44402	72.62		32743	8951		28163	11290					
Supervisorial District 3		29608	20622	69.65		15007	4237		12875	5345					
Supervisorial District 5		31536	23780	75.41		17736	4714		15288	5945					
CITY OF SUNNYVALE, SEATS 1		61144	44402	72.62		32743	8951		28163	11290					

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3													
100097	Registration	Ballots Cast	Turnout (%)	CITY OF SUNNYVALE, SEAT 1 COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON	CITY OF SUNNYVALE, SEAT 2 COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN	CITY OF SUNNYVALE, SEAT 3 COUNCIL MEMBER JOHN CORDES	MASON FONG				
4001 4001	843	187	22.18	95	53	55	89	89	56				
4001 - VBM Reporting	843	473	56.11	254	169	130	293	259	164				
4002 4002	962	181	18.81	69	79	70	73	77	77				
4002 - VBM Reporting	962	481	50.00	174	243	231	186	222	196				
4004 4004	682	135	19.79	61	53	46	65	63	51				
4004 - VBM Reporting	682	371	54.40	150	173	143	182	166	159				
4005 4005	47	0	0.00	0	0	0	0	0	0				
4005 - VBM Reporting	47	35	74.47	21	11	6	28	15	16				
4006 4006	1209	230	19.02	71	99	77	94	73	99				
4006 - VBM Reporting	1209	608	50.29	214	297	254	249	231	273				
4007 4007	1422	222	15.61	63	114	87	83	79	97				
4007 - VBM Reporting	1422	751	52.81	227	387	333	274	245	373				
4008 4008	31	0	0.00	0	0	0	0	0	0				
4008 - VBM Reporting	31	25	80.65	7	16	13	9	5	17				
4010 4010	1411	253	17.93	77	113	92	99	96	94				
4010 - VBM Reporting	1411	795	56.34	245	433	382	290	301	363				
4011 4011	1125	190	16.89	75	66	81	61	76	67				
4011 - VBM Reporting	1125	615	54.67	215	305	293	221	267	247				
4012 4012	121	0	0.00	0	0	0	0	0	0				
4012 - VBM Reporting	121	75	61.98	17	46	38	26	17	48				
4013 4013	996	230	23.09	69	99	95	71	63	107				
4013 - VBM Reporting	996	504	50.60	166	250	226	189	155	254				
4015 4015	467	87	18.63	21	40	31	31	22	34				
4015 - VBM Reporting	467	247	52.89	79	117	127	67	71	122				
4016 4016	1232	216	17.53	60	105	96	67	57	106				
4016 - VBM Reporting	1232	704	57.14	182	401	371	202	182	393				
4017 4017	1060	160	15.09	52	65	66	52	32	81				
4017 - VBM Reporting	1060	496	46.79	155	263	228	191	136	275				
4019 4019	1389	297	21.38	75	158	140	97	91	143				
4019 - VBM Reporting	1389	691	49.75	213	391	383	217	233	371				
4022 4022	1408	269	19.11	70	139	119	84	68	132				
4022 - VBM Reporting	1408	754	53.55	208	391	347	241	218	386				
4023 4023	1215	233	19.18	85	88	79	100	88	88				
4023 - VBM Reporting	1215	715	58.85	230	379	379	228	259	353				
4026 4026	1229	226	18.39	109	75	69	106	90	92				
4026 - VBM Reporting	1229	634	51.59	253	300	272	277	249	291				
4030 4030	1018	165	16.21	54	71	72	53	57	64				
4030 - VBM Reporting	1018	495	48.62	184	250	239	196	192	234				
4034 4034	1163	200	17.20	78	79	90	70	87	72				
4034 - VBM Reporting	1163	720	61.91	224	382	395	220	274	338				
4035 4035	1216	219	18.01	70	92	80	81	78	79				
4035 - VBM Reporting	1216	659	54.19	199	338	332	215	220	320				
4036 4036	969	186	19.20	62	79	100	41	66	76				
4036 - VBM Reporting	969	518	53.46	158	262	240	175	182	227				
4038 4038	1153	229	19.86	84	102	94	90	101	86				
4038 - VBM Reporting	1153	668	57.94	212	354	361	215	273	292				
4039 4039	1017	171	16.81	56	85	84	54	71	70				
4039 - VBM Reporting	1017	615	60.47	162	353	349	180	245	282				
4041 4041	722	110	15.24	43	49	52	41	49	42				
4041 - VBM Reporting	722	451	62.47	130	246	237	142	172	203				
4042 4042	1140	171	15.00	79	61	67	71	66	71				
4042 - VBM Reporting	1140	552	48.42	214	235	248	200	204	249				
4043 4043	827	136	16.44	33	65	68	29	38	60				
4043 - VBM Reporting	827	516	62.39	150	284	302	136	180	249				
4045 4045	1334	247	18.52	86	109	108	86	84	110				
4045 - VBM Reporting	1334	729	54.65	223	380	350	245	261	336				
4047 4047	1121	164	14.63	43	94	89	50	67	69				
4047 - VBM Reporting	1121	738	65.83	186	458	411	233	262	367				
4048 4048	932	160	17.17	54	64	55	58	52	71				
4048 - VBM Reporting	932	411	44.10	151	205	183	162	140	209				
4050 4050	1209	162	13.40	53	72	62	58	39	77				

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3														
100097	Registration	Ballots Cast	Turnout (%)	CITY OF SUNNYVALE, SEAT 1 COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON		CITY OF SUNNYVALE, SEAT 2 COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN		CITY OF SUNNYVALE, SEAT 3 COUNCIL MEMBER JOHN CORDES	MASON FONG			
4050 - VBM Reporting	1209	603	49.88	190	315		282	222		220	283			
4051 4051	1199	154	12.84	61	58		53	65		77	44			
4051 - VBM Reporting	1199	740	61.72	241	382		343	269		311	311			
4052 4052	923	114	12.35	35	59		44	54		58	36			
4052 - VBM Reporting	923	600	65.01	200	292		290	212		259	245			
4053 4053	1386	240	17.32	113	93		93	111		111	93			
4053 - VBM Reporting	1386	852	61.47	418	324		343	394		402	331			
4055 4055	999	144	14.41	54	83		57	58		62	52			
4055 - VBM Reporting	999	620	62.06	169	348		320	203		215	307			
4058 4058	1164	217	18.64	69	114		86	91		69	110			
4058 - VBM Reporting	1164	574	49.31	175	306		261	218		218	260			
4060 4060	604	119	19.70	44	49		42	52		41	51			
4060 - VBM Reporting	604	298	49.34	81	167		144	103		109	139			
4061 4061	131	0	0.00	0	0		0	0		0	0			
4061 - VBM Reporting	131	78	59.54	26	36		29	31		14	44			
4064 4064	889	158	17.77	43	76		54	57		61	59			
4064 - VBM Reporting	889	414	46.57	145	205		201	146		128	218			
4067 4067	823	145	17.62	54	52		49	55		52	55			
4067 - VBM Reporting	823	417	50.67	160	197		170	188		179	178			
4068 4068	167	0	0.00	0	0		0	0		0	0			
4068 - VBM Reporting	167	95	56.89	25	55		46	30		32	45			
4070 4070	852	152	17.84	41	68		57	53		46	57			
4070 - VBM Reporting	852	482	56.57	115	281		236	170		159	238			
4071 4071	1322	237	17.93	129	85		98	106		115	91			
4071 - VBM Reporting	1322	754	57.03	412	260		288	375		362	301			
4074 4074	547	124	22.67	37	60		53	44		43	48			
4074 - VBM Reporting	547	273	49.91	83	156		146	90		112	133			
4076 4076	1329	226	17.01	72	109		94	88		84	97			
4076 - VBM Reporting	1329	808	60.80	212	476		410	272		293	395			
4079 4079	571	70	12.26	22	36		24	36		30	23			
4079 - VBM Reporting	571	339	59.37	104	162		144	127		147	125			
4080 4080	973	131	13.46	38	69		66	43		46	62			
4080 - VBM Reporting	973	671	68.96	175	413		402	198		238	331			
4084 4084	533	90	16.89	31	44		45	32		36	37			
4084 - VBM Reporting	533	325	60.98	76	211		189	95		126	164			
4086 4086	1243	170	13.68	62	81		85	56		70	69			
4086 - VBM Reporting	1243	802	64.52	241	458		413	287		331	365			
4087 4087	1069	147	13.75	50	68		62	59		50	67			
4087 - VBM Reporting	1069	435	40.69	129	231		201	150		133	226			
4089 4089	164	0	0.00	0	0		0	0		0	0			
4089 - VBM Reporting	164	86	52.44	31	46		42	34		24	50			
4098 4098	253	0	0.00	0	0		0	0		0	0			
4098 - VBM Reporting	253	195	77.08	55	104		86	76		86	77			
4099 4099	692	120	17.34	46	55		52	43		33	64			
4099 - VBM Reporting	692	306	44.22	98	172		162	107		99	171			
4103 4103	1233	198	16.06	79	73		70	85		81	69			
4103 - VBM Reporting	1233	692	56.12	247	324		280	286		297	278			
4116 4116	203	0	0.00	0	0		0	0		0	0			
4116 - VBM Reporting	203	133	65.52	39	76		68	49		35	76			
4117 4117	854	142	16.63	52	60		64	48		42	67			
4117 - VBM Reporting	854	456	53.40	139	241		238	137		146	233			
4118 4118	995	170	17.09	64	80		77	65		68	70			
4118 - VBM Reporting	995	648	65.13	194	364		342	220		269	289			
4119 4119	1312	196	14.94	54	106		90	68		61	96			
4119 - VBM Reporting	1312	766	58.38	187	466		401	245		236	413			
4122 4122	1105	190	17.19	67	87		72	77		81	67			
4122 - VBM Reporting	1105	653	59.10	212	350		328	234		271	291			
4126 4126	1226	192	15.66	82	75		70	84		81	69			
4126 - VBM Reporting	1226	746	60.85	316	331		321	327		326	309			
4128 4128	945	147	15.56	47	64		58	55		47	63			
4128 - VBM Reporting	945	585	61.90	193	303		259	234		214	283			

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

100097		CITY OF SUNNYVALE, SEATS 1/2/3													
		Registration	Ballots Cast	Turnout (%)		CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON		CITY OF SUNNYVALE, SEAT 2 -COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN		CITY OF SUNNYVALE, SEAT 3 -COUNCIL MEMBER JOHN CORDES	MASON FONG		
4129 - 4129		1157	168	14.52		59	78		76	59		61	75		
4129 - VBM Reporting		1157	747	64.56		232	401		374	267		274	363		
4130 - 4130		1030	205	19.90		67	87		65	82		69	81		
4130 - VBM Reporting		1030	554	53.79		180	281		245	207		199	253		
4131 - 4131		1389	267	19.22		81	121		106	98		74	123		
4131 - VBM Reporting		1389	659	47.44		188	348		325	201		177	340		
4154 - 4154		1192	212	17.79		63	103		86	75		83	76		
4154 - VBM Reporting		1192	669	56.12		192	374		335	232		245	316		
Precinct Totals		61144	10281	16.81		3563	4541		4172	3853		3751	4242		
VBM Reporting Totals		61144	34121	55.80		11083	17775		16467	12325		12722	15988		
Grand Totals		61144	44402	72.62		14646	22316		20639	16178		16473	20230		
STATEWIDE		61144	44402	72.62		14646	22316		20639	16178		16473	20230		
US Representative, District 17		61144	44402	72.62		14646	22316		20639	16178		16473	20230		
State Senate, District 10		31	25	80.65		7	16		13	9		5	17		
State Senate, District 13		61113	44377	72.61		14639	22300		20626	16169		16468	20213		
State Assembly District 24		61113	44377	72.61		14639	22300		20626	16169		16468	20213		
State Assembly District 25		31	25	80.65		7	16		13	9		5	17		
State Board of Equal. District 2		61144	44402	72.62		14646	22316		20639	16178		16473	20230		
Supervisorial District 3		29608	20622	69.65		6888	10203		9216	7713		7337	9621		
Supervisorial District 5		31536	23780	75.41		7758	12113		11423	8465		9136	10609		
CITY OF SUNNYVALE, SEATS 1		61144	44402	72.62		14646	22316		20639	16178		16473	20230		

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3													
100097	Registration	Ballots Cast	Turnout (%)	CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON	CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN	CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG				
4001 4001	843	187	22.18	95	53	55	89	89	56				
4001 - VBM Reporting	843	473	56.11	254	169	130	293	259	164				
4002 4002	962	181	18.81	69	79	70	73	77	77				
4002 - VBM Reporting	962	481	50.00	174	243	231	186	222	196				
4004 4004	682	135	19.79	61	53	46	65	63	51				
4004 - VBM Reporting	682	371	54.40	150	173	143	182	166	159				
4005 4005	47	0	0.00	0	0	0	0	0	0				
4005 - VBM Reporting	47	35	74.47	21	11	6	28	15	16				
4006 4006	1209	230	19.02	71	99	77	94	73	99				
4006 - VBM Reporting	1209	608	50.29	214	297	254	249	231	273				
4007 4007	1422	222	15.61	63	114	87	83	79	97				
4007 - VBM Reporting	1422	751	52.81	227	387	333	274	245	373				
4008 4008	31	0	0.00	0	0	0	0	0	0				
4008 - VBM Reporting	31	25	80.65	7	16	13	9	5	17				
4010 4010	1411	253	17.93	77	113	92	99	96	94				
4010 - VBM Reporting	1411	795	56.34	245	433	382	290	301	363				
4011 4011	1125	190	16.89	75	66	81	61	76	67				
4011 - VBM Reporting	1125	615	54.67	215	305	293	221	267	247				
4012 4012	121	0	0.00	0	0	0	0	0	0				
4012 - VBM Reporting	121	75	61.98	17	46	38	26	17	48				
4013 4013	996	230	23.09	69	99	95	71	63	107				
4013 - VBM Reporting	996	504	50.60	166	250	226	189	155	254				
4015 4015	467	87	18.63	21	40	31	31	22	34				
4015 - VBM Reporting	467	247	52.89	79	117	127	67	71	122				
4016 4016	1232	216	17.53	80	105	96	67	57	106				
4016 - VBM Reporting	1232	704	57.14	182	401	371	202	182	393				
4017 4017	1060	160	15.09	52	65	66	52	32	81				
4017 - VBM Reporting	1060	496	46.79	155	263	228	191	136	275				
4019 4019	1389	297	21.38	75	158	140	97	91	143				
4019 - VBM Reporting	1389	691	49.75	213	391	383	217	233	371				
4022 4022	1408	269	19.11	70	139	119	84	68	132				
4022 - VBM Reporting	1408	754	53.55	208	391	347	241	218	386				
4023 4023	1215	233	19.18	85	88	79	100	88	88				
4023 - VBM Reporting	1215	715	58.85	230	379	379	228	259	353				
4026 4026	1229	226	18.39	109	75	69	106	90	92				
4026 - VBM Reporting	1229	634	51.59	253	300	272	277	249	291				
4030 4030	1018	165	16.21	54	71	72	53	57	64				
4030 - VBM Reporting	1018	495	48.62	184	250	239	196	192	234				
4034 4034	1163	200	17.20	78	79	90	70	87	72				
4034 - VBM Reporting	1163	720	61.91	224	382	395	220	274	338				
4035 4035	1216	219	18.01	70	92	80	81	78	79				
4035 - VBM Reporting	1216	659	54.19	199	338	332	215	220	320				
4036 4036	969	186	19.20	62	79	100	41	66	76				
4036 - VBM Reporting	969	518	53.46	158	262	240	175	182	227				
4038 4038	1153	229	19.86	84	102	94	90	101	86				
4038 - VBM Reporting	1153	668	57.94	212	354	361	215	273	292				
4039 4039	1017	171	16.81	56	85	84	54	71	70				
4039 - VBM Reporting	1017	615	60.47	162	353	349	180	245	282				
4041 4041	722	110	15.24	43	49	52	41	49	42				
4041 - VBM Reporting	722	451	62.47	130	246	237	142	172	203				
4042 4042	1140	171	15.00	79	61	67	71	66	71				
4042 - VBM Reporting	1140	552	48.42	214	235	248	200	204	249				
4043 4043	827	136	16.44	33	65	68	29	38	60				
4043 - VBM Reporting	827	516	62.39	150	284	302	136	180	249				
4045 4045	1334	247	18.52	86	109	108	86	84	110				
4045 - VBM Reporting	1334	729	54.65	223	380	350	245	261	336				
4047 4047	1121	164	14.63	43	94	89	50	67	69				
4047 - VBM Reporting	1121	738	65.83	186	458	411	233	262	367				
4048 4048	932	160	17.17	54	64	55	58	52	71				
4048 - VBM Reporting	932	411	44.10	151	205	183	162	140	209				
4050 4050	1209	162	13.40	53	72	62	58	39	77				

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3													
100097	Registration	Ballots Cast	Turnout (%)		CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON		CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN		CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG	
4050 - VBM Reporting	1209	603	49.88		190	315		282	222		220	283	
4051 4051	1199	154	12.84		61	58		53	65		77	44	
4051 - VBM Reporting	1199	740	61.72		241	382		343	269		311	311	
4052 4052	923	114	12.35		35	59		44	54		58	36	
4052 - VBM Reporting	923	600	65.01		200	292		290	212		259	245	
4053 4053	1386	240	17.32		113	93		93	111		111	93	
4053 - VBM Reporting	1386	852	61.47		418	324		343	394		402	331	
4055 4055	999	144	14.41		54	63		57	58		62	52	
4055 - VBM Reporting	999	620	62.06		169	348		320	203		215	307	
4058 4058	1164	217	18.64		69	114		86	91		69	110	
4058 - VBM Reporting	1164	574	49.31		175	306		261	218		218	260	
4060 4060	604	119	19.70		44	49		42	52		41	51	
4060 - VBM Reporting	604	298	49.34		81	167		144	103		109	139	
4061 4061	131	0	0.00		0	0		0	0		0	0	
4061 - VBM Reporting	131	78	59.54		26	36		29	31		14	44	
4064 4064	889	158	17.77		43	76		54	57		61	59	
4064 - VBM Reporting	889	414	46.57		145	205		201	146		128	218	
4067 4067	823	145	17.62		54	52		49	55		52	55	
4067 - VBM Reporting	823	417	50.67		160	197		170	188		179	178	
4068 4068	167	0	0.00		0	0		0	0		0	0	
4068 - VBM Reporting	167	95	56.89		25	55		46	30		32	45	
4070 4070	852	152	17.84		41	68		57	53		46	57	
4070 - VBM Reporting	852	482	56.57		115	281		236	170		159	238	
4071 4071	1322	237	17.93		129	85		98	106		115	91	
4071 - VBM Reporting	1322	754	57.03		412	260		288	375		362	301	
4074 4074	547	124	22.67		37	60		53	44		43	48	
4074 - VBM Reporting	547	273	49.91		83	156		146	90		112	133	
4076 4076	1329	226	17.01		72	109		94	88		84	97	
4076 - VBM Reporting	1329	808	60.80		212	476		410	272		293	395	
4079 4079	571	70	12.26		22	36		24	36		30	23	
4079 - VBM Reporting	571	339	59.37		104	162		144	127		147	125	
4080 4080	973	131	13.46		38	69		66	43		46	62	
4080 - VBM Reporting	973	671	68.96		175	413		402	198		238	331	
4084 4084	533	90	16.89		31	44		45	32		36	37	
4084 - VBM Reporting	533	325	60.98		76	211		189	95		126	164	
4086 4086	1243	170	13.68		62	81		85	56		70	69	
4086 - VBM Reporting	1243	802	64.52		241	458		413	287		331	365	
4087 4087	1069	147	13.75		50	68		62	59		50	67	
4087 - VBM Reporting	1069	435	40.69		129	231		201	150		133	226	
4089 4089	164	0	0.00		0	0		0	0		0	0	
4089 - VBM Reporting	164	86	52.44		31	46		42	34		24	50	
4098 4098	253	0	0.00		0	0		0	0		0	0	
4098 - VBM Reporting	253	195	77.08		55	104		86	76		86	77	
4099 4099	692	120	17.34		46	55		52	43		33	64	
4099 - VBM Reporting	692	306	44.22		98	172		162	107		99	171	
4103 4103	1233	198	16.06		79	73		70	85		81	69	
4103 - VBM Reporting	1233	692	56.12		247	324		280	286		297	278	
4116 4116	203	0	0.00		0	0		0	0		0	0	
4116 - VBM Reporting	203	133	65.52		39	76		68	49		35	76	
4117 4117	854	142	16.63		52	60		64	48		42	67	
4117 - VBM Reporting	854	456	53.40		139	241		238	137		146	233	
4118 4118	995	170	17.09		64	80		77	65		68	70	
4118 - VBM Reporting	995	648	65.13		194	364		342	220		269	289	
4119 4119	1312	196	14.94		54	106		90	68		61	96	
4119 - VBM Reporting	1312	766	58.38		187	466		401	245		236	413	
4122 4122	1105	190	17.19		67	87		72	77		81	67	
4122 - VBM Reporting	1105	653	59.10		212	350		328	234		271	291	
4126 4126	1226	192	15.66		82	75		70	84		81	69	
4126 - VBM Reporting	1226	746	60.85		316	331		321	327		326	309	
4128 4128	945	147	15.56		47	64		58	55		47	63	
4128 - VBM Reporting	945	585	61.90		193	303		259	234		214	283	

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3													
100097													
	Registration	Ballots Cast	Turnout (%)		CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON		CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN		CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG	
4129 - 4129	1157	168	14.52		59	78		76	59		61	75	
4129 - VBM Reporting	1157	747	64.56		232	401		374	267		274	363	
4130 - 4130	1030	205	19.90		67	87		65	82		69	81	
4130 - VBM Reporting	1030	554	53.79		180	281		245	207		199	253	
4131 - 4131	1389	267	19.22		81	121		106	98		74	123	
4131 - VBM Reporting	1389	659	47.44		188	348		325	201		177	340	
4154 - 4154	1192	212	17.79		63	103		86	75		83	76	
4154 - VBM Reporting	1192	669	56.12		192	374		335	232		245	316	
Precinct Totals	61144	10281	16.81		3563	4541		4172	3853		3751	4242	
VBM Reporting Totals	61144	34121	55.80		11083	17775		16467	12325		12722	15988	
Grand Totals	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
STATEWIDE	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
US Representative, District 17	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
State Senate, District 10	31	25	80.65		7	16		13	9		5	17	
State Senate, District 13	61113	44377	72.61		14639	22300		20626	16169		16468	20213	
State Assembly District 24	61113	44377	72.61		14639	22300		20626	16169		16468	20213	
State Assembly District 25	31	25	80.65		7	16		13	9		5	17	
State Board of Equal. District 2	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
Supervisorial District 3	29608	20622	69.65		6888	10203		9216	7713		7337	9621	
Supervisorial District 5	31536	23780	75.41		7758	12113		11423	8465		9136	10609	
CITY OF SUNNYVALE, SEATS 1	61144	44402	72.62		14646	22316		20639	16178		16473	20230	

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

100097		CITY OF SUNNYVALE, SEATS 1/2/3											
		Registration	Ballots Cast	Turnout (%)	CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON	CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN	CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG			
4001 - 4001		843	187	22.18	95	53	55	89	89	56			
4001 - VBM Reporting		843	473	56.11	254	169	130	293	259	164			
4002 - 4002		962	181	18.81	69	79	70	73	77	77			
4002 - VBM Reporting		962	481	50.00	174	243	231	186	222	196			
4004 - 4004		682	135	19.79	61	53	46	65	63	51			
4004 - VBM Reporting		682	371	54.40	150	173	143	182	166	159			
4005 - 4005		47	0	0.00	0	0	0	0	0	0			
4005 - VBM Reporting		47	35	74.47	21	11	6	28	15	16			
4006 - 4006		1209	230	19.02	71	99	77	94	73	99			
4006 - VBM Reporting		1209	608	50.29	214	297	254	249	231	273			
4007 - 4007		1422	222	15.61	63	114	87	83	79	97			
4007 - VBM Reporting		1422	751	52.81	227	387	333	274	245	373			
4008 - 4008		31	0	0.00	0	0	0	0	0	0			
4008 - VBM Reporting		31	25	80.65	7	16	13	9	5	17			
4010 - 4010		1411	253	17.93	77	113	92	99	96	94			
4010 - VBM Reporting		1411	795	56.34	245	433	382	290	301	363			
4011 - 4011		1125	190	16.89	75	66	81	61	76	67			
4011 - VBM Reporting		1125	615	54.67	215	305	293	221	267	247			
4012 - 4012		121	0	0.00	0	0	0	0	0	0			
4012 - VBM Reporting		121	75	61.98	17	46	38	26	17	48			
4013 - 4013		996	230	23.09	69	99	95	71	63	107			
4013 - VBM Reporting		996	504	50.60	166	250	226	189	155	254			
4015 - 4015		467	87	18.63	21	40	31	31	22	34			
4015 - VBM Reporting		467	247	52.89	79	117	127	67	71	122			
4016 - 4016		1232	216	17.53	60	105	96	67	57	106			
4016 - VBM Reporting		1232	704	57.14	182	401	371	202	182	393			
4017 - 4017		1060	160	15.09	52	65	66	52	32	81			
4017 - VBM Reporting		1060	496	46.79	155	263	228	191	136	275			
4019 - 4019		1389	297	21.38	75	158	140	97	91	143			
4019 - VBM Reporting		1389	691	49.75	213	391	383	217	233	371			
4022 - 4022		1408	269	19.11	70	139	119	84	68	132			
4022 - VBM Reporting		1408	754	53.55	208	391	347	241	218	386			
4023 - 4023		1215	233	19.18	85	88	79	100	88	88			
4023 - VBM Reporting		1215	715	58.85	230	379	379	228	259	353			
4026 - 4026		1229	226	18.39	109	75	69	106	90	92			
4026 - VBM Reporting		1229	634	51.59	253	300	272	277	249	291			
4030 - 4030		1018	165	16.21	54	71	72	53	57	64			
4030 - VBM Reporting		1018	495	48.62	184	250	239	196	192	234			
4034 - 4034		1163	200	17.20	78	79	90	70	87	72			
4034 - VBM Reporting		1163	720	61.91	224	382	395	220	274	338			
4035 - 4035		1216	219	18.01	70	92	80	81	78	79			
4035 - VBM Reporting		1216	659	54.19	199	338	332	215	220	320			
4036 - 4036		969	186	19.20	62	79	100	41	66	76			
4036 - VBM Reporting		969	518	53.46	158	262	240	175	182	227			
4038 - 4038		1153	229	19.86	84	102	94	90	101	86			
4038 - VBM Reporting		1153	668	57.94	212	354	361	215	273	292			
4039 - 4039		1017	171	16.81	56	85	84	54	71	70			
4039 - VBM Reporting		1017	615	60.47	162	353	349	180	245	282			
4041 - 4041		722	110	15.24	43	49	52	41	49	42			
4041 - VBM Reporting		722	451	62.47	130	246	237	142	172	203			
4042 - 4042		1140	171	15.00	79	61	67	71	66	71			
4042 - VBM Reporting		1140	552	48.42	214	235	248	200	204	249			
4043 - 4043		827	136	16.44	33	65	68	29	38	60			
4043 - VBM Reporting		827	516	62.39	150	284	302	136	180	249			
4045 - 4045		1334	247	18.52	86	109	108	86	84	110			
4045 - VBM Reporting		1334	729	54.65	223	380	350	245	261	336			
4047 - 4047		1121	164	14.63	43	94	89	50	67	69			
4047 - VBM Reporting		1121	738	65.83	186	458	411	233	262	367			
4048 - 4048		932	160	17.17	54	64	55	58	52	71			
4048 - VBM Reporting		932	411	44.10	151	205	183	162	140	209			
4050 - 4050		1209	162	13.40	53	72	62	58	39	77			

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

CITY OF SUNNYVALE, SEATS 1/2/3													
100097	Registration	Ballots Cast	Turnout (%)	CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON	CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN	CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG				
4050 - VBM Reporting	1209	603	49.88	190	315	282	222	220	283				
4051 4051	1199	154	12.84	61	58	53	85	77	44				
4051 - VBM Reporting	1199	740	61.72	241	382	343	269	311	311				
4052 4052	923	114	12.35	35	59	44	54	58	36				
4052 - VBM Reporting	923	600	65.01	200	292	290	212	259	245				
4053 4053	1386	240	17.32	113	93	93	111	111	93				
4053 - VBM Reporting	1386	852	61.47	418	324	343	394	402	331				
4055 4055	999	144	14.41	54	63	57	58	62	52				
4055 - VBM Reporting	999	620	62.06	169	348	320	203	215	307				
4058 4058	1164	217	18.64	69	114	86	91	69	110				
4058 - VBM Reporting	1164	574	49.31	175	306	261	218	218	260				
4060 4060	604	119	19.70	44	49	42	52	41	51				
4060 - VBM Reporting	604	298	49.34	81	167	144	103	109	139				
4061 4061	131	0	0.00	0	0	0	0	0	0				
4061 - VBM Reporting	131	78	59.54	26	36	29	31	14	44				
4064 4064	889	158	17.77	43	76	54	57	61	59				
4064 - VBM Reporting	889	414	46.57	145	205	201	146	128	218				
4067 4067	823	145	17.62	54	52	49	55	52	55				
4067 - VBM Reporting	823	417	50.67	160	197	170	188	179	178				
4068 4068	167	0	0.00	0	0	0	0	0	0				
4068 - VBM Reporting	167	95	56.89	25	55	46	30	32	45				
4070 4070	852	152	17.84	41	68	57	53	46	57				
4070 - VBM Reporting	852	482	56.57	115	281	236	170	159	238				
4071 4071	1322	237	17.93	129	85	98	106	115	91				
4071 - VBM Reporting	1322	754	57.03	412	260	288	375	362	301				
4074 4074	547	124	22.67	37	60	53	44	43	48				
4074 - VBM Reporting	547	273	49.91	83	156	146	90	112	133				
4076 4076	1329	226	17.01	72	109	94	88	84	97				
4076 - VBM Reporting	1329	808	60.80	212	475	410	272	293	395				
4079 4079	571	70	12.26	22	38	24	36	30	23				
4079 - VBM Reporting	571	339	59.37	104	162	144	127	147	125				
4080 4080	973	131	13.46	38	69	66	43	46	62				
4080 - VBM Reporting	973	671	68.96	175	413	402	198	238	331				
4084 4084	533	90	16.89	31	44	45	32	36	37				
4084 - VBM Reporting	533	325	60.98	76	211	189	95	126	164				
4086 4086	1243	170	13.68	62	81	85	56	70	69				
4086 - VBM Reporting	1243	802	64.52	241	458	413	287	331	365				
4087 4087	1069	147	13.75	50	68	62	59	50	67				
4087 - VBM Reporting	1069	435	40.69	129	231	201	150	133	226				
4089 4089	164	0	0.00	0	0	0	0	0	0				
4089 - VBM Reporting	164	86	52.44	31	46	42	34	24	50				
4098 4098	253	0	0.00	0	0	0	0	0	0				
4098 - VBM Reporting	253	195	77.08	55	104	86	76	86	77				
4099 4099	692	120	17.34	46	55	52	43	33	64				
4099 - VBM Reporting	692	306	44.22	98	172	162	107	99	171				
4103 4103	1233	198	16.06	79	73	70	85	81	69				
4103 - VBM Reporting	1233	692	56.12	247	324	280	286	297	278				
4116 4116	203	0	0.00	0	0	0	0	0	0				
4116 - VBM Reporting	203	133	65.52	39	76	68	49	35	76				
4117 4117	854	142	16.63	52	60	64	48	42	67				
4117 - VBM Reporting	854	456	53.40	139	241	238	137	146	233				
4118 4118	995	170	17.09	64	80	77	65	68	70				
4118 - VBM Reporting	995	648	65.13	194	364	342	220	269	289				
4119 4119	1312	196	14.94	54	106	90	68	61	96				
4119 - VBM Reporting	1312	766	58.38	187	466	401	245	236	413				
4122 4122	1105	190	17.19	67	87	72	77	81	67				
4122 - VBM Reporting	1105	653	59.10	212	350	328	234	271	291				
4126 4126	1226	192	15.66	82	75	70	84	81	69				
4126 - VBM Reporting	1226	746	60.85	316	331	321	327	326	309				
4128 4128	945	147	15.56	47	64	58	55	47	63				
4128 - VBM Reporting	945	585	61.90	193	303	259	234	214	283				

COUNTY OF SANTA CLARA Statement of Vote
GENERAL ELECTION

100097	CITY OF SUNNYVALE, SEATS 1/2/3												
	Registration	Ballots Cast	Turnout (%)		CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER HENRY ALEXANDER, III	GUSTAV LARSSON		CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER GLENN HENDRICKS	JOSH GROSSMAN		CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER JOHN CORDES	MASON FONG	
4129 - 4129	1157	168	14.52		59	78		76	59		61	75	
4129 - VBM Reporting	1157	747	64.56		232	401		374	267		274	363	
4130 - 4130	1030	205	19.90		67	87		65	82		69	81	
4130 - VBM Reporting	1030	554	53.79		180	281		245	207		199	253	
4131 - 4131	1389	267	19.22		81	121		106	98		74	123	
4131 - VBM Reporting	1389	659	47.44		188	348		325	201		177	340	
4154 - 4154	1192	212	17.79		63	103		86	75		83	76	
4154 - VBM Reporting	1192	669	56.12		192	374		335	232		245	316	
Precinct Totals	61144	10281	16.81		3563	4541		4172	3853		3751	4242	
VBM Reporting Totals	61144	34121	55.80		11083	17775		16467	12325		12722	15988	
Grand Totals	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
STATEWIDE	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
US Representative, District 17	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
State Senate, District 10	31	25	80.65		7	16		13	9		5	17	
State Senate, District 13	61113	44377	72.61		14639	22300		20626	16169		16468	20213	
State Assembly District 24	61113	44377	72.61		14639	22300		20626	16169		16468	20213	
State Assembly District 25	31	25	80.65		7	16		13	9		5	17	
State Board of Equal. District 2	61144	44402	72.62		14646	22316		20639	16178		16473	20230	
Supervisory District 3	29608	20622	69.65		6888	10203		9216	7713		7337	9621	
Supervisory District 5	31536	23780	75.41		7758	12113		11423	8465		9136	10609	
CITY OF SUNNYVALE, SEATS 1	61144	44402	72.62		14646	22316		20639	16178		16473	20230	

City of Sunnyvale Council Member, Seat 1

	GUSTAV LARSSON		HENRY ALEXANDER, III	
Precinct	VBM	PCT	VBM	PCT
4026	0	1	1	0
4041	3	0	0	0
4051	1	0	0	0
4071	1	0	0	0
4117	0	0	1	0
4118	1	0	0	0
4122	0	0	1	0
4128	0	0	1	0
4131	0	1	0	0
TOTAL	6	2	4	0
G-Total	8		4	

City of Sunnyvale Council Member, Seat 2

	GLENN HENDRICKS		JOSH GROSSMAN	
Precinct	VBM	PCT	VBM	PCT
4001	0	0	1	0
4010	1	0	0	0
4023	0	0	1	0
4026	0	1	2	0
4035	1	0	1	0
4053	0	0	1	0
4061	1	0	0	0
4118	1	0	0	0
4154	0	0	1	0
TOTAL	4	1	7	0
G-Total	5		7	

City of Sunnyvale Council Member, Seat 3

	JOHN CORDES		MASON FONG	
Precinct	VBM	PCT	VBM	PCT
4001	1	0	0	0
4010	0	0	1	0
4016	0	0	1	0
4023	0	0	1	0
4026	0	1	1	1
4034	0	0	2	0
4035	0	0	0	1
4045	0	0	1	0
4052	0	0	1	0
4053	0	0	1	0
4086	1	0	0	0
4087	0	0	1	0
4118	0	0	1	0
4130	0	0	1	0
TOTAL	2	1	12	2
G-Total	3		14	

REGISTRATION & TURNOUT County of Santa Clara Completed Precincts: 1,098 of 1,098 Total Registration 885,764 PCT Reporting Ballots Cast 138,468 15.63% VBM Reporting Ballots Cast 486,957 54.98% Total Ballots Cast 625,425 70.61%	STATE TREASURER Completed Precincts: 1,098 of 1,098 DEM - FIONA MA 439,879 72.98% REP - GREG CONLON 162,852 27.02%	U. S. REPRESENTATIVE, DISTRICT 17 Completed Precincts: 260 of 260 DEM - RO KHANNA 120,125 75.67% REP - RON COHEN 38,614 24.33%
GOVERNOR Completed Precincts: 1,098 of 1,098 DEM - GAVIN NEWSOM 438,758 71.40% REP - JOHN H. COX 175,791 28.60%	ATTORNEY GENERAL Completed Precincts: 1,098 of 1,098 DEM - XAVIER BECERRA 435,623 72.23% REP - STEVEN C BAILEY 167,498 27.77%	U. S. REPRESENTATIVE, DISTRICT 18 Completed Precincts: 371 of 371 DEM - ANNA G. ESHOO 163,535 73.95% REP - CHRISTINE RUSSELL 57,596 26.05%
LIEUTENANT GOVERNOR Completed Precincts: 1,098 of 1,098 DEM - ELENI KOUNALAKIS 331,520 62.00% DEM - ED HERNANDEZ 203,178 38.00%	INSURANCE COMMISSIONER Completed Precincts: 1,098 of 1,098 DEM - RICARDO LARA 315,504 54.25% NPP - STEVE POIZNER 266,065 45.75%	U. S. REPRESENTATIVE, DISTRICT 19 Completed Precincts: 457 of 457 DEM - ZOE LOFGREN 162,496 73.75% REP - JUSTIN JAMES AGUILERA 57,823 26.25%
SECRETARY OF STATE Completed Precincts: 1,098 of 1,098 DEM - ALEX PADILLA 439,258 72.94% REP - MARK P. MEUSER 162,962 27.06%	BOARD OF EQUALIZATION, DISTRICT 2 Completed Precincts: 1,098 of 1,098 DEM - MALIA COHEN 425,397 72.18% REP - MARK BURNS 163,979 27.82%	U. S. REPRESENTATIVE, DISTRICT 20 Completed Precincts: 10 of 10 DEM - JIMMY PANETTA 3,059 79.45% NPP - RONALD PAUL KABAT 791 20.55%
CONTROLLER Completed Precincts: 1,098 of 1,098 DEM - BETTY T. YEE 447,306 74.12% REP - KONSTANTINOS RODITIS 156,164 25.88%	UNITED STATES SENATOR Completed Precincts: 1,098 of 1,098 DEM - DIANNE FEINSTEIN 339,866 59.78% DEM - KEVIN DE LEON 228,642 40.22%	STATE SENATOR, DISTRICT 10 Completed Precincts: 159 of 159 DEM - BOB WIECKOWSKI 67,117 74.06% REP - VICTOR G. SAN VICENTE 23,506 25.94%

STATE ASSEMBLY, DISTRICT 24	STATE ASSEMBLY, DISTRICT 30	ASSOC. JUSTICE 6TH COURT OF APPEALS - MIHARA
Completed Precincts: 192 of 192	Completed Precincts: 84 of 84	Completed Precincts: 1,098 of 1,098
DEM - MARC BERMAN 97,726 76.80% REP - ALEX GLEW 29,519 23.20%	DEM - ROBERT RIVAS 25,094 63.26% REP - NEIL G. KITCHENS 14,575 36.74%	YES 322,323 77.26% NO 94,876 22.74%
STATE ASSEMBLY, DISTRICT 25	ASSOC. JUSTICE SUPREME COURT - CORRIGAN	STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
Completed Precincts: 192 of 192	Completed Precincts: 1,098 of 1,098	Completed Precincts: 1,098 of 1,098
DEM - KANSEN CHU 66,652 74.15% REP - BOB BRUNTON 23,231 25.85%	YES 321,421 73.42% NO 116,351 26.58%	TONY K. THURMOND 294,172 55.72% MARSHALL TUCK 233,752 44.28%
STATE ASSEMBLY, DISTRICT 27	ASSOC. JUSTICE SUPREME COURT - KRUGER	SANTA CLARA COUNTY BOARD OF EDUCATION, TA 2 - GBM
Completed Precincts: 229 of 229	Completed Precincts: 1,098 of 1,098	Completed Precincts: 172 of 172
DEM - ASH KALRA 90,068 76.29% REP - G. BURT LANCASTER 27,990 23.71%	YES 345,421 80.23% NO 85,095 19.77%	KATHLEEN M. KING 48,087 61.58% BARRY CHANG 30,007 38.42%
STATE ASSEMBLY, DISTRICT 28	PRESIDING JUSTICE 6TH COURT OF APPEALS - GREENWOOD	SANTA CLARA COUNTY BOARD OF EDUCATION, TA 6 - GBM
Completed Precincts: 312 of 312	Completed Precincts: 1,098 of 1,098	Completed Precincts: 142 of 142
DEM - EVAN LOW 130,815 71.09% REP - MICHAEL L. SNYDER 53,195 28.91%	YES 349,742 82.45% NO 74,421 17.55%	PETER ORTIZ 34,411 69.81% KIARA KASSANDRA 14,884 30.19%
STATE ASSEMBLY, DISTRICT 29	ASSOC. JUSTICE 6TH COURT OF APPEALS - DANNER	SANTA CLARA COUNTY BOARD OF EDUCATION, TA 7 - GBM
Completed Precincts: 89 of 89	Completed Precincts: 1,098 of 1,098	Completed Precincts: 200 of 200
DEM - MARK STONE 24,084 66.41% REP - VICKI L. NOHRDEN 12,184 33.59%	YES 341,348 80.90% NO 80,575 19.10%	CLAUDIA ROSSI 43,179 57.10% GINO BORGIOI 32,444 42.90%

GAVILAN JOINT CCD, TA 3 - GBM Completed Precincts: 34 of 34 EDWIN DIAZ 6,675 66.99% WALTER A. GLINES 3,289 33.01%	MILPITAS UNIFIED SD - GBM Number to Vote For: 3 Completed Precincts: 39 of 39 AMIN FAZAL 6,070 17.14%	MORGAN HILL UNIFIED SD, TA 4 - GBM Completed Precincts: 7 of 7 ROBERT GUYNN 375 12.43%
SAN JOSE-EVERGREEN CCD, TA 2 - GBM Completed Precincts: 55 of 55 KAREN MARTINEZ 7,543 36.98% PAULA QUINTERO 6,442 31.58% SCOTT HUNG PHAM 6,414 31.44%	MORGAN HILL UNIFIED SD, TA 5 - SHORT TERM - GBM Completed Precincts: 17 of 17 VANESSA SUTTER 1,886 60.24% ANGELICA DIAZ 1,245 39.76%	PALO ALTO UNIFIED SD - GBM Number to Vote For: 2 Completed Precincts: 47 of 47 KEN DAUBER 14,474 27.05% SHOUNAK DHARAP 12,445 23.26% STACEY ASHLUND 11,302 21.12% KATHY JORDAN 10,980 20.52% ALEX SCHARF 3,933 7.35% CHRISTOPHER BOYD 370 0.69%
SAN JOSE-EVERGREEN CCD, TA 4 - GBM Completed Precincts: 59 of 59 MARIA R. FUENTES 14,669 52.56% HUONG NGUYEN 13,241 47.44%	MORGAN HILL UNIFIED SD, TA 1 - GBM Completed Precincts: 14 of 14 WENDY SULLIVAN 1,479 38.47% PETER MANDEL 1,361 35.40% EMMA NUNEZ 1,005 26.14%	SAN JOSE UNIFIED SD, TA 2 - GBM Completed Precincts: 39 of 39 JOSE MAGANA 7,314 42.93% HELEN CHAPMAN 6,803 39.93% PETER ALLEN 2,167 12.72% ROUMEN BOYADJIEV 752 4.41%
YOSEMITE CCD, TA 4 - GBM Completed Precincts: 1 of 1 ANNE DEMARTINI 23 67.65% PENNY WILLIAMS 11 32.35%	MORGAN HILL UNIFIED SD, TA 2 - GBM Completed Precincts: 16 of 16 JOHN T. HORNER 1,284 38.04% TARA BEVINGTON 1,255 37.19% ENRIQUE NAVARRO-DONNELLAN 467 13.84% JAMES B. DILL 369 10.93%	SAN JOSE UNIFIED SD, TA 4 - GBM Completed Precincts: 27 of 27 BRIAN WHEATLEY 8,375 56.63% MICHAEL MELILLO 6,413 43.37%
MILPITAS UNIFIED SD - GBM Number to Vote For: 3 Completed Precincts: 39 of 39 KELLY YIP-CHUAN 10,071 28.44% CHRIS NORWOOD 9,856 27.83% MICHAEL TSAI 9,414 26.58%	MORGAN HILL UNIFIED SD, TA 4 - GBM Completed Precincts: 7 of 7 CAROL GITTENS 1,590 52.72% JILL PROVENCAL 1,051 34.85%	

SANTA CLARA UNIFIED SD, TA 2 - GBM Number to Vote For: 2 Completed Precincts: 66 of 66 VICKIE FAIRCHILD 21,886 43.07% JODI MUIRHEAD 21,015 41.36% ASHISH MANGLA 7,914 15.57%	LOS GATOS-SARATOGA JOINT UNION HIGH SD - GBM Number to Vote For: 3 Completed Precincts: 76 of 76 CYNTHIA CHANG 15,386 35.63% DAVID GUIDRY 9,875 22.87% PETER L. HERTAN 9,614 22.27% DENISE RAMON HERRERA 8,304 19.23%	CAMBRIAN SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 21 of 21 JAROD MIDDLETON 5,642 29.32% CAROL PRESUNKA 4,757 24.72% RANDY SCOFIELD 4,674 24.29% TERESA CALVERT 4,170 21.67%
CAMPBELL UNION HIGH SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 128 of 128 KRISTIINA ARRASMITH 44,953 32.77% STACEY BROWN 43,069 31.40% ROBERT VARICH 28,178 20.54% BASIL SALEH 20,971 15.29%	MOUNTAIN VIEW-LOS ALTOS UNION HIGH SD - GBM Number to Vote For: 3 Completed Precincts: 68 of 68 FIONA WALTER 25,792 30.57% DEBBIE TOROK 23,360 27.69% CATHERINE J. VONNEGUT 20,918 24.80% STEVEN E. NELSON 14,288 16.94%	CUPERTINO SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 76 of 76 LORI CUNNINGHAM 28,675 32.97% JERRY LIU 26,332 30.28% SATHEESH KUMAR MADHATHIL 18,237 20.97% WIL FLUEWELLING 13,721 15.78%
EAST SIDE UNION HIGH SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 287 of 287 LORENA CHAVEZ 56,458 20.64% VAN THI LE 41,164 15.05% J. MANUEL HERRERA 40,255 14.72% FRANK BIEHL 39,452 14.42% KRISTIN RIVERS 33,916 12.40% PATRICIA MARTINEZ-ROACH 31,949 11.68% DEREK GRASTY 17,339 6.34% ROBERT IMHOFF 12,996 4.75%	ALUM ROCK UNION SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 63 of 63 ANDRES QUINTERO 8,740 19.05% LINDA CHAVEZ 6,089 13.27% ERNESTO A. BEJARANO 5,952 12.97% RAYMOND "RAY" MUELLER 5,505 12.00% KHANH TRAN 5,425 11.82% ESAU HERRERA 5,104 11.12% BRENDA ZENDEJAS 4,868 10.61% BRUCE HUYNH 4,197 9.15%	EVERGREEN SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 56 of 56 CHRISTOPHER CORPUS 14,793 24.15% MARISA HANSON 13,993 22.84% JIM ZITO 12,185 19.89% PATTI ANDRADE 10,289 16.80% BALAJI VENKATRAMAN 10,000 16.32%
FREMONT UNION HIGH SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 114 of 114 WILLIAM (BILL) WILSON 28,790 20.34% NAOMI NAKANO-MATSUMOTO 28,782 20.34% ROSA KIM 25,160 17.78% MEENA JUTTUKONDA-GAJULA 24,502 17.31% DON SUN 18,670 13.19% BENAIFER DASTOOR 15,630 11.04%	BERRYESSA UNION SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 41 of 41 DAVID COHEN 13,440 30.77% THELMA BOAC 10,220 23.40% HUGO JIMENEZ 10,067 23.05% LONG NGUYEN 8,542 19.56% JENNIFER IMHOFF 1,403 3.21%	FRANKLIN-MCKINLEY SD, SHORT TERM - GBM Completed Precincts: 44 of 44 MAIMONA AFZAL BERTA 10,689 66.91% SYLVIA ORNELAS-WISE 5,285 33.09%

OFFICIAL FINAL RESULTS

Cumulative Totals

November 6, 2018

LOMA PRIETA JOINT UNION SD - GBM

Number to Vote For: 3

Completed Precincts: 6 of 6

DEANA ARNOLD	318	30.20%
BEN ABELN	307	29.15%
RONALD A. BOURQUE	245	23.27%
LEAH ROGERS	183	17.38%

MOUNTAIN VIEW WHISMAN SD - GBM

Number to Vote For: 2

Completed Precincts: 32 of 32

DEVON CONLEY	11,001	34.56%
ELLEN WHEELER	8,799	27.64%
TAMARA BECHER PATTERSON	6,657	20.91%
GREG COLADONATO	5,373	16.88%

OAK GROVE SCHOOL DISTRICT, TA 3 - GBM

Completed Precincts: 11 of 11

JORGE PACHECO, JR.	3,295	52.84%
DENNIS D. HAWKINS	2,563	41.10%
KAUSHIK C. JOGLEKAR	378	6.06%

LOMA PRIETA JOINT UNION SD, SHORT TERM - GBM

Completed Precincts: 6 of 6

MARCO V. MENENDEZ	181	43.41%
LILA JONES TURKALJ	161	38.61%
KEVIN HAGEDORN	75	17.99%

MOUNT PLEASANT SCHOOL DISTRICT - GBM

Number to Vote For: 3

Completed Precincts: 18 of 18

BRENDA SERRANO	2,329	21.30%
BETTY MARTINEZ	1,986	18.17%
ROBERT (BOB) RAMIREZ	1,599	14.63%
GAIL TREMAINE	1,398	12.79%
BALTAZAR LOPEZ	1,371	12.54%
YESENIA PINEDA MORENO	1,242	11.36%
JESSE ESQUIVEL	1,008	9.22%

OAK GROVE SCHOOL DISTRICT, TA 5 - GBM

Completed Precincts: 14 of 14

BRIAN LOBUE	3,331	55.70%
ROBERTO PLAMENCO	1,411	23.60%
CAROLYN M. BAUER	1,238	20.70%

LOS ALTOS SCHOOL DISTRICT - GBM

Number to Vote For: 3

Completed Precincts: 36 of 36

BRYAN JOHNSON	13,165	31.43%
VLADIMIR G. IVANOVIC	11,046	26.37%
VAISHALI "SHALI" SIRKAY	9,757	23.29%
YING LIU	7,917	18.90%

NORTH COUNTY JOINT UNION SD - GBM

Number to Vote For: 2

Completed Precincts: 1 of 1

CINDY KING	28	42.42%
TED BRIAN ZANELLA	23	34.85%
EDUARDO NAVARRO	15	22.73%

ORCHARD SCHOOL DISTRICT - GBM

Number to Vote For: 3

Completed Precincts: 8 of 8

JEFF TANG	1,539	28.88%
STEPHANIE HILL	1,420	26.65%
JOSEPH J. ZANONE	1,188	22.29%
NIDA MORAGAS SPETTER	1,182	22.18%

LUTHER BURBANK SCHOOL DISTRICT - GBM

Number to Vote For: 3

Completed Precincts: 4 of 4

NORMA CASTANEDA	566	32.32%
VINCENT ROBINSON	292	16.68%
ADRIANA RODRIGUEZ RIOS	249	14.22%
GUADALUPE REYES	230	13.14%
ERICKA JAZMIN GUZMAN	223	12.74%
CHRIS PULA	191	10.91%

OAK GROVE SCHOOL DISTRICT, TA 2 - GBM

Completed Precincts: 10 of 10

TAMI C. MOORE	2,233	50.16%
DIEGO ALFREDO MARTINEZ	2,219	49.84%

SARATOGA UNION SCHOOL DISTRICT - GBM

Number to Vote For: 3

Completed Precincts: 32 of 32

CYNTHIA MILLER	6,079	34.27%
PHYLLIS TUNG	4,561	25.71%
ERIC CAO	4,085	23.03%
RESHMA HYDER	3,015	17.00%

SUNNYVALE SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 37 of 37 MICHELLE MAGINOT 12,209 29.07% BRIDGET WATSON 11,656 27.75% JEFF ARNETT 9,299 22.14% ANITA HERRMANN 8,841 21.05%	CITY OF CAMPBELL - COUNCIL MEMBER Number to Vote For: 3 Completed Precincts: 23 of 23 ELIZABETH "LIZ" GIBBONS 8,323 26.02% PAUL RESNIKOFF 7,128 22.29% ANNE COYNE BYBEE 6,564 20.52% ANNE SOUZA 5,916 18.50% DARAIUS R. SORABJI 4,051 12.67%	CITY OF LOS ALTOS - COUNCIL MEMBER Number to Vote For: 2 Completed Precincts: 22 of 22 NEYSA FLIGOR 8,359 32.81% ANITA ENANDER 5,154 20.23% JEAN (JOHN) H. MORDO 5,023 19.72% NANCY BREMEAU 4,682 18.38% TERESA MORRIS 2,259 8.87%
UNION SCHOOL DISTRICT - GBM Number to Vote For: 3 Completed Precincts: 30 of 30 SHEILA BILLINGS 10,692 35.26% DOUGLAS EVANS 7,598 25.06% THOMAS E. ROSSMEISL 7,073 23.32% STEVE STOUT 4,961 16.36%	CITY OF CUPERTINO - COUNCIL MEMBER Number to Vote For: 3 Completed Precincts: 30 of 30 DARCY PAUL 9,518 18.09% LIANG-FANG "LIANG" CHAO 8,529 16.21% JON ROBERT WILLEY 7,400 14.06% SAVITA VAIDHYANATHAN 7,355 13.98% HUNG WEI 7,116 13.52% ORRIN MAHONEY 6,580 12.51% TARA SREEKRISHNAN 4,937 9.38% TIM GORSULOWSKY 1,181 2.24%	TOWN OF LOS ALTOS HILLS - COUNCIL MEMBER Number to Vote For: 2 Completed Precincts: 8 of 8 KAVITA TANKHA 3,015 45.95% GEORGE K. TYSON 2,013 30.68% NEIL FERRARI 1,534 23.38%
COUNTY SUPERVISOR, DISTRICT 4 Completed Precincts: 199 of 199 SUSAN ELLENBERG 65,227 59.21% DON ROCHA 44,942 40.79%	CITY OF GILROY - COUNCIL MEMBER Number to Vote For: 3 Completed Precincts: 25 of 25 MARIE BLANKLEY 8,938 25.25% PETER LEROE-MUNOZ 6,624 18.71% DION BRACCO 6,527 18.44% TOM FISCHER 5,539 15.65% REID LERNER 4,180 11.81% TIM RENGGLI 3,589 10.14%	TOWN OF LOS GATOS - COUNCIL MEMBER Number to Vote For: 3 Completed Precincts: 26 of 26 ROB RENNIE 9,108 31.12% MARICO SAYOC 8,325 28.45% STEVEN LEONARDIS 7,428 25.38% LARRY MAGGIO 4,406 15.05%
SHERIFF Completed Precincts: 1,098 of 1,098 LAURIE SMITH 294,500 55.74% JOHN HIROKAWA 233,877 44.26%	CITY OF GILROY, SHORT TERM - COUNCIL MEMBER Completed Precincts: 25 of 25 CAROL MARQUES 8,693 59.30% DANIEL HARNEY 5,966 40.70%	CITY OF MILPITAS - MAYOR Completed Precincts: 33 of 33 RICH TRAN 8,928 48.02% JOSE 'JOE' ESTEVES 4,758 25.59% BOB NUNEZ 3,460 18.61% VOLTAIRE S. MONTEMAYOR 787 4.23% YOON IL LEE 659 3.54%

CITY OF MILPITAS - COUNCIL MEMBER

Number to Vote For: 2

Completed Precincts: 33 of 33

CARMEN MONTANO	5,898	19.50%
KARINA DOMINGUEZ	5,748	19.01%
GARRY BARBADILLO	5,057	16.72%
MARSHA GRILLI	4,406	14.57%
VAN LAN TRUONG	3,297	10.90%
SURAJ "SUN" VISWANATHAN	2,240	7.41%
ROBERT MARINI	1,900	6.28%
TIMOTHY ALCORN	1,694	5.60%

CITY OF MONTE SERENO - COUNCIL MEMBER

Number to Vote For: 3

Completed Precincts: 5 of 5

LIZ LAWLER	897	22.73%
SHAWN LEUTHOLD	895	22.68%
JAVED I. ELLAHIE	735	18.63%
EVERT WOLSHEIMER	670	16.98%
BENJAMIN MACLEAN	390	9.88%
RONALD LESNIAK	359	9.10%

CITY OF MORGAN HILL - MAYOR

Completed Precincts: 27 of 27

RICH CONSTANTINE	7,243	46.51%
GREG SELLERS	6,642	42.65%
KIRK R. BERTOLET	1,688	10.84%

CITY OF MORGAN HILL, DISTRICT B - COUNCIL MEMBER

Completed Precincts: 8 of 8

YVONNE MARTINEZ BELTRAN	1,766	52.83%
MATT LOEWENSTEIN	936	28.00%
KEN MURRAY	641	19.17%

CITY OF MORGAN HILL, DISTRICT D - COUNCIL MEMBER

Completed Precincts: 8 of 8

JOHN K. MCKAY	1,687	37.06%
JULIE MAKRAI HUTCHESON	1,641	36.05%
MARILYN LIBRERS	1,224	26.89%

CITY OF MOUNTAIN VIEW - COUNCIL MEMBER

Number to Vote For: 3

Completed Precincts: 35 of 35

ELLEN KAMEI	11,916	19.00%
LUCAS RAMIREZ	11,397	18.17%
ALISON HICKS	11,129	17.74%
PAT SHOWALTER	11,032	17.59%
LEONARD M. "LENNY" SIEGEL	9,929	15.83%
JOHN INKS	7,319	11.67%

CITY OF PALO ALTO - COUNCIL MEMBER

Number to Vote For: 3

Completed Precincts: 42 of 42

ALISON CORMACK	18,581	28.57%
TOM DUBOIS	15,454	23.76%
ERIC FILSETH	14,865	22.86%
CORY WOLBACH	11,692	17.98%
PAT BOONE	4,446	6.84%

CITY OF SAN JOSE, DISTRICT 7 - COUNCIL MEMBER

Completed Precincts: 41 of 41

MAYA ESPARZA	11,165	54.15%
TAM NGUYEN	9,452	45.85%

CITY OF SAN JOSE, DISTRICT 9 - COUNCIL MEMBER

Completed Precincts: 55 of 55

PAM FOLEY	15,930	50.82%
KALEN GALLAGHER	15,414	49.18%

CITY OF SANTA CLARA - MAYOR

Completed Precincts: 55 of 55

LISA M. GILLMOR	23,334	74.17%
ANTHONY J. BECKER	8,127	25.83%

CITY OF SANTA CLARA, DISTRICT 2 - COUNCIL MEMBER

Completed Precincts: 10 of 10

RAJ CHAHAL	2,690	53.35%
NANCY A. BIAGINI	1,859	36.87%
MARIO BOUZA	493	9.78%

CITY OF SANTA CLARA, DISTRICT 3 - COUNCIL MEMBER

Completed Precincts: 8 of 8

KAREN HARDY	3,578	71.22%
SRINIVASAN SAMBATHKUMAR	1,446	28.78%

CITY OF SANTA CLARA, SHORT TERM - CITY CLERK

Completed Precincts: 55 of 55

HOSAM HAGGAG	7,079	25.01%
ROBERT J. O'KEEFE	6,662	23.54%
ROSEANN LACOURSIERE	4,952	17.50%

<p>CITY OF SANTA CLARA, SHORT TERM - CITY CLERK</p> <p>Completed Precincts: 55 of 55</p> <p>PETA ROBERTS 4,231 14.95% CHRISTOPHER R. STAMPOLIS 3,604 12.73% THOMAS MACDEVITT 1,776 6.27%</p>	<p>CITY OF SUNNYVALE, SEAT 3 - COUNCIL MEMBER</p> <p>Completed Precincts: 65 of 65</p> <p>MASON FONG 20,230 55.12% JOHN CORDES 16,473 44.88%</p>	<p>MIDPENINSULA REGIONAL OPEN SPACE DIST, #5-DIRECTOR</p> <p>Completed Precincts: 39 of 39</p> <p>GREG SCHARFF 6,215 29.85%</p>
<p>CITY OF SARATOGA - COUNCIL MEMBER</p> <p>Number to Vote For: 3</p> <p>Completed Precincts: 26 of 26</p> <p>RISHI KUMAR 9,859 29.62% MARY-LYNNE BERNALD 8,321 25.00% YAN ZHAO 6,888 20.70% CORINNE VITA 4,612 13.86% ANJALI KAUSAR 3,600 10.82%</p>	<p>SANTA CLARA VALLEY WATER, DISTRICT 6 - DIRECTOR</p> <p>Completed Precincts: 118 of 118</p> <p>TONY ESTREMERA 26,131 56.15% OMAR TORRES 20,404 43.85%</p>	<p>SANTA CLARA VALLEY OPEN SPACE AUTHORITY - DIRECTOR</p> <p>Completed Precincts: 74 of 74</p> <p>MIKE POTTER 19,446 64.54% ANTHONY MACIAS 10,684 35.46%</p>
<p>CITY OF SUNNYVALE, SEAT 1 - COUNCIL MEMBER</p> <p>Completed Precincts: 65 of 65</p> <p>GUSTAV LARSSON 22,316 60.38% HENRY ALEXANDER, III 14,646 39.62%</p>	<p>EL CAMINO HEALTHCARE DISTRICT - DIRECTOR</p> <p>Number to Vote For: 2</p> <p>Completed Precincts: 109 of 109</p> <p>PETER C. FUNG 37,880 38.18% GEORGE O. TING 36,674 36.97% MIKE KASPERZAK 16,637 16.77% JAMES DAVIS 8,019 8.08%</p>	<p>RANCHO RINCONADA REC AND PARK DISTRICT - DIRECTOR</p> <p>Number to Vote For: 2</p> <p>Completed Precincts: 2 of 2</p> <p>SOPHIA BADILLO 649 38.18% STEVEN M. WESOLOWSKI 619 36.41% JORDAN DANIEL ELDRIDGE 432 25.41%</p>
<p>CITY OF SUNNYVALE, SEAT 2 - COUNCIL MEMBER</p> <p>Completed Precincts: 65 of 65</p> <p>GLENN HENDRICKS 20,639 56.06% JOSH GROSSMAN 16,178 43.94%</p>	<p>MIDPENINSULA REGIONAL OPEN SPACE DIST, #1-DIRECTOR</p> <p>Completed Precincts: 101 of 101</p> <p>PETE SIEMENS 24,030 65.99% MIKE BUNCIC 12,382 34.01%</p>	<p>PROPOSITION 1 - HOUSING ASSISTANCE BONDS</p> <p>Completed Precincts: 1,098 of 1,098</p> <p>YES 357,419 59.85% NO 239,756 40.15%</p>
	<p>MIDPENINSULA REGIONAL OPEN SPACE DIST, #5-DIRECTOR</p> <p>Completed Precincts: 39 of 39</p> <p>KAREN HOLMAN 14,603 70.15%</p>	<p>PROPOSITION 2 - MENTAL HEALTH SERVICES ACT AMEND</p> <p>Completed Precincts: 1,098 of 1,098</p> <p>YES 395,151 66.06% NO 203,041 33.94%</p>

OFFICIAL FINAL RESULTS

Cumulative Totals

November 6, 2018

PROPOSITION 3 - WATER QUALITY INITIATIVE Completed Precincts: 1,098 of 1,098 YES 313,841 53.04% NO 277,861 46.96%	PROPOSITION 8 - OUTPATIENT DIALYSIS CLINIC BILLING Completed Precincts: 1,098 of 1,098 NO 322,779 55.04% YES 263,653 44.96%	MEASURE C-CITY OF LOS ALTOS-GENERAL PLAN AMENDMENT Completed Precincts: 22 of 22 NO 8,542 53.04% YES 7,562 46.96%
PROPOSITION 4 - CHILDRENS HOSPITAL BONDS Completed Precincts: 1,098 of 1,098 YES 379,578 63.92% NO 214,273 36.08%	PROPOSITION 10 - LOCAL RENT CONTROL Completed Precincts: 1,098 of 1,098 NO 337,601 56.33% YES 261,691 43.67%	MEASURE D-CITY OF LOS ALTOS-TRANS OCCUPANCY TAX Completed Precincts: 22 of 22 YES 9,141 58.94% NO 6,369 41.06%
PROPOSITION 5 - PROPERTY TAX TRANSFER INITIATIVE Completed Precincts: 1,098 of 1,098 NO 350,829 59.71% YES 236,749 40.29%	PROPOSITION 11 - AMBULANCE INITIATIVE Completed Precincts: 1,098 of 1,098 YES 361,363 61.24% NO 228,702 38.76%	MEASURE E-CITY OF PALO ALTO-TRANS OCCUPANCY TAX Completed Precincts: 42 of 42 YES 20,547 68.96% NO 9,249 31.04%
PROPOSITION 6 - TRANSPORTATION FUNDING INITIATIVE Completed Precincts: 1,098 of 1,098 NO 406,249 68.20% YES 189,463 31.80%	PROPOSITION 12 - FARM ANIMAL CONFINEMENT Completed Precincts: 1,098 of 1,098 YES 399,445 67.60% NO 191,468 32.40%	MEASURE F-CITY OF PALO ALTO-HEALTH CARE COSTS INIT Completed Precincts: 42 of 42 AGAINST THE ORDINANCE 22,463 76.49% FOR THE ORDINANCE 6,905 23.51%
PROPOSITION 7 - CHANGE TO DAYLIGHT SAVINGS TIME Completed Precincts: 1,098 of 1,098 YES 345,793 58.76% NO 242,696 41.24%	MEASURE A-COUNTY OF SANTA CLARA-SALES TAX Completed Precincts: 1,098 of 1,098 YES 433,171 74.20% NO 150,582 25.80%	MEASURE G-TOWN OF LOS GATOS-GENERAL REVENUE TAX Completed Precincts: 26 of 26 YES 8,062 54.65% NO 6,691 45.35%

MEASURE H-CITY OF MORGAN HILL-TRANS OCCUPANCY TAX Completed Precincts: 27 of 27 YES 13,008 79.23% NO 3,409 20.77%	MEASURE M-CITY OF SANTA CLARA-CANNABIS TAX Completed Precincts: 55 of 55 YES 25,613 76.68% NO 7,789 23.32%	MEASURE R-CITY OF MILPITAS-TRANSIENT OCCUPANCY TAX Completed Precincts: 33 of 33 YES 12,552 67.76% NO 5,971 32.24%
MEASURE I-CITY OF MORGAN HILL-CANNABIS TAX Completed Precincts: 27 of 27 YES 12,765 79.06% NO 3,380 20.94%	MEASURE N-CITY OF SANTA CLARA-CHARTER AMENDMENT Completed Precincts: 55 of 55 YES 21,902 70.40% NO 9,208 29.60%	MEASURE S-CITY OF SAN JOSE-CONSTRUCTION CONTRACTS Completed Precincts: 501 of 501 YES 218,424 79.48% NO 56,377 20.52%
MEASURE J-CITY OF MORGAN HILL-APPOINTEE POSITIONS Completed Precincts: 27 of 27 YES 9,437 61.92% NO 5,804 38.08%	MEASURE O-CITY OF CAMPBELL-GENERAL OBLIGATION BOND Completed Precincts: 23 of 23 YES 11,071 69.60% NO 4,836 30.40%	MEASURE T-CITY OF SAN JOSE-PUBLIC SAFETY BOND Completed Precincts: 501 of 501 YES 197,110 70.95% NO 80,687 29.05%
MEASURE K-CITY OF SUNNYVALE-TRANS OCCUPANCY TAX Completed Precincts: 65 of 65 YES 32,743 78.53% NO 8,951 21.47%	MEASURE P-CITY OF MOUNTAIN VIEW-BUSINESS TAX Completed Precincts: 35 of 35 YES 19,011 71.05% NO 7,747 28.95%	MEASURE U-CITY OF SAN JOSE-SALARY ADJUSTMENTS Completed Precincts: 501 of 501 YES 232,246 85.93% NO 38,034 14.07%
MEASURE L-CITY OF SUNNYVALE-CHARTER AMENDMENT Completed Precincts: 65 of 65 YES 28,163 71.38% NO 11,290 28.62%	MEASURE Q-CITY OF MOUNTAIN VIEW-CANNABIS TAX Completed Precincts: 35 of 35 YES 21,694 81.42% NO 4,952 18.58%	MEASURE V-CITY OF SAN JOSE-AFFORDABLE HOUSING BOND Completed Precincts: 501 of 501 YES 177,525 64.01% NO 99,816 35.99%

OFFICIAL FINAL RESULTS

Cumulative Totals

November 6, 2018

MEASURE W-WEST VALLEY-MISSION CCD-SCHOOL BOND Completed Precincts: 269 of 269 BONDS YES 83,285 60.46% BONDS NO 54,477 39.54%	MEASURE BB-SANTA CLARA UNIFIED SD-SCHOOL BOND Completed Precincts: 66 of 66 BONDS YES 27,512 67.35% BONDS NO 13,339 32.65%	MEASURE JJ-MOUNT PLEASANT SD-SCHOOL BOND Completed Precincts: 18 of 18 BONDS YES 3,932 70.33% BONDS NO 1,659 29.67%
MEASURE X-GAVILAN JOINT CCD-SCHOOL BOND Completed Precincts: 120 of 120 BONDS YES 26,799 62.47% BONDS NO 16,103 37.53%	MEASURE CC-FREMONT UNION HIGH SD-SCHOOL BOND Completed Precincts: 114 of 114 BONDS YES 44,844 64.61% BONDS NO 24,566 35.39%	
MEASURE Y-PALO ALTO UNIFIED SD-TERM LIMITS Completed Precincts: 47 of 47 YES 24,009 73.19% NO 8,796 26.81%	MEASURE EE-EVERGREEN SD-PARCEL TAX Completed Precincts: 56 of 56 YES 21,009 70.21% NO 8,916 29.79%	
MEASURE Z-PALO ALTO UNIFIED SD-SCHOOL BOND Completed Precincts: 47 of 47 BONDS YES 23,013 69.36% BONDS NO 10,166 30.64%	MEASURE GG-SUNNYVALE SD-SCHOOL BOND Completed Precincts: 37 of 37 BONDS YES 15,771 70.92% BONDS NO 6,468 29.08%	
MEASURE AA-MILPITAS UNIFIED SD-SCHOOL BOND Completed Precincts: 39 of 39 BONDS YES 13,479 71.41% BONDS NO 5,397 28.59%	MEASURE HH-LUTHER BURBANK SD-SCHOOL BOND Completed Precincts: 4 of 4 BONDS YES 668 69.22% BONDS NO 297 30.78%	

ORDINANCE NO. 3140-18

**AN ORDINANCE OF THE CITY OF SUNNYVALE
AMENDING SECTION 3.16.040 ("IMPOSITION—RATE—
PAYMENT") OF THE SUNNYVALE MUNICIPAL CODE TO
INCREASE THE TRANSIENT OCCUPANCY TAX**

WHEREAS, by Resolution No. 888-18, adopted July 17, 2018, the City Council of the City of Sunnyvale submitted a measure to the electors of the City of Sunnyvale proposing an amendment to Section 3.16.040 of the Sunnyvale Municipal Code increasing the Transient Occupancy Tax as set forth in Section 1 of this ordinance; and

WHEREAS, the proposed amendment was adopted by a majority of the voters at the election held on November 6, 2018, and the City Council has by Resolution No. _____ declared that the ballot measure was approved.

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

SECTION 1. SECTION 3.16.040 AMENDED. Section 3.16.040 of Sunnyvale Municipal Code is hereby amended to read as follows:

3.16.040. Imposition – Rate - Payment.

(a) For the privilege of occupancy in any hotel, each transient is subject to and shall pay a tax in the amount of eight percent of the rent charged by the operator through June 30, 1995, and eight and one-half percent of the rent charged by the operator on or after July 1, 1995.

(b) Commencing January 1, 2007, and continuing through December 31, 2008, the amount of the tax shall be nine percent of the rent charged by the operator. Effective January 1, 2009, the amount of the tax shall be nine and one-half percent of the rent charged by the operator, provided, however, that the average citywide hotel/motel occupancy rate from January 1 through September 30, 2008, as determined by the director of finance, is at least sixty percent. If the average occupancy rate during this period is less than sixty percent, the increase in the amount of the tax shall be deferred until January 1, 2010. In any event, the amount of the tax on and after January 1, 2010, shall be nine and one-half percent of the rent charged by operator.

(c) Commencing January 1, 2014, and continuing thereafter, the amount of the tax shall be ten and one-half percent of the rent charged by the operator.

(d) Commencing January 1, 2019, and continuing thereafter, the amount of the tax shall be 12.5 percent of the rent charged by the operator.

(e) Said tax constitutes a debt owed by the transient to the city which is extinguished only by payment to the operator or to the city. The transient, or any person paying rent on the transient's behalf, shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the tax administrator may require that such tax shall be paid directly to the tax administrator.

SECTION 2. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment.

SECTION 3. EFFECTIVE DATE. Pursuant to California Elections Code Section 9217, this ordinance is adopted as of December 18, 2018, when the City Council of the City of Sunnyvale certified the election results. This ordinance shall go into effect December 28, 2018.

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

This ordinance was introduced by Resolution No. 888-18 by the City Council of the City of Sunnyvale at the regular meeting of the City Council, held on the 17th day of July 2018, for submission to the voters at an election to be held on November 6, 2018.

AYES: HENDRICKS, KLEIN, LARSSON, MELTON
NOES: GRIFFITH, SMITH, GOLDMAN
ABSENT: NONE
ABSTAIN: NONE
RECUSAL: NONE

This ordinance was submitted to the voters and approved by a vote of **32,743 (78.53%) (Yes)** to 8,951 (21.47%) (No) as declared by Resolution No. _____ of the City Council, dated December 18, 2018.

ATTEST:

APPROVED:

City Clerk
Date of Attestation: _____

Mayor

(SEAL)

APPROVED AS TO FORM:

City Attorney

**Charter Chapter No. _____
Statutes of 2018**

**AMENDMENT TO THE CHARTER OF THE CITY OF SUNNYVALE
Charter Article VI. The Council**

General Municipal Election Held November 6, 2018

[Filed with the California Secretary of State _____]

Section 604 of Article VI of the Charter of the City of Sunnyvale is amended to read as follows:

Section 604. Vacancies.

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

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

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

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

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

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

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

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

Certified and authenticated as a true copy:

Certified and authenticated as a true copy
and attested to:

GLENN HENDRICKS
Mayor

KATHLEEN FRANCO-SIMMONS
City Clerk

(Seal)



City of Sunnyvale

Agenda Item

18-1046

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Amend the Classification Plan and the City's Salary Resolution to Update the Schedule of Pay to Add the Classification of Superintendent of Libraries.

BACKGROUND

This report recommends amending the Classification Plan and the City's Salary Resolution to update the schedule of pay to add the newly established classification of Superintendent of Libraries.

EXISTING POLICY

Section 1103, entitled Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

ENVIRONMENTAL REVIEW

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

DISCUSSION

In 2018, the Office of the City Manager approved a classification and compensation study request from the Department of Library and Community Services (LCS) to review a new classification of Superintendent of Libraries. Staff conducted a classification and compensation study that included a review of internal management reporting relationships, responsibilities, and associated salaries.

The proposed Superintendent of Libraries will be responsible for developing and implementing the workplan for the Library. Similar to the level of responsibility assigned to the Superintendent of Community Services, the Superintendent of Libraries plans, organizes and directs Library activities including the development of programs and services; directs, oversees and participates in the development of the Library work plan; assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods and procedures. The Superintendent of Libraries classification will report directly to the Director of Library and Community Services.

The Superintendent of Libraries classification will be represented by the Sunnyvale Managers Association (SMA).

FISCAL IMPACT

Positions in the Library are funded by the General Fund. The new Superintendent of Libraries will replace the currently budgeted Administrative Librarian. The difference in cost is approximately

\$27,464 per year, totaling approximately \$687,000 over twenty years. The initial cost can be absorbed by the Department and will be included in the FY 2019/20 Recommended Budget.

PUBLIC CONTACT

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

RECOMMENDATION

Adopt the Resolution amending Resolution Nos. 143-77 and 190-05 to Add the New Classification of Superintendent of Libraries to the Classification Plan of the Civil Service and Amend the City's Salary Resolution to Update the Schedule of Pay to Include the Classification

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director, Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NOS. 143-77 AND 190-05, TO ADD A NEW CLASSIFICATION OF SUPERINTENDENT OF LIBRARIES TO THE CLASSIFICATION PLAN OF THE CIVIL SERVICE, AND TO AMEND THE CITY'S SALARY RESOLUTION TO UPDATE THE SCHEDULE OF PAY TO INCLUDE THE CLASSIFICATION

WHEREAS, at the request of the Library and Community Services Department, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classification of "Superintendent of Libraries;" and

WHEREAS, the City Council having considered such proposals and recommendations desire to approve the amendment to the Classification Plan of the Civil Service and make corresponding changes to the City's Salary Resolution.

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

1. The City Council hereby approves an amendment to the Classification Plan of the Civil Service as follows:
 - a. Create the classification of Superintendent of Libraries (0219) with a pay range of \$138,842 (Min. range/ Step 1) to \$163,343 (Max. range/ Step 6) annually.
2. Except as herein modified, the Classification Plan, Resolution No. 143-77, as amended, shall remain in full force and effect.
3. Resolution No. 190-05 (the City's Salary Resolution) is hereby amended by adding the classifications and pay rates set forth in Exhibit A, to the schedule of pay (salary table), attached and incorporated by reference, to implement the changes described in this resolution. Except as herein modified, Resolution No. 190-05, as amended, shall remain in full force and effect.
4. The Salary Resolution amendments and pay rates noted above shall be effective December 18, 2018.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

City of Sunnyvale

Draft Salary Table

Salary Table - Superintendent of Libraries Classification

Job Code	Job Title	Unit	Pay Category	Range / Scale	Min. range / Step 1	Step 2	Step 3	Step 4	Step 5	Max. range / Step 6	Effective Date
0219	SUPERINTENDENT OF LIBRARIES	Mgmt-SMA	E	20	138,842					163,343	12/18/2018

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

MGMT-SMA:

Category E, applies to Represented Classified Management Employees

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



City of Sunnyvale

Agenda Item

18-1115

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Revising the Citywide Records Retention and Destruction Program Policy and Schedule (*Rescheduled from 12/4/2018, RTC 18-0898*)

BACKGROUND

In February 2010, Council adopted Resolution No. 420-10 establishing a Citywide Records Retention and Destruction Program Policy and Schedule (Records Retention Schedule) providing a critical tool toward effective and economical records management in accordance with Government Code section 34090, et seq. and numerous other federal, state and local codes (RTC No. 10-040). The Records Retention Schedule provides clear and precise information for records management and enables staff to more efficiently control inventory of active, inactive and expired records. Additionally, it also provides the City with the legal authority to dispose of records that have reached the end of their required retention period.

This item was placed on the Council agenda of December 4, 2018 (*RTC No. 18-0898*). As staff began to draft a response to a Council question regarding the Records Retention Schedule, staff requested that the item be pulled from the agenda and advised Council that it would be placed on the December 18, 2018 agenda to allow staff to make revisions and clarifications to the Records Retention Schedule regarding election-related records.

EXISTING POLICY

Administrative Policy Manual Chapter 5 - Information Management Article 5

ENVIRONMENTAL REVIEW

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

DISCUSSION

Pursuant to the Administrative Policy Manual regarding information management, City staff submits for Council's consideration revisions to the City's Records Retention Schedule to assure it remains in compliance with government records retention regulations. Staff went through a review process with each City department and worked with Office of the City Attorney to assure that the Schedule complies with government records retention regulations. City Council action to adopt a Resolution revising the Records Retention Schedule is required to establish a current Schedule (Exhibit A of Attachment 1). A copy of the Schedule with markups is also attached as Attachment 2 for reference.

Storage of inactive and expired records is inefficient and costly. The revision to the Records Retention Schedule will also provide City staff with the framework to assess the viability for a digital records management system to help improve accessibility of records and reduce the City's overall administrative overhead costs.

Staff wishes to provide the following clarifications and note revisions made regarding election-related records.

Petitions are strictly governed by California Elections Code section 17200 which reads in pertinent part:

(a) Except as provided in subdivision (b), elections officials required by law to receive or file in their offices any initiative or referendum petition shall preserve the petition until eight months after the certification of the results of the election for which the petition qualified or, if the measure, for any reason, is not submitted to the voters, eight months after the final examination of the petition by the elections official.

(b) Thereafter, the petition shall be destroyed as soon as practicable unless any of the following conditions is satisfied:

- (1) The petition is in evidence in some action or proceeding then pending.
- (2) The elections official has received a written request from the Attorney General, the Secretary of State, the Fair Political Practices Commission, a district attorney, a grand jury, or the governing body of a county, city and county, or district, including a school district, that the petition be preserved for use in a pending or ongoing investigation into election irregularities, the subject of which relates to the petition's qualification or disqualification for placement on the ballot, or in a pending or ongoing investigation into a violation of the Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the Government Code).
- (3) The proponents of the petition have commenced an examination pursuant to Section 6253.5 of the Government Code, in which case the petition shall be preserved until one year from the date that the proponents last examined the petition. (emphasis added.)

Furthermore, petitions are not public information and are governed by Government Code section 6253.5, which states "petitions shall not be deemed to be public records and shall not be open to inspection except by the public officer or public employees who have the duty of receiving, examining or preserving the petitions.and, if the petition is found to be insufficient, by the proponents of the petition..."

Pursuant to Elections Code section 17200, the City Clerk is required by state law to destroy petitions eight months either after the certification of the election results or after the final examination of the petition if the petition does not qualify for being placed on the ballot, unless certain proscribed conditions exist as stated above.

Petition-related materials have been renamed "Petition Administrative Records" (ADMIN 34.01).

These records include the notice of intent to circulate petition, written text of the initiative and written statement setting forth the reasons for the proposed petition and are governed by Elections Code section 9202.5. Petition Administrative Records are proposed to have a permanent retention period.

The revisions also incorporated the deletion of the report series entitled "Losing Candidate Statements" as it was duplicative and the elimination of the record series entitled "Miscellaneous Election Materials" as it was no longer necessary because the records are now included in "Petition Administrative Records."

Government Code section 81009, effective January 1, 2019, requires permanent retention of the campaign statements of candidates elected to City Council and the retention of campaign statement for candidates not elected to City Council for at least 5 years. During the review process, staff evaluated and determined that of the value of keeping the candidate's statements for non-elected candidates permanently does not outweigh the administrative overhead of maintaining the records. The proposed Records Retention Schedule for non-elected candidate's statement is 8 years after the election, which is longer than required by Government Code section 81009. As Government Code section 81009 requires the statements to be kept at least 5 year, the City Council may decide that it wishes to keep the non-elected candidates' statements permanently.

FISCAL IMPACT

There is no fiscal impact. Revising the Records Retention Schedule will continue to result in long-term cost savings with the reduction of records stored internally and externally at off-site storage facilities.

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

Adopt the Resolution Approving Revisions to the Citywide Records Retention and Destruction Program Policy and Schedule.

..

Prepared by: Nhon Nguyen, Senior Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution Updating the Citywide Records Retention and Destruction Program Policy and Schedule with Exhibit A entitled "Records Retention and Destruction Schedule"
2. 2018 Records Retention Schedule with Edits



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE APPROVING REVISIONS TO THE
CITY'S RECORDS RETENTION AND DESTRUCTION
PROGRAM POLICY AND SCHEDULE**

WHEREAS, pursuant to Government Code Section 12236 and Government Code Section 34090, et seq., the City Council adopted Resolution No. 420-10 on February 23, 2010, approving a City of Sunnyvale Records Retention Schedule to ensure that proper retention periods have been applied and that an adequate paper trail exists for all City materials and records prior to destruction; and

WHEREAS, to ensure a sound records management program, the Citywide Records Retention Policy shall be reviewed, amended and updated from time to time due to changes in the organization; and

WHEREAS, the City desires to amend the Records Retention and Destruction Program Policy and Schedule as outlined in the attached Exhibit A.

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

1. The City of Sunnyvale Records Retention and Destruction Program Policy and Schedule is hereby amended in its entirety, and attached hereto by Exhibit A.
2. This revised Records Retention and Destruction Program Policy and Schedule supersedes the Records Retention and Destruction Program Policy and Schedule approved on February 23, 2010, under Resolution No. 420-10.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

RECORDS RETENTION & DESTRUCTION SCHEDULE LEGEND AND CITATIONS

The following is a key to the acronyms used to define retention periods:

LEGEND of RETENTION CODES			
AC	= Active	E	= Certification of Election
AD	= Adoption	M	= Maturity
AU	= Audit	P	= Permanent or Indefinite
CL	= Closed/Completion	L	= Life
CU	= Current Year or Current Use	S	= Supersede
DOB	= Date of Birth	T	= Termination

Description of retention codes:

AU requires a record to be retained for a period beyond the most recent audit involving the materials noted. For example: AU + 5 requires the record to be retained until the audit pertaining to that record is complete, plus five years.

CU requires a record to be retained for a period beyond its current use or the current calendar year. For example: CU + 2 requires the record to be retained for the current year, plus two years. A record dated June 23, 2009 would be retained for the remainder of 2009, and through 2010 and 2011.

CL requires a record to be retained for a period beyond its date of completion or closure. For example: CL + 3 requires the record to be retained for three years beyond the date of completion. Records identified as "Logs" with a retention of "CL" indicate the date the log ends, such as the end of the fiscal or calendar year.

P requires a record to be retained permanently (generally assumed to be 500 years) or indefinitely (until the record medium deteriorates beyond use).

S requires a record to be retained until that record is superseded by an updated version. For example: S + 2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.

T requires a record to be retained for a period beyond the term or termination date. For example: T + 8 requires the record to be retained for eight years beyond the end of a term.

The following is a key to the acronyms used to reference legal citations or other authorities:

CITATIONS	
B&P	= Business and Professions Code
CA	= California Administrative Code
CCP	= Code of Civil Procedure
CCR	= Code of California Regulations
CEQA	= California Environmental Quality Act
CFR	= Code of Federal Regulations
EC	= Election Code
FMLA	= Family & Medical Leave Act of 1993
GC	= Government Code
H&S	= Health & Safety code
HUD	= Housing and Urban Development Code
SMC	= Sunnyvale Municipal Code
OSHA	= Occupational Safety & Health Act
PC	= Penal Code
POST	= Police Officers Standards Training
UFC	= Uniform Fire Code
USC	= United States Code
WIC	= Welfare & Institutions Code

City of Sunnyvale
Records Retention and Destruction Schedule
Updated: 11/27/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Annual Financial Report	Records related to or needed for an Independent auditor analysis	ADMIN001	FIN	FIN	Administration	Audit	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Bond documentation	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation	ADMIN002	FIN	FIN, DPW, CDD	Administration	Audit	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Financial Plans	Working files for 20 year financial plans. Examples: operating budgets; IT rental rate schedules; Performance Budgeting Structure Related Reports, PAMS, PABS	ADMIN004	FIN	FIN	Administration	Audit	GC 34090.7	S	Archive electronic files after 5 years; paper copies shredded	3/23/2010
Audit Hearing or Review Documents	Documentation created and/or received in connection with an audit hearing or review. Logs and notes from administrative appeals	ADMIN005	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 2	Destroy or Delete after retention period	3/23/2010
Audit Reports	Internal and/or external; including back-up documentation. Examples: payroll audit reports; audit reports for golf course restaurants; budget audit reports; etc.	ADMIN006	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 6	Confidential Recycle or Delete after retention period	3/23/2010
Affidavit Index		ADMIN011	OCM	OCM	Administration	Elections	EC 17001	CL + 5	Destroy or Delete after retention period	3/23/2010
Ballots, Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	ADMIN015	OCM	OCM	Administration	Elections	California Constitution Art. XIII	P	Archive per Records Management Policy	3/23/2010
Calendar: Elections		ADMIN016	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010
Canvass of Returns	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results Examples: ROV certification of results; resolution certifying canvass of returns and results	ADMIN017	OCM	OCM	Administration	Elections	GC 22932; EC 17130; EC 2653	P	Archive per Records Management Policy	3/23/2010
Certificates of Election	Certificates of election; Original reports and statements	ADMIN018	OCM	OCM	Administration	Elections	GC 81009(a) (d)	T + 4	Destroy or Delete after retention period	3/23/2010
Charter, Amendments / Measures	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters	ADMIN019	OCM, OCA	OCM, OCA	Administration	Elections	GC 34458-60; GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Conflict of Interest Code	Conflict of Interest Code Resolution	ADMIN020	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Administration / Campaign Statements and Conflict of Interest materials	FPPC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents	ADMIN020.1	OCM	OCM	Administration	Elections	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: Campaign disclosure, Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN021	OCM	OCM	Administration	Elections	GC 81009(b) (g)	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Campaign disclosure, Not Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN022	OCM	OCM	Administration	Elections	GC 81009(b)	E + 8	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: Campaign disclosure - Unsuccessful (all other committees)	FPPC Filings. Examples: Form 460, 410 etc.	ADMIN023	OCM	OCM	Administration	Elections	GC 81009(c)	E + 8	Destroy or Delete after retention period	3/23/2010
Candidate Statements, Elected	Written statement of candidates, elected	ADMIN024	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy	12/18/2018
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.01	OCM	OCM	Administration	Elections	GC 34090; GC 81009	E + 8	Destroy or Delete after retention period	3/23/2010
Fair Political Practices: History	History of elections, certificates of destruction, other resolutions re: elections	ADMIN025	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010
Fair Political Practices: Statement of Economic Interests - Elected Officials	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700	ADMIN026	OCM	OCM	Administration	Elections	GC 81009(e)	P	Recycle or Delete after retention period	3/23/2010
Fair Political Practices: Statement of Economic Interests - Conflict of Interest Code filers	FPPC Filings: includes Conflict of Interest Code Designated Positions or Employees, commissioners, consultants. Examples: Form 700	ADMIN027	OCM	OCM	Administration	Elections	GC 81009(e)	CU + 7	Destroy or Delete after retention period	3/23/2010
Lobbyist Registration	Statements	ADMIN028	OCM	OCM	Administration	Elections	EC 81009(b)	P	Archive per Records Management Policy	3/23/2010
Maps, Precincts/Voter Information		ADMIN029	OCM	OCM	Administration	Elections	GC 34090; EC 17503; EC 17302	E + 2	Destroy or Delete after retention period	3/23/2010
Nomination Papers: Successful	Nomination documents, in-lieu petitions	ADMIN030	OCM	OCM	Administration	Elections	EC 17100	T + 4	Destroy or Delete after retention period	3/23/2010
Nomination Papers: Not Elected or Unsuccessful	Nomination documents, in-lieu petitions	ADMIN031	OCM	OCM	Administration	Elections	EC 17100	E + 8	Destroy or Delete after retention period	3/23/2010
Notifications and Publications: Elections	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election, Affidavit of publication, notice of election, notice of nominees	ADMIN032	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010
Oaths of Office	Elected Officials	ADMIN033	OCM	OCM	Administration	Elections	GC 34090; 29 USC 1113	T + 6	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM	OCM	Administration	Elections	EC 17200, EC 17400	E + 8 months	Destroy or Delete after retention period	12/18/2018
Petition Administration Records	Initiative petition materials. Notice of Intention, written text of the initiative, written statement setting for the reasons for the proposed petition	ADMIN034.01	OCM	OCM	Administration	Elections	EC 9202.5	P	Archive per Records Management Policy	12/18/2018
Precinct Records	Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service	ADMIN035	OCM	OCM	Administration	Elections	EC 17503	E + .5	Destroy or Delete after retention period	3/23/2010
Voter Roster	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments	ADMIN036	OCM	OCM	Administration	Elections	EC 17300	E + 5	Destroy or Delete after retention period	3/23/2010
Biographies	Biographies, bios, or vitae for City Council, Mayor, City Manager	ADMIN040	OCM	OCM	Administration	Administration	GC 34090	P	Archive per Records Management Policy	12/18/2018
Salary Schedules		ADMIN041	HR	HR	Administration	Benefits	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy	12/18/2018
Correspondence, Originating Department	If not attached to agreement or project file. Examples: Correspondence not retained in a subject file; general internal or external correspondence; memos (internal); individual customer files kept as back-up for frequent customers; memos from Assistant City Manager; etc.	ADMIN042	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	2 Yrs	Recycle or Delete after retention period	12/18/2018
Goals & Objectives, Departmental	Goals & objectives	ADMIN043	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Policies & Procedures, Departmental	Retain while current. Examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions	ADMIN044	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	S + 5	Recycle or Delete after retention period	12/18/2018
Promotional Marketing: External	Marketing copy for external publicity or advertising. Examples: business retention marketing and recreational marketing for programs, classes, activities and events (reports, studies, original copies of pictures/art)	ADMIN045	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 7	Recycle or Delete after retention period	12/18/2018
Promotional Marketing: Internal	Marketing copy for internal publicity or advertising	ADMIN046	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Departmental	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	ADMIN047	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090; GASB	CU + 2	Destroy or Delete after retention period	12/18/2018
Reports: Staff	Non-agenda related, includes supporting documentation. Examples: project reports; City Manager bi-weekly reports; weekly ELT meetings; executive reports; etc.	ADMIN048	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Reports: City Manager	City Manager Bi-Weekly Reports	ADMIN048.1	OCM	OCM	Administration	General Subject	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010
Special Projects Documentation		ADMIN049	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Support Services	Reproduction; printing; postal/mailing services, other internal resources. Examples: reproduction, printing requests; postal/mailing services, other internal resources	ADMIN050	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Refer to Legal Authority	12/18/2018
Travel Records	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	ADMIN051	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Grants: Community Development Block Grant and Urban Development documentation	Applications, reports, contracts, supporting documents	ADMIN052	CDD	CDD-Housing	Administration	Grants	GC 34090; 24 CFR 570.502 24 CFR85.42* (*OMB Cir. A-102, A-110, A-128)	T + 5	Recycle or Delete after retention period	3/23/2010
Grants, Federal and State	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents	ADMIN053	Originating Department	FIN	Administration	Grants	GC 34090	CL + 5	Destroy or Delete after retention period	3/23/2010
Grant Financial Records	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	ADMIN054	FIN	FIN	Administration	Grants	GC 34090	CL + 5	Refer to Legal Authority	3/23/2010
Grants, Unsuccessful	Applications not entitled. Examples: grant documents	ADMIN055	FIN	FIN	Administration	Grants	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR	HR	Administration	Risk Management	GC 34090, City Charter	T + 2	Destroy or Delete after retention period	12/18/2018
Benefits Guide	General employee information including benefit plans	ADMIN059	HR	HR	Administration	Benefits	GC 34090	S + 2	Destroy or Delete after retention	12/18/2018
Citywide Employee Events or Special Programs	Years of Service Awards, Employee Giving Campaign (except pledge forms, see FIN030), Suggestion Award Program	ADMIN060	HR	HR	Administration	Administration	GC 34090; GC 12946	CU + 2	Destroy or Delete after retention period	12/18/2018
Employee Rights: Safety Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062	HR	HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 5	Destroy or Delete after retention period	12/18/2018
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062.1	HR	HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 3	Destroy or Delete after retention period	12/18/2018
Immigration I-9s		ADMIN064	HR	HR	Administration	Benefits	Immigration Reform/Control Act 1986 Pub. L 99-603, LC 1174, 8 USC 1324a(b)(3)	If hired, DOH + 3 or T+1, whichever longer. If not hired, but recruited for a fee, date of recruitment +3	Refer to Legal Authority	12/18/2018
Medical Leave	May include FMLA/CFRA/PDL; certifications; Paid Medical Leave; pre-employment medical test; long term disability claims/applications; employee emergency relief fund; interactive processes/reasonable accommodations; State Disability Insurance claims; Hearing Conservation Test; respirator test; etc.	ADMIN065	HR	HR	Administration	Administration, Risk Management, Employee Relations/Development	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA 8CCR5100(d)(2)OSHA 8CCR5100(d)(2)	T + 5	Destroy or Delete after retention	12/18/2018
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: -negotiations notes, notebooks correspondence, contracts and Memorandum of Understandings; side letters	ADMIN067	HR	HR	Administration	Administration	29 USC Sections 211(c), 203(m), 207(g)	CL + 15	Archive after 5 years	12/18/2018
Official Personnel Files	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; disciplinary actions; benefit election/change forms; beneficiary designations	ADMIN068	HR	HR	Administration	Benefits	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	T+5	Destroy or Delete after retention period	12/18/2018
Irrevocable election forms	Employee election of paid leave cash-out submitted in prior calendar year.	ADMIN068.01	HR	HR	Administration	Benefits	GC 34090; 26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Liability Claims - Sexual Abuse and Molestation	Special liability claims against the City	ADMIN068.02	HR	HR	Administration	Risk Management	CCP 340.1, CCP 1002, CG Section 905	CL + 20	Archive after current	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Department of Justice No Longer Interested forms		ADMIN068.03	HR	HR	Administration	Recruitment	CG12946	CL+2	Destroy or Delete after retention period	12/18/2018
Unemployment Insurance	EDD unemployment insurance claim, determinations/rulings, benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims	ADMIN068.04	HR	HR	Administration	Administration	GC 34090	CL + 2	Destroy or Delete after retention period	12/18/2018
Personnel Records (copies)	Attendance; evaluations; drafts; worksheets; postings. Examples: Departmental copies of leave request forms; disability leave requests; job postings; manager achievement plans; manager performance evaluations; SEIU/SEA/Confidential employees performance evaluations; department maintained personnel rosters	ADMIN069	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, ESD, FIN, HR, ITD, OCA, OCM, ESD	Administration	Human Resources	GC 34090; GC 6250	CU + 2	Destroy or Delete after retention period	12/18/2018
EEOC/ADEA/DFEH	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response;	ADMIN070	HR	HR	Administration	Employee Relations/Development	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy	12/18/2018
EEO-4 Reports	EEO-4 Reports	ADMIN070.01	HR	HR	Administration	Benefits	29 CFR 1602.30; 29 CFR 1602.31	CU + 3	Destroy or Delete after retention period	12/18/2018
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; position recruitment records including: position requisition, advertising costs, exam results, copy of eligibility lists, referral lists, interview questions, candidate correspondence; reference checks; selection appeals	ADMIN071	HR	HR	Administration	Recruitment	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	CL + 3	Destroy or Delete after retention period	12/18/2018
Reports: Human Resources	Employee statistics, benefit activity; liability loss. Examples: vacation, floating holiday, comp time taken, and admin leave hours by employee (all non-disability leaves); disability leave reports; liability loss reporting	ADMIN072	HR	HR	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Personnel Records, Safety Employees	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; disciplinary actions; terminations; evaluations-pre employee medicals. Examples: achievement plans; COA-Out of Class Assignment; Annual, three month, & six month performance evaluations by employee; personnel action forms; personnel action forms; disciplinary actions; exit interviews; pre-employment medical; service awards; Duty Preference	ADMIN073	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 5	Confidential Recycle or Delete after retention period	3/23/2010
Personnel Records, Safety Employees	Police, fire, emergency employees may include;outside employment, commendations, oaths of office, career records.	ADMIN073.1	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 3	Archive per Records Management Policy	12/18/2018
Employee Surveys and Studies	Includes classification, wage rates. Examples: job analysis; review of work; interviews of staff; job classifications and salaries from other agencies, union group, date established, EEOC code, etc.	ADMIN074	HR	HR	Administration	Human Resources	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	Destroy or Delete after retention period	3/23/2010
Citywide Training Records	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information. Harassment training materials including sign-in sheets, copies of certificates of attendance, written or recorded training materials (including webinars), and any written questions employees submit.	ADMIN075	HR	HR	Administration	Employee Relations/Development	GC 34090; GC 12950.1GC 12950.1	CU + 5	Destroy or Delete after retention period	12/18/2018
Safety Certifications/Designations	Certifications/designations. Examples: safety certifications/designations	ADMIN077	DPS	DPS, DPW, ESD	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
City Employee Reimbursements	Reimbursement includes travel advances and expenses, training expenses for staff and City Council, tuition reimbursement, retiree medical reimbursement	ADMIN078	HR, FIN	HR, FIN	Administration	Human Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Inventory, Information Systems	Hardware/Software Inventory logs; systems manuals. Examples: hardware/software inventory logs; system manuals; warranties, specifications, maintenance records; software licenses, license agreements	ADMIN080	ITD	ITD	Administration	Information Services	GC 34090; CCP 337	S + 2 ; License agreements:T+4	Recycle or Delete after retention period	3/23/2010
Network Information Systems (LAN/WAN) documentation	Configuration maps and plans	ADMIN081	ITD	ITD	Administration	Information Services	GC 34090; CCP 337.2; 343	CU + 4	Recycle or Delete after retention period	3/23/2010
Agendas: City Council, Boards, and Commissions	Original agendas and special meeting notices: City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Redevelopment Successor Agency Oversight Board	ADMIN087	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy	12/18/2018
Agendas: misc.	Agendas for Child Care Advisory Board (CCAB) agenda and packets; Community Advisory Committee (CAC); Staff Advisory Committees; ELT strategic planning; School Districts; updates with City Manager; ad hoc committees; staff meetings	ADMIN087.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	GC 34090	CU + 4	Archive per Records Management Policy	12/18/2018
Administrative Policies	Finalized, Posted Administrative Policies	ADMIN087.2	Originating Department	OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Agenda Reports - Report to Council (RTC) - Information Only Items	Information Only Reports to Council (RTCs) and Reports to Commissions, Agenda-related memos to Council	ADMIN088	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	CU + 10	Destroy or Delete after retention period	12/18/2018
Agenda Reports - Report to Council (RTC) - Public Hearing, General Business and Consent Calendar items	Reports to Council (RTC) for public hearing and consent calendar items; Study Issues/Budget Issues Workshop binders/materials, Reports to Commissions	ADMIN088.01	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	P	Destroy or Delete after retention period	12/18/2018
Appeals, Civil		ADMIN089	OCA	OCA	Administration	Legal/ Legislative	CCP 583.320(a)(3); GC 34090	CU + 3	Destroy or Delete after retention period	3/23/2010
Applications for Boards, Commissions: Not appointed	Not selected. Examples: applications; rejection letters; etc.	ADMIN090	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Applications for Boards, Commissions: Appointed	Selected	ADMIN091	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090; GC 40801	T + 5	Destroy or Delete after retention period	3/23/2010
Articles of Incorporation		ADMIN092	OCM	OCM	Administration	Legal/ Legislative	GC 34090; CCP 337.2	P	Archive per Records Management Policy	3/23/2010
Case Logs	From Close of cases listed; Chronological listing of cases	ADMIN093	OCA	OCA	Administration	Legal/ Legislative	CCP 337.2; 343	CL + 7	Destroy or Delete after retention period	3/23/2010
Case Records - (High Profile)	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	ADMIN094	OCA	OCA	Administration	Legal/ Legislative	GC 6254	P	Archive per Records Management Policy	3/23/2010
Case Records	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	ADMIN095	OCA	OCA	Administration	Legal/ Legislative	42 USC s1983	CU + 7	Destroy or Delete after retention period	3/23/2010
Contracts and Agreements Excluding Capital Improvement	Includes agreements, leases, equipment, services or supplies. Examples: school district agreements; benefit contracts; service and service maintenance agreements with service providers; franchise agreements; tower lease agreements; instructor agreements; vendor agreements; community service organization agreements, purchase orders and associated attachments, purchase orders and associated attachments (FIN); memorandum of understanding (MOU); Friendship City agreements	ADMIN096	FIN, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	CCP 337.2, 343; GC 34090	T + 5	Recycle or Delete after retention period	12/18/2018
Contracts and Agreements Including Capital Improvement	Construction. Examples: capital improvement project contracts	ADMIN097	FIN, OCM	FIN, OCM	Administration	Legal/ Legislative	H&S 19850; GC 34090	P	Archive after 5 years	3/23/2010
Case Index of Attorney Case Notations	Including notations on activities related to case	ADMIN098	OCA	OCA	Administration	Legal/ Legislative	GC 6254	L	Destroy or Delete after retention period	3/23/2010
Advertising of Legal Notifications	Includes public notices, legal publications. Examples: ad copy, invoice, finance-(proofs of legal publications, ordinances, resolutions, etc.); public notices, Affidavit of publication, etc.	ADMIN099	OCM	OCM	Administration	Legal/ Legislative	CCP 343, 349 et seq.; GC 911.2; GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Minutes: Council, Boards, and Commissions	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Financing Authority; Redevelopment Successor Agency and Redevelopment Successor Agency Oversight Board	ADMIN101	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, ESD, HR, OCM	Administration	Legal/ Legislative	GC 34090(d); GC 36814; GC 40801	P	Archive per Records Management Policy	12/18/2018
Minutes: misc.	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	ADMIN101.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010
Attorney Opinions/ Memoranda	Confidential. Legal Opinions/ Memoranda (internal & external)	ADMIN103	OCA	OCA	Administration	Legal/ Legislative	GC 34090	S + 2	Confidential Recycle or Delete after retention period	12/18/2018
Ordinances	Legislative actions. Examples: original signed Ordinances; Charter amendments	ADMIN104	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40806	P	Archive per Records Management Policy	3/23/2010
Petitions: Not election-related	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related	ADMIN105	OCM	OCM	Administration	Legal/ Legislative	GC 34090; GC 50115	CU + 2	Confidential Recycle or Delete after retention period	3/23/2010
Resolutions	Legislative actions. Examples: original signed resolutions	ADMIN106	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40801	P	Archive per Records Management Policy	3/23/2010
Recordings: tapes, audio, video for Minutes Preparation	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City Council meetings, Planning Commission meetings, boards and commission meetings	ADMIN107	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090.7; GC 54953.5.(b)	CU + 1	Archive per Records Management Policy	12/18/2018
Recordings: tapes, audio, video: City Council Meetings	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings	ADMIN107.1	OCM	OCM	Administration	Legal/ Legislative	GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Assessment Districts Documentation	Original documentation	ADMIN108	FIN	FIN	Administration	Municipal Clerk	GC 34090	P	Archive after maturity	3/23/2010
Inventory, Records	Inventory of non-current or inactive records holdings and location, indices. Examples: inventory from GRM offsite storage, department logs of records storage	ADMIN109	OCM	OCM	Administration	Municipal Clerk	GC 34090; 80 OPS Atty. Gen. 106	S + 4	Recycle or Delete after retention period	12/18/2018
Municipal Code	Supplements included	ADMIN110	OCA	OCA	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010
Public Records Request	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation	ADMIN111	OCM, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Municipal Clerk	GC 34090	CL + 2	Destroy or Delete after retention period	12/18/2018
Records Management Documents	Document includes retrieval, transfers - inactive	ADMIN112	OCM	OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Records Management Disposition Certification	Documentation of final disposition or records. Examples: records destruction certificate or resolution	ADMIN113	OCM	OCM	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010
Records Retention Schedules	Resolution adopting records retention and destruction schedule and policies	ADMIN114	OCM	OCM	Administration	Municipal Clerk	CCP 343	P	Archive per Records Management Policy	3/23/2010
General Administrative Policies and Procedures	All city policies and procedures. Examples: Administrative Policy Manual	ADMIN115	OCM, Originating Department	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Policy, Council Policies	Policies, directives, amendments rendered by Council not assigned a resolution or ordinance number. Examples: Council Policy Manual; Legislative Advocacy Positions	ADMIN116	OCM, OCA	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Public Financing Authority Documentation	All records and documents associated with Public Financing Authority	ADMIN117	FIN	FIN	Administration	Public Financing Authority	GC 34090, CCP337.5	CL + 10	Archive per Records Management Policy	3/23/2010
Public Financing Authority: Financial Records		ADMIN118	FIN	FIN	Administration	Public Financing Authority	GC 34090, 40802, 53901	P	Archive per Records Management Policy	3/23/2010
Public Financing Authority: Management Reports		ADMIN119	FIN	FIN	Administration	Public Financing Authority	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Brochures, Publications, Newsletter, Bulletins	Miscellaneous publications from departments	ADMIN120	Originating Department	All Applicable Departments: CDD, DCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Public Information	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Brochures, Publications, Newsletter, Bulletins	Examples: Quarterly Report/Horizon	ADMIN120.1	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Brochures, Publications, Newsletter, Bulletins	Examples: Harbinger/Sun Times	ADMIN120.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
City Calendar	Calendar entries maintained on the City's website	ADMIN121	OCM	OCM	Administration	Public Information	GC 34090	CU + 1	Recycle or Delete after retention period	12/18/2018
Media Relations	Content provided to media outlets, such as written replies, press releases and associated photos/photo releases, video or b-roll, etc.	ADMIN122	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010
Media Contact Log	Tracking for Performance Measures on replies	ADMIN122.3	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
News Release Log	Index of news releases	ADMIN122.4	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
Media Relations: Candidates	Candidate video statements	ADMIN122.5	OCM	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period	12/18/2018
Accident Reports - City Assets	Reports and related records. Examples: workplace accident reports; accident reports for accidents involving City vehicles; reports related to accidents on City property	ADMIN123	HR, DPW, LCS, DPS	HR	Administration	Risk Management	29 CFR 1904.2; 29;* (* CFR 1904.6) CCP 338	CL + 7	Archive after closure; shred after designated retention period	3/23/2010
Bonds, Insurance Policies	Insurance policies for General Obligation Bonds, Certificates of Participation (COPS), Lease-Revenue Bonds, Fidelity Bonds, Surety Bonds, and other financial instruments	ADMIN124	HR, FIN	HR, FIN	Administration	Risk Management	CCP 337.2; 343	CL + 10	Archive after current	12/18/2018
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	OCA	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 7	Destroy or Delete after retention period	12/18/2018
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	HR	Administration	Risk Management	CCP 338	CL + 7	Destroy or Delete after retention	12/18/2018
Insurance Certificates	Insurance certificates filed separately from contracts, includes insurance filed by licensees. Examples: Bonds or Insurance for vendors who do business with the City. HR risk and insurance documents.	ADMIN128	HR, FIN	HR, DPW	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	3/23/2010
Insurance, Liability/Property documentation	May include liability, property, Certificates of Participation	ADMIN129	HR, FIN, LCS	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	12/18/2018
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator, claims files	ADMIN130	HR	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy	12/18/2018
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	HR	Administration	Risk Management	GC 34090, CCP 335.1	CL + 2	Destroy or Delete after retention period	12/18/2018
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period	12/18/2018
NWS Workforce Innovation and Opportunity Act (WIOA) Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	NOVA	NOVA	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
NWS Other Programs	Programs Not Otherwise Specified - ProMatch, Non-WIOA grants, Fee for Service, NOVA Foundation	ADMIN137	NWS	NWS	Administration	Community Services	2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	12/18/2018
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LCS	LCS	Administration	Library	GC 34090	CU+2	Archive per Records Management Policy	12/18/2018
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records, LSTA, Grants.	ADMIN139	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LCS	LCS	Administration	Library	GC 34090	CU + 3	Destroy or Delete after retention period	12/18/2018
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LCS	LCS	Administration	Library	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period	12/18/2018
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LCS	LCS	Administration	Library	GC 34090	CU + 4	Destroy or Delete after retention period	12/18/2018
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	ITD	ITD	Administration	Information Services	GC 34090	S	Shred medium.	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Software Setup/Install Programs	OS, desktop software or other vendor software.	ADMIN150	ITD	ITD	Administration	Information Services	GC 34090	L+1	Securely dispose	12/18/2018
Application Source code, including database code	Maintained in Visual Sourcesafe.	ADMIN151	ITD	ITD	Administration	Information Services	GC 34090	S+1 or L+1	Delete after retention period	12/18/2018
Applicant Fingerprint Images	Applicant Fingerprint Records- electronic images	ADMIN152	DPS	DPS	Administration	Human Resources	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	30 days post-transmission	Delete after retention period	3/23/2010
Civil Service Rules, Salary Resolutions	Finalized published versions	ADMIN153	HR	HR	Administration	Human Resources	GC 34090	P	Archive after 5 years	12/18/2018
Drug Tests	Records of employees randomly selected for drug and/or alcohol tests, random test results, Substance Abuse Professional (SAP) reports, follow-up test results, inspection records and information obtained by previous employers concerning drug and alcohol test results.	ADMIN154	HR	HR	Administration	Risk Management	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333 and Sect 40.25	CU + 5	Destroy or Delete after retention period	12/18/2018
Deferred Compensation	See OPF, plan documents contracts	ADMIN155	HR	HR	Administration	Benefits	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period	12/18/2018
Paycheck Stuffers		ADMIN158	FIN	FIN	Finance	Payroll	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Wage Attachments		ADMIN162	FIN	FIN	Finance	Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	12/18/2018
Pre-Employment Medical - Not Hired		ADMIN163	HR	HR	Administration	Recruitment	CA222-0010-00; 22 CCR 1085-2; GC 12946	CU + 5	Destroy or Delete after retention period	12/18/2018
Infectious Disease & Occupation Exposure Files	Employee exposure records	ADMIN166	HR	HR	Administration	Risk Management	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	P	Archive per Records Management Policy	12/18/2018
Liability Claims	Claims against the City - General, Automobile, Property and Employment Liability Claims	ADMIN167	HR	HR	Administration	Risk Management	CCP 335.1	CL + 7	Destroy or Delete after retention period	12/18/2018
Safety Program	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records, and exposure control reports	ADMIN168	HR	HR	Administration	Risk Management	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	CU + 2	Destroy or Delete after retention period	12/18/2018
Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	Applicant Fingerprint Records- Livescan Application- BCII-8016 Form	ADMIN169	DPS, HR	HR	Administration	Recruitment	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	12 Months		12/18/2018
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	LCS	LCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded	12/18/2018
Returned Mail	Backup for mail that has come back to the division undeliverable	ADMIN171	Originating Department	FIN	Administration	General Subject	GC 34090	7 yrs	Recycle or Delete after retention period	12/18/2018
Legislative Issues	Tracking of legislative issues.	ADMIN172	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Volunteer records: Placed	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets	ADMIN173	HR	HR	Administration	Volunteer Resources	GC 34090	T + 3	Destroy or Delete after retention	12/18/2018
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 3	Recycle or Delete after retention period	12/18/2018
Correspondence: City Council	Outgoing correspondence on behalf of City Council or Mayor	ADMIN176	OCM	OCM	Administration	General Subject	GC 34090	T + 3	Recycle or Delete after retention period	3/23/2010
Neighborhood Associations	Neighborhood Associations: applications, grants, registry, agreements, reimbursements	ADMIN180	LCS	LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	12/18/2018
Special Orders of the Day (SOD)	Special Orders of the Day presented by the Mayor or Council; includes proclamations, certificates of appreciation / achievement / recognition, commendations, letters of recognition	ADMIN181	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Delegation visits	Records of visiting delegations	ADMIN182	OCM	OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Volunteers: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR	HR	Administration	Volunteer Resources	GC 34090	CU + 2	Destroy or Delete after retention	12/18/2018
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR	HR	Administration	Volunteer Resources	GC 34090	T + 5	Destroy or Delete after retention period	12/18/2018
State of the City	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	LCS	LCS	Administration	Legal/ Legislative	GC 34090	CU + 3	Archive per Records Management Policy	12/18/2018
Benchmark Data	Horizontal, vertical & control	DEV001	DPW	DPW	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Bids & Proposals (Unsuccessful)		DEV002	FIN	FIN	Development	Administration	GC 34090(d)	CL + 2	Destroy or Delete after retention period	3/23/2010
Bonds: Development	Housing; Industrial Development	DEV003	CDD	CDD-Planning	Development	Administration	CCP 337.5	CL + 10	Recycle or Delete after retention period	3/23/2010
Bonds: Security	Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	DEV004	DPW	DPW	Development	Administration	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Code Books	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	DEV005	Originating Department	All Applicable Departments: CDD, DPS, DPW, OCA, OCM, ESD	Development	Administration	GC 34090e, Sunnyvale Municipal Code	15 Years	Archive per Records Management Policy	12/18/2018
Contractor Listing	Current listing	DEV006	FIN, CDD, DPW, LCS, ESD	DPW, FIN, CDD-Building, ESD	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Correspondence: Development Administration	Working documentation	DEV007	CDD	CDD-Housing	Development	Administration	GC 34090(d)	CU + 2; HUD Correspondence: CU+5	Recycle or Delete after retention period	3/23/2010
Development Conditions, Mitigation	Mitigation measures; filed with case files	DEV008	CDD	CDD-Planning	Development	Administration	GC 34090	L	Recycle or Delete after retention period	3/23/2010
Development Agreements	Infrastructure contracts, franchises.	DEV009	CDD, DPW, ESD	DPW, ESD	Development	Administration	CCP337, 337.1(a), 337.15; GC 34090;4 8 CFR 4.703	P	Archive per Records Management Policy	12/18/2018
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(a)	AD + 20	Archive per Records Management Policy	12/18/2018
Drawings, Project Plan	Does not include those usually filed with case or project	DEV011	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Franchises	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements	DEV012	DPW	DPW	Development	Administration	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	P	Archive per Records Management Policy	12/18/2018
General Subject Files	Internal working files including correspondence	DEV013	CDD	CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010
Grants: Community/Urban Development (includes CDBG)	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	DEV014	CDD	CDD-Housing	Development	Administration	24 CFR 570.502(b) (3); 241 CFR 85.42; 2 CFR 215.53	CL + 4 ; Certain HUD records: CL+5	Destroy or Delete after retention period	3/23/2010
Historic Preservation Inventory	Historic structures & landmarks	DEV015	CDD	CDD-Planning	Development	Administration	GC 34090(d)	P	Archive per Records Management Policy	3/23/2010
Incident Files	Emergency Call Outs	DEV016	DPS	DPS	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Land Uses, Nonconforming	Building or site usage which does not conform to current standards	DEV017	CDD, DPW	DPW, CDD-Planning	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Maps & Plats	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	DEV019	DPW, ESD	DPW, ESD	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	DEV020	DPW, ESD	DPW, ESD	Development	Administration	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Permits, Construction	Plans, building, signs, grading, encroachment, including blueprints and specifications	DEV021	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(a); H&S19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	DEV022	CDD, LCS, DPW	CDD-Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Photographs	Example: Aerial photographs, Real Estate	DEV023	CDD, LCS, DPW	DPW	Development	Administration	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
Projects, Not Completed or Denied	Building, engineering, planning	DEV024	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Seismic Retrofit Program	Includes Certificates of Compliance	DEV026	CDD	CDD - Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Street Names and House Numbers Designation and Status	Street dedications, closings, address assignment/changes	DEV027	CDD	CDD-Building	Development	Administration	GC 34090a, Sunnysvale Municipal Code	P	Archive per Records Management Policy	3/23/2010
Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	DEV028	CDD, DPW, OCM, ESD	DPW, OCM, CDD-Planning, ESD	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Surveys, land/Structure	Recording data and maps	DEV029	CDD, DPW	DPW	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Blueprints and Specifications	Submitted by contractors with application for permit and builds for Certificate of Occupancy	DEV030	CDD	CDD-Building	Development	Building	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Certificates of Compliance and Occupancy	Compliance, elevation, occupancy which affect real property	DEV031	CDD	CDD-Building	Development	Building	GC 34090(a); H&S 19850	P	Archive per Records Management Policy	3/23/2010
Construction (Approved)	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds	DEV032	CDD	CDD-Building	Development	Building	GC 34090(a); GC 4003; GC 4004; H&S 19850, 19853	P	Archive per Records Management Policy	3/23/2010
Inspection Documentation	Correspondence, fees, appeal requests, reports, construction tracking, daily logs and reports	DEV033	CDD	CDD-Building, DPW-Engineering	Development	Building	GC 34090(d)	P	Archive per Records Management Policy	12/18/2018
Permits	Plans, building, signs, grading, encroachment permits	DEV034	CDD	CDD-Building	Development	Building	GC 34090; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010
Abandoned Vehicles documentation		DEV036	DPS	DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Case Files	Building, housing, zoning code violation records including inspections	DEV037	CDD	OCA, DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Confidential Recycle or Delete after retention period	12/18/2018
Liens & Releases: Supporting Recorded Documentation	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Liens & Releases: Recorded Liens & Releases	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038.1	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	P	Archive per Records Management Policy	3/23/2010
Logs	Complaints, citations, hearings, lien recovery, abatements	DEV039	CDD	DPS, ESD, Pretreatment Section	Development	Code Enforcement	GC 34090(d)	CU + 6	Recycle or Delete after retention period	12/18/2018
Regulations	Includes rules, codes, policy	DEV040	CDD	DPS	Development	Code Enforcement	GC 34090(d)	S + 2	Recycle or Delete after retention period	12/18/2018
Capital Improvement Projects Documentation	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	DEV043	CDD, LCS, DPW, ITD	All Applicable Departments, CDD, LCS, DPW, ITD, ESD	Development	Engineering	CC337.15	CL + 10	Recycle or Delete after retention period	12/18/2018
Drawings: Traffic Control Plan	Signs, signing & striping, road construction	DEV045	DPW	DPW, CDD-Planning	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Flood Control Documents	Storm Drains	DEV046	ESD	ESD	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Special Districts Documentation	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	DEV047	DPW, ESD	DPW, ESD	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Traffic Signal Logs	Counts, collisions, accidents	DEV049	DPW, DPS	DPW, DPS	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010
Air Quality (AQMD) Documents and Programs	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	DEV050	DPW, ESD	DPW, ESD	Development	Environmental Quality	CCP 338(k); GC 34090	CU + 7	Recycle or Delete after retention period	12/18/2018
Asbestos Documentation	Documents abatement projects, public buildings	DEV051	CDD, LCS	LCS, HR CDD-Building	Development	Environmental Quality	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
California Environmental Quality Act (CEQA) Information	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	DEV052	CDD, DPW, LCS, ESD	DPW, LCS, CDD-Planning, OCM, ESD	Development	Environmental Quality	GC 34090(a) + CEQA Guidelines	P	Archive per Records Management Policy	12/18/2018
Congestion Management Programs	Ride sharing, trip reduction	DEV053	DPW	DPW-Traffic	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Environmental Review Information	Correspondence, consultants, issues, water and energy conservation records	DEV054	LCS, DPW, ESD	LCS, DPW, CDD-Planning, ESD	Development	Environmental Quality	GC 34090(d)	CU + 6	Recycle or Delete after retention period	12/18/2018
Pest Control Documentation	Pesticide applications, inspections and sampling, chemical usage records, Material Safety Data Sheet (MSDS) records	DEV055	DPS, LCS	DPS, LCS	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Soil: Analysis, Findings, and Recommendations Documentation	Analysis, construction recommendations	DEV056	CDD, LCS, DPW	DPW	Development	Environmental Quality	GC 34090(d)	CL + 2	Recycle or Delete after retention period	12/18/2018
Soil Reports	Final Reports	DEV057	CDD, LCS, DPW	DPW	Development	Environmental Quality	GC 34090(d)	P	Archive per Records Management Policy	12/18/2018
Bond Documents	Revenue Bond Documentation	DEV058	CDD	CDD-Housing	Development	Housing	CCP 337	CL + 4	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Programs, Housing	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	DEV059	CDD	CDD-Housing	Development	Housing	24 CFR 570.502; 24 CFR 85.42	CL + 3	Recycle or Delete after retention period	3/23/2010
Budget: Redevelopment Budgets	Includes annual audit	DEV060	CDD	FIN, CDD	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy	12/18/2018
Bond Issues		DEV061	CDD	CDD-Housing	Development	Housing	GC 43900 et seq.	P	Archive per Records Management Policy	3/23/2010
Capital Improvements, Construction	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	DEV062	DPW	LCS, DPW, CDD-Planning	Development	Municipal Facility	GC 34090; GC 4004; H&S 19850	P	Archive per Records Management Policy	12/18/2018
Facility Rentals/Use	Permits, contracts, diagrams, schedules, insurance binders, facility rental applications and permits, liability releases, activities, fee schedules, license agreements, usage agreements, golf tee sheets	DEV063	LCS	LCS, CDD-Building Safety	Development	Municipal Facility	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Facility Maintenance and Operations Procedures, Inventory, and Supporting Documentation	Service requests, invoices, supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal, golf play reports and golf facility audits	DEV064	LCS	LCS, CDD-Building Safety, OCM-Facilities	Development	Municipal Facility	GC 34090(d)	CU + 2	Recycle or Delete after retention period	12/18/2018
Case Files, Planning and Zoning	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	DEV065	CDD, DPW	CDD-Planning	Development	Planning	GC 34909a; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010
Certificates: Building	Retain during life of structure	DEV066	CDD	CDD-Building	Development	Planning	GC 34090	L	Recycle or Delete after retention period	3/23/2010
General Plan and Elements	Includes sphere of influence	DEV068	CDD	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	3/23/2010
General Plan Amendments, Approved and Denied		DEV069	CDD	CDD-Planning	Development	Planning	GC 34090 GC 65103; GC 50110	P	CL+2, then archive P	3/23/2010
Interpretations	Zoning code interpretations residing on City's intranet site	DEV070	CDD	CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	12/18/2018
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	DEV071	CDD, DPW	DPW, CDD-Planning	Development	Planning	GC 34090; H&S 19850; GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Abandonment Documentation	Buildings, Condemnation, Demolition	DEV072	CDD, DPW	DPW, CDD-Building	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Acquisition/ Disposition Documentation	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	DEV073	DPW	DPW	Development	Property	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	3/23/2010
Annexation Case Files	Reports, agreements, public notices	DEV074	CDD, OCM	OCM, CDD-Planning	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010
Appraisals	Exempt until final acquisition or contract agreement obtained	DEV075	CDD, DPW	DPW	Development	Property	GC 34090; GC 6254(h)	CL + 2	Recycle or Delete after retention period	3/23/2010
Deeds & Promissory Notes		DEV076	CDD, DPW, OCA, OCM	DPW, OCA, CDD-Housing, OCM	Development	Property	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	P	Archive per Records Management Policy	3/23/2010
Maps of City Boundaries	Recorded maps, surveys, monuments	DEV077	DPW	DPW	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Lot Split Cases		DEV078	CDD	DPW	Development	Property	GC 34090	P	Archive per Records Management Policy	3/23/2010
Relocation Files (Redevelopment)	e.g., Redevelopment	DEV079	FIN	CDD-RDA	Development	Property	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Accounts Payable	Invoices, check copies, monthly purchasing card statements, correspondence with purchasing cardholder; payment documentation that includes checks with backup, one-time and blanket orders with payments logged, service agreements; timecards for temporary agency employees; departmental petty cash account detail; ACH records, supporting documents	FIN001	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Accounts Receivable	Documentation of Accounts Receivable accounts.	FIN002	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Applications, Utility	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents	FIN003	FIN, DPW	FIN, DPW	Finance	Accounting	GC 34090	CL + 7	Destroy or Delete after retention period	3/23/2010
Bank Reconciliation	Statements, summaries for receipts, disbursements & reconciliation (includes all of the City's 14 bank accounts, including checking, and 7 trust accounts and reconciliation workpapers)	FIN005	FIN	FIN	Finance	Accounting	GC 34090; 26 CFR 16001-1	AU + 5	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations. Folder contains Access spreadsheets, billing, and journal vouchers. Includes abandoned vehicle abatement, SB90 state mandates, green certificates, sale of electricity, renewable energy, ABAG lease billing, alternative fuel tax credit; backup for billing adjustments. Utility shut off, noticing, and delinquency cycle system reports. Records of correspondence with customers	FIN006	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Budget	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; Accounting period reports provide budget to actual information for programs, funds, and transaction detail for the period; periodic fund allocations (interest, gas tax, DED indirect cost allocations); Automated Call Distributor reports	FIN007	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	City currently keeps electronic files indefinitely. Automated Call Distributor must be kept 4 years - need to separate if electronic copies are not held long term. Paper retention is AU + 2	3/23/2010
Budget Adjustments, Journal Entries	Budget mods, re-appropriations, changes to budgeted position allocation; approved vouchers and backup documents (excluding backup for cash receipts, A/P checks, and payroll); Multi-modal, SMART station, and budget modifications; SOY, EOY, PERS, and 1/13th transfers	FIN008	FIN	FIN	Finance	Accounting	GC 34090	AU + 4	Destroy or Delete after retention period	3/23/2010
Checks	Includes payroll, canceled & voided checks (only those issued from the General account)	FIN009	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010
Deposits, Receipts	Checks, coins, currency. Daily Cash Receipt Vouchers submitted by all departments that receive and deposit payments on behalf of the City. Payment stubs, batch reports, and check 10 key tapes.	FIN010	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	AU + 5	Destroy or Delete after retention period	3/23/2010
Invoices	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	FIN011	FIN	FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Journals, Utility Billing	Billing including monthly activity. Record of utility billing activity from system; back up for revenue and trial balance posted to system; back up for write offs	FIN012	FIN	FIN	Finance	Accounting	GC 34090	CU + 7	Destroy or Delete after retention period	3/23/2010
General Ledger	City financial accounts and the record of transactions posted to them	FIN013	FIN	FIN	Finance	Accounting	GC 34090; CCP 337	P	Archive per Records Management Policy	3/23/2010
Taxes, Receivable	Includes all revenue remittances received from electric, gas, and phone service providers. Remittance documentation from other agencies. Monthly TOT remittances and other hotel documentation. Business Tax License documentation.	FIN015	FIN	FIN	Finance	Accounting	CCP338	AU + 3	Destroy or Delete after retention period	3/23/2010
Budget: Operating (copies)	Departmental Reference. Examples: departmental copy of current budget; rental rate schedules; performance budgeting structure related reports, PAMS, PABS	FIN017	All Departments	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Administrative Services	GC 34090	S	Destroy or Delete after retention period	12/18/2018
Budget: Adopted	Adopted budget, and all records pertaining to the adopted budget.	FIN019	FIN	FIN	Finance	Administrative Services	GC 34090	P	Archive per Records Management Policy	3/23/2010
Inventory of Fixed Assets	Reflects purchase date, cost, account number. All documentation related to fixed asset acquisition and disposal that are entered into the fixed assets database	FIN020	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; 26 CFR 301 6501(a)	AU + 4	Save electronically after retention period	3/23/2010
Surplus Property: Auction	Listing of property	FIN022	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010
Surplus Property: Disposal	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction	FIN023	FIN, Originating Department	FIN	Finance	Fixed Assets	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Vehicle Ownership & Title	Title transfers when vehicle sold	FIN024	FIN, LCS	FIN, DPW	Finance	Fixed Assets	VC 9900 et seq.	L	Recycle or Delete after retention period	12/18/2018
Business License	Paid & reports. Also includes Bingo license paperwork.	FIN025	FIN	FIN	Finance	License	GC 34090; CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010
Adjustments, Payroll	Payroll adjustments from previous payrolls	FIN026	FIN	FIN	Finance	Payroll	GC 34090 29 CFR 516.5 – 516.6; CCP 337; 22 CCR 1085-2	AU + 4	Destroy or Delete after retention period	3/23/2010
Employee Time Sheets	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards; canine time cards (maintained by HRD)	FIN027	FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Payroll	GC 34090; 29 CFR 516.2* (*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d))	AU + 6	Destroy or Delete after retention period	12/18/2018
Register, Payroll	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS; ACH records	FIN029	FIN	FIN	Finance	Payroll	GC 34090; GC 37207 , 22 CCR 1085-2	P	Archive per Records Management Policy	3/23/2010
Salary Records	Deduction authorization, garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address), employee giving campaign pledge forms (maintained by HRD)	FIN030	FIN	FIN, HR	Finance	Payroll	GC 34090; 29 CFR 516.2; 29 CFR 516.6	T + 3	Destroy or Delete after retention period	12/18/2018
Bids, RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services (both successful and unsuccessful)	FIN031	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010
Requisitions: Purchase Orders	Original documents	FIN033	FIN, Originating Department	FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with	FIN035	FIN	FIN	Finance	Purchasing	GC 34090	CU + 7	Archive per Records Management Policy	3/23/2010
Audits	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF	FIN036	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010
Deferred Compensation	Records of employee contributions and city payments; PERS Employee Deduction Reports	FIN037	FIN	FIN, HR	Finance	Reports	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	T + 5	Destroy or Delete after retention period	3/23/2010
Federal and State Tax Forms	Forms 1096, 1099, W-4's, W-2's, W9's, City Sales & Use tax return, Form 941, DE6 with backup payroll reports and pay register	FIN038	FIN	FIN	Finance	Reports	GC 34090; 29USC 436 * (*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6)	AU + 4	Retain electronic copies after retention period	3/23/2010
Financial, Annual	Comprehensive Annual Financial Report (CAFR)	FIN039	FIN	FIN	Finance	Reports	GC 34090.7	P	Archive per Records Management Policy	3/23/2010
Investment Transactions	Summary of transactions, inventory & earnings report. Investment transaction files.	FIN040	FIN	FIN	Finance	Reports	GC 34090; CCP 337; GC 53607	T + 7	Archive per Records Management Policy	3/23/2010
Meter Reading	Service on and off work orders, re-reads, lock offs, etc.	FIN042	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
State Controller	Annual regulatory reports required to be submitted to the State. Reports include The State Controller's Report (documents the annual financial transactions for the City, RDA, and Financing Authority), The Street Report (documents use of Gas Tax funds and street expenditures)	FIN043	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010
Utility Rebates		FIN044	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Bank Statements	Workpapers and documentation for miscellaneous bank adjustments; band redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FIN045	FIN	FIN	Finance	Treasurer	FC 3368, 30210; GC 43900 et seq.	AU + 5	Destroy or Delete after retention period	3/23/2010
Bonds: Account Statements	Monthly statement of transactions.	FIN047	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Bonds: Administration, Policies and Procedures	Supporting documents	FIN048	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Bonds: Bonds and Coupons Paid or Canceled		FIN049	FIN	FIN	Finance	Treasurer	GC 34090; 53921; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010
Miscellaneous Returned Items	All documentation related to checks bounced to the City that are processed by the cashier.	FIN050	FIN	FIN	Finance	Accounting		AU + 5	Shred	3/23/2010
Purchasing cardholder documents	Folder for each cardholder containing user agreement.	FIN051	FIN	FIN	Finance	Administrative Services	GC 34090; CCP 337	T + 4	Shred	3/23/2010
Central Stores Inventory Reports	Period end reports and all back up documentation; items received and checked out, daily issued logs, receipts, requisitions, fuel reports	FIN052	FIN	FIN	Finance	Reports	GC 34090	AU + 5	Shred	3/23/2010
Investment Reports	Monthly reports of Investment Portfolio performance	FIN053	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010
Statement of Indebtedness	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment	FIN054	FIN	FIN	Finance	Reports	GC 34090	CU + 3 Permanent for electronic	Destroy paper files after retention period	3/23/2010
Mutual Aid, Strategic Plans		PS001	DPS	DPS	Public Safety	Emergency Management	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Books, Fire Code	Include OPS manuals	PS002	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090.7 CCP 340.5	S + 3	Recycle or Delete after retention period	3/23/2010
General Orders, Policies/Procedures		PS003	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 20	Archive per Records Management Policy	12/18/2018
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts	PS004	DPS	DPS, CDD-Building Safety	Public Safety	Fire Safety Administration	CA FIRE CODE 104.6.2	CL + 5	Destroy or Delete after retention period	3/23/2010
Investigations, Evidence of Arson	Support prosecution resulting in homicide	PS005	DPS	DPS	Public Safety	Fire Safety Administration	PC 799	P	Archive per Records Management Policy	3/23/2010
Investigations, Evidence of Arson	Great bodily harm, inhabited structure or property	PS006	DPS	DPS	Public Safety	Fire Safety Administration	PC 800	CL + 6	Destroy or Delete after retention period	3/23/2010
Journals, Fire Station	Activities, personnel, engine company	PS007	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Permits, Uniform Fire Code		PS008	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Exposure, Collection of Samplings	Sampling results, collection methodology, background	PS009	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010
Exposure, Sampling Results	Laboratory reports and worksheets	PS010	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 1	Destroy or Delete after retention period	3/23/2010
Medical		PS011	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010
Medical: Employed Less than 1 year	Employees less than one year	PS012	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020; GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Training	Certifications/designations	PS013	DPS	DPS	Public Safety	Fire Safety Personnel	GC 34090; POST	T + 2	Destroy or Delete after retention period	3/23/2010
Apparatus/Vehicle Maintenance Documentation	Repair and Maintenance	PS014	DPS	DPS	Public Safety	Fire Safety Property	GC 34090 (*8 CAL Code Reg. 3203 (b) (1))	CU + 2	Destroy or Delete after retention period	3/23/2010
Inventory, Equipment & Supplies		PS015	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs of Fire Equipment/Gear		PS016	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Incident Logs	Dispatch and daily logs	PS017	DPS	DPS	Public Safety	Fire Safety Reports	GC 34090; CCP338 * (*CCP 340.5)	CL + 3	Destroy or Delete after retention period	3/23/2010
Fire, Non-arson and Logs		PS019	DPS	DPS, FIN	Public Safety	Fire Safety Reports	GC 34090	CU + 2; If related to criminal case, must be retained for retention period of that record.	Destroy or Delete after retention period	3/23/2010
Investigations, Evidence of Arson	Structure	PS020	DPS	DPS	Public Safety	Fire Safety Reports	PC 801; CA FIRE CODE 104.6.3 AND 104.10	CL + 5	Destroy or Delete after retention period	3/23/2010
Weed Abatement Documentation	Reports, assessments, resolutions, documentation	PS021	DPS	DPS, DPW	Public Safety	Fire Safety Reports	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Hazardous Waste Disposal Documentation	Documentation re handling and disposal of hazardous waste	PS022	DPS, DPW	DPS, DPW	Public Safety	Hazardous Materials	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010
Permits, Hazardous Materials Storage	Departments consistently recommend permanent retention of documentation of environmentally sensitive materials; MSDS (Material Safety Data Sheets)	PS023	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Permits, Hazardous Materials Storage	Permits	PS023.01	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2		12/18/2018
Permits, Hazardous Materials Storage	Inspection Reports	PS023.02	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	12/18/2018
Permits, Hazardous Materials Storage	HMBP/Registration Form. HMIS, Maps, Owner ID	PS023.03	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Contingency Plan	PS023.04	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage	Annual HMBP recerts	PS023.05	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	12/18/2018
Permits, Hazardous Materials Storage	Correspondence	PS023.06	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Closure Application	PS023.07	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	Post Closure Report (may include manifests, sampling results and bills of lading)	PS023.08	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	If Post Closure Report - destroy. If no Post Closure Report - Archive	12/18/2018
Permits, Hazardous Materials Storage	Application for Public Disclosure	PS023.09	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018
Permits, Hazardous Materials Storage	PS200 - new Business Info	PS023.10	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage	Notification of contamination or environmental impact (release	PS023.11	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2	Destroy/Recycle	12/18/2018
Permits, Hazardous Materials Storage		PS023.12	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Programs, Household Hazardous Waste		PS024	DPS, ESD	DPS, ESD	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Training Materials	Standards and Administration	PS025	DPS, DPW, ESD	DPS, DPW, ESD	Public Safety	Hazardous Materials	8 CCR 3204(d)	S + 2	Destroy or Delete after retention period	12/18/2018
Underground Storage Tank - Compliance	Documents re: storage	PS026	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials	GC 34090(a)	P	Archive per Records Management Policy	12/18/2018
Underground Storage Tank	UPCF Form A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan	PS026.01	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Data Dictionary Elements	PS026.02	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	12/18/2018
Underground Storage Tank	Permits / transfer of permits	PS026.03	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU + 1	Destroy/recycle	12/18/2018
Underground Storage Tank	Inspection reports: Installation, Compliance, Removal	PS026.04	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Enforcement Records: AEO, Red Tag, Civil/Criminal, NOV/NTC	PS026.05	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Detailed records to report summaries - Rpt 3, 4, 6	PS026.06	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	12/18/2018
Underground Storage Tank	Surcharge Billing and Collection records	PS026.07	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	12/18/2018
Underground Storage Tank	Additional info required by State and Federal Law	PS026.08	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU	Destroy/recycle	12/18/2018
Underground Storage Tank	Drawings, photos, plans for construction	PS026.09	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Approval records such as Construction, Removal, Monitoring Plan, Response Plan, Vadose Zone wells, GW monitoring wells	PS026.10	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Testing Reports - Secondary containment	PS026.11	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		2 reports - prove every 3 years	2 reports - then destroy	12/18/2018
Underground Storage Tank	Tank Line Integrity, Monitoring System Cert, Spill Bucket Test Report, Line Leak Detector Report	PS026.12	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		3	Destroy/recycle	12/18/2018
Underground Storage Tank	ELD	PS026.13	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	SIR Annual Report	PS026.14	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		1	Destroy/recycle	12/18/2018
Underground Storage Tank	Unauthorized Release records	PS026.15	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		7	Archive	12/18/2018
Underground Storage Tank	Records to show structural soundness of tank	PS026.16	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Tank lining evaluations - structural support certification, coatings expert/special inspector certification 10/5 year	PS026.17	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Bladder systems material standards approval documents - independent testing org (etc) certification	PS026.18	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	12/18/2018
Underground Storage Tank	Closure documents - proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report	PS026.19	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CL	Archive	12/18/2018
Underground Storage Tank	Compliance statement, designated operator designation	PS026.20	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		S	Archive	12/18/2018
Underground Storage Tank	Employee training approval for unstaffed sites	PS026.21	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		AC	Destroy/recycle	12/18/2018
Underground Storage Tank	Miscellaneous - groundwater monitoring reports, gas sampling Report, Proposed Cleanup Plan	PS026.22	DPS, DPW, ESD	DPS, ESD	Public Safety	Hazardous Materials		CU	Archive	12/18/2018
Underground Storage Tank Compliance	Location, installation, removal, remediation	PS027	DPW	DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Accounting/Cash Reconciliation		PS028	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Alarm Records		PS029	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Claim Files (Citizen) for Police Incidents	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	PS030	DPS	DPS	Public Safety	Law Enforcement Administration	PC 832.5	CL + 6	Destroy or Delete after retention period	3/23/2010
Department Manual	Changes to manual are recorded in the General Orders (permanent)	PS031	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Equipment: Manuals and Use Instructions	Retained until termination of equipment use; Manuals, instructions, procedures	PS032	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Equipment: Inventory	Listing of equipment assigned to division, to whom it is assigned	PS033	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reports: Activity	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period	PS034	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Chemical Emissions		PS035	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Chemical Emissions Survey and Response Files/Documents	Surveys, responses, correspondence with other agencies requesting statistical data	PS036	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Investigations and Findings (Administrative/Internal)	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings	PS037	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	CL + 5	Destroy or Delete after retention period	3/23/2010
Asset Forfeiture: Investigations/ Proceedings Case File		PS038	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Asset Forfeiture: Property Owner Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	PS039	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Case Books, Investigative	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	PS040	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Case Files: Investigators' (Homicide)		PS041	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010
Case Files: Narcotics (No arrest, Narcotics Cases)	Retained by division until no longer useful for investigative purposes	PS042	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Case Files: Officer Involved Shooting		PS043	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 25	Destroy or Delete after retention period	3/23/2010
Court: Daily Schedule	Printouts of daily court scheduling	PS044	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.7	CU + 1	Destroy or Delete after retention period	3/23/2010
Court: Sign-In Logs (Officer Names)	Logs officers' names, time in/out for court appearances	PS045	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Court: Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	PS046	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 799 (See: Note 1)	PS047	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 800 (See: Note 1)	PS047.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Archive per Records Management Policy	3/23/2010
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 801 (See: Note 1)	PS047.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Archive per Records Management Policy	3/23/2010
Fingerprint: Applicants Files	All records related to applicant fingerprinting	PS048	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies) Offense punishable by death or life imprisonment, or embezzlement of public funds under PC 799	PS049	DPS	DPS	Public Safety	Law Enforcement Investigations	799 PC	P	Archive per Records Management Policy	3/23/2010
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies); for offenses prosecuted under PC 800 and PC 801	PS049.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800; PC 801	AC + 20	Recycle or Delete after retention period	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 799	PS050	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 800	PS050.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Destroy after designated retention period.	3/23/2010
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 801	PS050.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Destroy after designated retention period.	3/23/2010
Fingerprint: Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	PS051	DPS	DPS	Public Safety	Law Enforcement Investigations	Law Enforcement Management Guide by POST	CL	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Guns, Dealers' Records of Sale	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	PS052	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 12070; GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Informant Files	Legal notifications, identification information, payment information, activities information	PS053	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 10	Destroy or Delete after retention period	3/23/2010
Jail: Daily Logs	Daily report of staffing, bookings/releases, transfers, transportation	PS054	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Inmate Record	Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	PS055	DPS	DPS	Public Safety	Law Enforcement Investigations	15 CCR 1041; GC 34090; Minimum Standards suggested by Guidelines for Local Detention Facilities by Board of Corrections (State of CA)	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Inspection Files	Inspections by various agencies	PS056	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010
Jail: Surveys	Prepared quarterly, forwarded to State Board of Corrections	PS057	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Licenses: Bicycle		PS058	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Licenses and Permits issued pursuant to SMC	Licenses/permits for massage, adult entertainment, peddler, solicitor, firearms dealer and taxicab driver permits,	PS058.01	DPS	DPS	Public Safety	Administration	GC 34090	T+4	Destroy or Delete after retention period	12/18/2018
Licenses and Permits: Denied/Revoked Massage Establishment permits	Licenses/permits for massage permits, notices and hearing documents	PS058.02	DPS	DPS	Public Safety	Administration	GC 34090	CL+5	Destroy or Delete after retention period	12/18/2018
Licenses: Business License Review Board Administrative Files		PS060	FIN	CDD	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	12/18/2018
Licenses: Secondhand Dealers, Pawn Brokers (Duplicate/Pink)	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency	PS061	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Auto Theft		PS062	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Logs: Case Assignment		PS063	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Daily Activity		PS064	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Report Summary	Report numbers, type, names, dates retained for research value	PS066	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Investigative (Pre-Arrest)	Retained by division until cases are suspended and closed	PS067	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 10	Destroy or Delete after retention period	3/23/2010
Logs: Juvenile Detention	Logs document juvenile processing per CYA	PS068	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Logs: Rap Sheet	Requests for criminal history	PS070	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; 11 CCR 702; 11 CCR 707 (c)	CL + 3	Destroy or Delete after retention period	3/23/2010
Logs: Subpoena	Subpoenas received/served daily; Officer appearance, Criminal case- witness appearance or civil subpoena documents	PS071	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Pawn Slips/Tickets		PS072	DPS	DPS	Public Safety	Law Enforcement Investigations	B&P 21633	CU + 3	Destroy or Delete after retention period	3/23/2010
Photographs	Crime Scene, Photo file, Accident, Digital photos and other electronic media associated to a case. Retain according to practical and functional association.	PS073	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Retained as form of evidence, destroyed at same time evidence for associated case is destroyed.	Archive per Records Management Policy	3/23/2010
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 799	PS075	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 800 and PC 801	PS075.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800; PC 801	CU + 20	Destroy or Delete after retention period	3/23/2010
Registration Files, Arson, Sex and Narcotics	Fingerprint Card, photo, information also forwarded to DOJ	PS076	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	L ; Life of registrant within jurisdiction	Refer to Legal Authority	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	PS077	DPS	DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	Mandatory destruction from date of conviction or date of arrest with no conviction	3/23/2010
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	PS078	DPS	DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5 (c)	Mandatory Destruction (Upon notice from Department of Justice)	Refer to Legal Authority	3/23/2010
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	PS079	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800	CU + 6	Destroy or Delete after retention period	3/23/2010
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for less than eight years, with a retention of 3 years, unless tolling under PC 803	PS079.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 801	CU + 3	Destroy or Delete after retention period	3/23/2010
Crimes: Misdemeanor / Infractions	No arrests, identifiable property or missing persons (See: Note 1)	PS080	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Crimes: Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death (See: Note 1)	PS081	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010
Destruction: Guns		PS082	DPS	DPS	Public Safety	Law Enforcement Investigations	12030 PC, 12028 PC, 12032 PC, Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION SUPPORTING DESTRUCTION MUST BE RETAINED INDEFINITELY PER DOJ MANDATE	3/23/2010
Destruction: Narcotics		PS083	DPS	DPS	Public Safety	Law Enforcement Investigations	11473.5; 11479 HS; Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION DOCUMENTING DESTRUCTION MUST BE RETAINED- REFER TO POST PROPERTY AND EVIDENCE MANUAL	3/23/2010
False Alarm (Duplicate)		PS085	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010
PUBLIC SAFETY GENERAL FILE RECORDS- Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	PS086	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Property (Original) Documentation	ALL case file documentation related to Items of Property	PS087	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090 POST Guide to Managing Property Law Enforcement	CL + 2 Until case is adjudicated/ disposition determined	Destroy or Delete after retention period	3/23/2010
Range (Firing) Inventory	Quarterly reports of inventories of weapons and ammunition held by Department Range	PS088	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
DOJ Statistical Reports, Crime and Incident	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports; DOJ Statistical Reports	PS089	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Statistical Information (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	PS090	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	Originals sent to FBI, DOJ	PS091	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Research Project Files	May include request forms, background materials, staff reports, final project reports and supporting data	PS092	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Sealed Files: Adult Found Factually Innocent	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	PS093	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 851.8	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010
Sealed Files: Juvenile	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court	PS094	DPS	DPS	Public Safety	Law Enforcement Investigations	WIC 826 (a) & (b) WIC 781 (a)	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010
Tapes: Audio, Telephone and Radio Communications	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	PS096	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 180 days	Destroy or Delete after retention period	3/23/2010
Tapes: Surveillance/Security Video	Surveillance/Security video: Jail, MVAR	PS097	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 13 mos.	Destroy or Delete after retention period	3/23/2010
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, logs	PS098	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Warrants: Felony	Recommended by the California Law Enforcement Warrant Officer's Association	PS099	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 10 years. Exception: Murder/ escape	Can request for DA review to purge if warrants are over 5 years and above - PFromm	12/18/2018
Warrants: Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	PS100	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 5 years	Can request for DA review topurge if warrants are 3 years and above - P.Fromm	12/18/2018
Cards: Dispatch		PS103	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Cards: Field Interview		PS104	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: 11357(e), Juvenile		PS105	DPS	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: 11357b H&S, 11357c H&S, 11360b H&S Violations		PS106	DPS	DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S*	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: Cite and Release		PS107	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Citations: California Vehicle Code Infractions (Duplicates)	Original is forwarded to court.	PS108	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090.5	CU + 90 days	Destroy or Delete after retention period	3/23/2010
Citations: Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citations electronically created	PS109	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090.7	CU + 2	Destroy or Delete after retention period	3/23/2010
Citations: Transmittals	Listing of citations forwarded to court, filed for reference	PS110	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Equipment Radio Logs (Communication)	Documents problems, malfunctions, resolution to provide equipment performance history	PS111	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Patrol Requests (Correspondence e)	From citizens for patrol presence	PS113	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Radar Calibration Records	Documentation of Radar instruments retained during use/ownership	PS114	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Reports: Traffic Accident	Traffic Accident Reports	PS115	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Reports: Traffic Collision Fatalities		PS116	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010
Vehicle Assignment Reports	Record of assignments	PS117	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Vehicle Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	PS118	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Repossession/Private Impounds		PS119	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Service Schedules		PS120	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Vests, Bulletproof Letters/Authorization	Authorization to purchase	PS121	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Warrants: Parking	Recommended by the California Law Enforcement Warrant Officer's Association	PS122	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 1 year	Destroy or Delete after retention period	3/23/2010
Warrants: Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	PS123	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 5 years		3/23/2010
Weapons Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	PS124	DPS	DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010
Chemicals/Film Inventories		PS125	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Employee Grievance Files	Grievance filed by employees, supporting documentation	PS128	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Investigations: Background for Non-Hired Personnel	Non hired	PS129	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 5	Destroy or Delete after retention period. Document scanning should be POST compliant	12/18/2018
Investigations: Background for Hired Personnel	Include original reports re: PC 832.5 investigations	PS130	DPS	DPS	Public Safety	Law Enforcement Services	PC 832.5	T + 5	Archive per Records Management Policy. Document scanning should be POST compliant	12/18/2018
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	PS131	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	L + 2	Destroy or Delete after retention period	3/23/2010
Permits: Concealed Weapons		PS133	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090 12031PC; PC 12050-PC 12053	CL + 2	Destroy or Delete after retention period	3/23/2010
Photographs: Personnel -Includes ID Cards	Includes ID Cards	PS134	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Photographs: Misc.	Not case-related (Public relations, promotions, events, ceremonies, staff photos, digital photo file)	PS136	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Press Releases	Copy or original retained with case file if applicable; Desk Officer news releases	PS137	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Press, Video Programs (Community Relations)	Collection of videos of programs and events; outside press coverage of department	PS138	DPS, OCM	DPS, OCM	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Property Files	Original reports and supplemental documentation	PS139	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2 ; retain until final adjudication	Destroy or Delete after retention period	3/23/2010
Property Documentation for Pawn Broker/Secondhand Dealer	Sales, slips. Dealer required to file duplicate with agency	PS140	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Reports: Dealer of Gun Sales, Duplicate	Original maintained by DOJ. Dealer required to file duplicate with agency	PS141	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090.7	CU + 6 mos.	Destroy or Delete after retention period	3/23/2010
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Retained as part of case file - retained and disposed in accordance with the rest of the case - not individually- unless sole record. See also PS154	PS142	DPS	DPS	Public Safety	Law Enforcement Services	Citation depends on statute of case: Felony or Misdemeanor See PS154	CU (See descriptor) ; If RO is solo record- FC6380 - DPS is not keeper of original record except for Emergency Protective Orders	Destroy or Delete after retention period	3/23/2010
Personnel Rosters (Divisional)	Personnel assigned to division.	PS143	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Schedules: Officers' Daily Schedule	Schedules of Officers on duty	PS144	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Schedules: Watch Assignment/ Timekeeping Records		PS145	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Speaker Requests	Community and business requests for public appearances, speakers	PS146	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Tests, Densitometer Results (Photo Lab)	Daily tests of development chemicals/processes for quality control.	PS147	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Training: Bulletins		PS148	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	10 Years	Archive per Records Management Policy	12/18/2018
Training: Event Files	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	PS149	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Training: Lesson Plans, Firing Range	Scope, content, time period of courses	PS150	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 15	Recycle or Delete after retention period	3/23/2010
Training: Personnel (by name)	Paperwork documenting officers' internal and external training	PS151	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period	12/18/2018
Training: Schedules, Firing Range	Daily, weekly, monthly schedules of training events at range	PS152	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010
Volunteer Card Files	Volunteers' identification, contact information	PS153	DPS	DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010
Crimes: Misdemeanor / Infractions	With arrests, identifiable property or missing persons (See: Note 1)	PS154	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	See: Note 1	Destroy or Delete after retention period	3/23/2010
Public Safety Record NOTE*****	Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing: 1. They do not relate to an adjudicated arrest except for H&S 11357 or H&S 11360 violations; 2. They do not relate to unserved warrants; 3. They do not involve identifiable items which have not been recovered; 4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; 5. They do not relate to violations listed in PC Sections 799 and 800; 6. The cases are not presently involved in either a civil or criminal litigation.	PS155	DPS	DPS	Public Safety	n/a	n/a	n/a	n/a	3/23/2010
Inventory, Equipment	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park	PW003	LCS	LCS	Public Works	Parks	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
Landscape Documentation	Drawings, contracts, specifications, photos, reports	PW004	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Maintenance and Operations Documents	Examples: Includes work orders, inspections, repairs, cleaning, reports, complaints, signals, striping, reports for grounds, facilities, swim pools, custodial services, vandalism, hazards, drainage plan, park lighting, golf hazard log book	PW005	LCS, DPW, FIN, ESD	LCS, DPW, FIN, OCM-Facilities, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Irrigation Maps	Irrigation, plot plans	PW006	LCS, DPW, ESD	LCS, DPW-Field Services, ESD	Public Works	Parks	GC 34090	P	Archive per Records Management Policy	12/18/2018
Plans, Proposed	Future plans, new sites, expansions, site studies	PW009	LCS, DPW, ESD	LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Policies and Procedures	Includes rules and regulations	PW010	LCS	LCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Real Property Acquisitions	Land acquisitions, correspondence, improvements, statutory records	PW011	LCS	DPW-Real Estate	Public Works	Parks	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	12/18/2018
Reports: Others		PW014	LCS	LCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Resolutions, Board		PW016	LCS	LCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy	12/18/2018
Schedules, Class & Events	Documents pertaining to recreation activities/classes/events registration. Examples: Records covering instructor agreements, registration, attendance, evaluations, program surveys, products for audits, insurance, rosters, tournaments, fee schedules, fee waivers, enrollment, liability releases, flyers, activity guides, membership card applications, lap swim cards	PW017	LCS	LCS	Administration	Community Services	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Collections/Landfill Information	Daily records, usage	PW018	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Facilities Information	Correspondence, maps, patron list	PW019	DPW, ESD	DPW, CDD-Planning, ESD	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
History, Sanitation	Where City-owned	PW020	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Incineration Plants, Sludge	Sludge, sampling, charging rate to measure mercury content	PW021	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 61.54	CU + 2	Recycle or Delete after retention period	12/18/2018
Incinerator Operations, Treatment Plant	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	PW022	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 60.153	CU + 2	Recycle or Delete after retention period	12/18/2018
Maps: Septic Tank	Location maps	PW024	ESD	CDD, DPW, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Rates		PW025	DPW	FIN	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Recycling Programs		PW026	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Regulations	Includes legislation	PW027	ESD	DPW, CDD-Economic Development, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	12/18/2018
Reports: Studies		PW029	ESD	ESD, DPW, CDD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period	12/18/2018
Reports: Tonnage		PW030	ESD	ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Abandonment/ Vacations	Documents Relinquishment of rights and fee title. Example: Street/Alley	PW031	DPW	DPW, CDD-Planning	Public Works	Streets / Alleys	GC 34090; GC 34090(d)	P	Archive per Records Management Policy	3/23/2010
Roadway Closures		PW032	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Easements, Dedications, Rights-of-Way		PW033	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Field Books		PW034	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Intersection Records	Includes correspondence, volume counts, accident history	PW036	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Inventory: Traffic Control Devices	Signs, lights	PW037	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Roadway Landscaping Maintenance	Plants, tree maintenance, work orders	PW038	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Lighting Maintenance	Maintenance, work orders	PW039	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Maintenance/ Operations	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	PW040	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Maps	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	PW041	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	12/18/2018
Master Plans	Copies	PW042	DPW, ESD	DPW, ESD	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Parking: Parking Lots		PW044	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Parking: Regulations		PW045	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reports/Studies: Streets / Alleys		PW046	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Encroachment		PW048	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Permits: Improvement	May include curbs, sidewalks; Applications for excavation, fill, alterations	PW049	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Oversize Load		PW050	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Parking	Residential	PW051	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Paving		PW052	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Permits: Temporary Use	Includes Special Events	PW053	DPW	DPW, OCM	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Roadway Photographs	Includes aerials	PW054	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Plans: Capital Improvement, Projects	Streets, curbs, gutters, sidewalks, storm drains	PW055	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Roadway Policies and Procedures	Includes rules, regulations, standards	PW056	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010
Policies and Procedures: Speed Limits		PW058	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Roadway Programs: Traffic Safety	Drivers Education, Pedestrian Safety, Bicycle Lanes	PW061	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Reports: Bridges and Overpasses	Life of structure	PW063	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L	Recycle or Delete after retention period	3/23/2010
Reports: Inspection	Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	PW064	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Reports: Studies	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	PW065	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Reports: Traffic Count	Evaluation of traffic volume	PW066	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Routes, School Bus & Truck	Truck routes, access ramps, rest areas	PW068	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Traffic Signage Documentation	Log books, index register cards, inventory lists, records of traffic signs	PW069	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Traffic Signals Documentation	Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.	PW070	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Weigh Scales Documentation		PW071	ESD	ESD-Solid Waste	Environmental Services	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	12/18/2018
Utilities Facilities	If city owned	PW072	DPW	DPW	Public Works	Utilities	GC 34090	T + 2	Recycle or Delete after retention period	3/23/2010
Gas & Electric Rates		PW073	DPW	FIN	Public Works	Utilities	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Underground Utilities	Water and Sewer	PW074	ESD	ESD	Environmental Services	Utilities	GC 34090; GC 4003, GC 4004; H&S 19850	P	Archive per Records Management Policy	12/18/2018
Underground Utility Locating	Examples include: USA Daily Ticket Recaps, Locator Logs, and Tickets	PW074.01	ESD	ESD	Environmental Services	Wastewater	CAGC Title 1 Division 5 Chapter 3.1 Article 2 Section 4216	AU +6	Recycle or Delete after retention period	12/18/2018
Supporting documents for SSMP	Records need to be available for audit by state water quality control board staff. Examples include: Flushing Reports, M/H Inspection Forms, Sewer Repair Reports, SSO-Surcharge Reports, and Storm D.I. Inspection	PW074.02	ESD	ESD	Environmental Services	Wastewater	SWRCB Order #2006-0003 & WQ 2013-0058 EXEC	AU +7	Recycle or Delete after retention period	12/18/2018
Infrastructure Condition Assessment Data	Examples include: CCTV Inspection Videos & Reports	PW074.03	ESD	ESD	Environmental Services	Wastewater	None	S	Destroy or Delete after retention period	12/18/2018
Water Billing/Customer Records	Billings, correspondence, complaints	PW075	DPW	FIN	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Water Connection Records	Maps, water line connections	PW076	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW	DPW-Storm Drainage	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010
Flood Control: Flood Zones	Includes flood maps	PW079	DPW	DPW-Administration, CDD-Planning	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010
Flood Control: Insurance Programs	Includes copies of policies, rules, programs	PW080	DPW	DPW, CDD-Neighborhood Preservation, DPW-Admin	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Flood Control: Policies and Procedures	Rules and Regulations	PW081	DPW	DPW-Administration	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010
Flood Control: Reports/ Studies		PW082	DPW	DPW-Administration	Public Works	Water	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010
Inventory: Equipment		PW084	ESD, DPW	ESD, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Device Locations	Mains, valves, hydrants, wells	PW085	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	ESD	DPW-Streets, DPW-Trees & Medians, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Service Records	Includes work orders, entry cards, manholes, service to property owners	PW087	DPW	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Water Well & Pumping	Times operational, power used and quantity	PW088	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Maps	Line location; easements	PW089	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Master Plans	Copies	PW090	DPW, ESD	DPW, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Meter Operations	Reader reports, orders, tests Maintenance Reports	PW091	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	ESD	ESD - Wastewater - WPCP	Environmental Services	Water	40 CFR 122.28	L + 10	Archive per Records Management Policy	12/18/2018
Permits: Others	May depend on terms of state or federal agency	PW094	ESD, DPW	ESD-Wastewater, ESD-Solid Waste, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Policies and Procedures: Water	Includes rules and regulations	PW095	DPW	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Water Rates		PW096	DPW	FIN	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010
Reclamation Documentation	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	PW097	ESD	ESD	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Water Conservation		PW099	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Water Consumption		PW100	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Reports: Corrosion Control	Compliance documentation	PW101	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Pollution Discharge Monitoring Documentation	Average amount of pollution discharged into waters of municipality.	PW102	ESD	ESD-Wastewater	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Drinking Water Corrections		PW103	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Reports: Hydrograph Information	Daily flow of streams	PW104	ESD	ESD	Environmental Services	Water	GC 34090	20 Years	Archive per Records Management Policy	12/18/2018
Reports: Lead Service Line	Compliance documentation	PW105	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Public Education	Compliance documentation	PW106	ESD	ESD-Wastewater, DPW-Transportation	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Water Quality Parameters	Compliance documentation	PW107	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Reports: Water Source Information	Compliance documentation, e.g. lead & copper	PW109	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: State Certification	Compliance documentation	PW110	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Reports: Variances, Water System		PW111	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period	12/18/2018
Reports: Well Level Information		PW112	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Water Sources	May include wells, rivers, lakes, districts	PW113	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	12/18/2018
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	ESD	ESD	Environmental Services	Water	GC 34090	CL + 10	Archive per Records Management Policy	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Surveys: Water System Sanitary	Statistics, reports, correspondence	PW115	ESD, DPW	ESD, CDD-Neighborhood Preservation, DPW	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Tests: Bacteriological Analysis of Water	Compliance records include location, date, method and results; corrections, analysis of bacterial content	PW117	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 8	Recycle or Delete after retention period	12/18/2018
Tests: Chemical Analysis of Water	Compliance records include location, date, method used and results; corrections, analysis of chemical content	PW118	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
Tests: Water Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	PW119	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	12/18/2018
Valve Maintenance Records		PW120	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	12/18/2018
Violations, Drinking Water	Retention applies to each violation	PW121	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 3	Recycle or Delete after retention period	12/18/2018
Infrastructure Plan Related	Long Range Infrastructure Plan and Supporting Documentation	PW122	DPW, ESD	DPW, ESD	Public Works	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Meetings: Tailgate and Safety	Safety Meeting / Tailgate Logs, Agendas, Training Material	PW123	DPW, ESD	DPW, ESD	Public Works	Administration	8CCR3203(b)(2)	CU + 1	Destroy or Delete after retention period	12/18/2018
Logs: SMaRT Logs		PW124	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	Title 14 CCR Article 6.3 Section 17414	CU + 3	Destroy or Delete after retention period	12/18/2018
Exception Collection Reviews, Waste Logs	(exception Collection Reviews, Waste Logs)	PW125	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Biosolids	Record keeping	PW126	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period	12/18/2018
Vending Machines, Golf Course Restaurants	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports	PW127	LCS	LCS	Public Works	Parks	GC 34090	AU + 4	Destroy or Delete after retention period	12/18/2018
Grants	Examples: Proposition 12 Bond Funds, Proposition 40 Bond Funds, Per Capita Grant Program, Roberti-Z'berg-Harris (RZH) Block Grant Program,	PW128	LCS	LCS	Public Works	Parks	GC 34090, CCP 337	T + 4	Destroy or Delete after retention period	12/18/2018
Grants	Proposition 1B Transit Grant; applies to grantee, all contractors and subcontractors	PW128.1	DPW	DPW	Public Works	Streets / Alleys		CL + 35	Destroy or Delete after retention period	12/18/2018
State Monthly Reports, Lab Data, Ops Data	State Monthly Reports	PW129	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 122.41	CU + 8	Recycle or Delete after retention period	12/18/2018
Annual/Semi-Annual Repts. for NPDES, Stormwater/SCVURRP and Recycled Water		PW130	ESD	ESD	Environmental Services	Wastewater/Regulatory	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
NPDES Special Study Reports		PW131	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period	12/18/2018
Permits	Title V Air Permits	PW132	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P	Archive per Records Management Policy	12/18/2018
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Water Pollution Control Plant NPDES	PW134	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Stormwater NPDES	PW135	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.28; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Hazardous Waste Generator	PW136	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	401 Certifications	PW137	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	COE and BCDC Maintenance Dredging	PW138	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	33 USC 403; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Biosolids Landfill	PW139	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	Pressure Vessel Permit to Operate	PW140	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	LC 7680; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	SMC 16.53; SMC 20.32; GC 34090	L + 10	Archive per Records Management Policy	12/18/2018
Permits Issued by WPCP	Pretreatment Discharge Permits / Approvals	PW142	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 503.12; 40 CFR 403 et seq; GC 34090	CU + 15	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Permits Issued by WPCP	Conditionally exempt stormwater discharges	PW143	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.21, 40 CFR 122.3, California Water Code Division 7, 34090	CU + 6	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Training Certificates & Records	Licenses, Certificates	PW144	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period	12/18/2018
Data- Laboratory/Pretreatment (Paper)	Raw, Lab Bench, QA/QC,	PW145	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090; 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
Data-Operations and Maintenance (Paper)	WPCP Operations, Stormwater, Pretreatment, CMMS (Maximo), Title V Permit, Ops / Scada, Equipment Manufacturer's Specifications, Drinking water well monitoring; Groundwater well monitoring	PW146	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
Laboratory Documents	SOPs	PW147	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, EPA 815-R-05-004, January 2005; GC 34090	CU + 6 years (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory Certificates	Analytical License	PW148	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	P	Archive per Records Management Policy	12/18/2018
Laboratory; Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personel Qualifications, & Guidance, MDL Studies	PW149	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory, Proficiency Testing & Training Records	Reports to PT Provider, DMRQA, Initial Determination of Capabilities	PW150	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 8	Recycle or Delete after retention period	12/18/2018
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	GC 34090	P	Archive per Records Management Policy	12/18/2018
Laboratory Documents	Chemical Hygiene Plan	PW152	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	12/18/2018
Laboratory Documents	MSDS; Current chemical products in use and those used in the past	PW153	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	29 CFR 1910.1200	CU + 30	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Discharge Monitoring Report (DMR)	PW154	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Monthly Operating Report	PW155	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Plant NPDES Permit Annual	PW156	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Pretreatment (Semi / Annual)	PW157	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Biosolids (annual)	PW158	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Stormwater w/ work plans	PW159	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Hazardous Wastes (Biennial)	PW160	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Title V Permit Semi-annual/Annual	PW161	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Reports	401 Cert. Annual	PW162	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	COE & BCDC Maintenance Dredging - per incident	PW163	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	Haz-Waste Biennial	PW164	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Reports	SB-14 Waste Reduction Report	PW165	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 20	Recycle or Delete after retention period	12/18/2018
Special Studies & System History	Project files, contracts, proposals, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events	PW166	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP - Department Policy, GC 34090	L	Archive per Records Management Policy	12/18/2018
Correspondence, Administration - Public Works	Regulatory, Meeting Notes & Agendas, Dept. of Health (Lab Certifications), Sign in logs, Employee Suggestions	PW167	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	CGC 30490, BMP, Department Policy	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Public Notices, Administrative Orders	Correspondence, Consultants, Compliance issues, Conservation	PW168	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090, 40 CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
Inspection Reports	Sanitary, Title V, Facility, Haz-mat, Safety, Risk Management Plan, OSHA	PW169	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP Department Policy, GC 34090, CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
WPCP Regulatory Compliance Records	OSHA - Respiratory protection	PW170	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Confined Space	PW171	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Community Right to Know	PW172	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	TSCA	PW173	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Spill Prevention Control and Countermeasures Plan	PW174	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	AB-32 - Green House Gas Reporting	PW175	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 20	Recycle or Delete after retention period	12/18/2018

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated
WPCP Regulatory Compliance Records	Title V Permit	PW176	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Hazardous Waste Manifests & Inspections	PW177	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Risk Management Plan	PW178	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	Lead & Copper Rule	PW179	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	12/18/2018
WPCP Regulatory Compliance Records	NPDES Stormwater Permit	PW180	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
WPCP Regulatory Compliance Records	NPDES Permit - WPCP	PW181	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	12/18/2018
Agreements	Including concessionaire, slip rental, facility storage	TRAN001	DPW	DPW	Transportation	Administration	CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010
Applications Special Events	Permits, correspondence, related documents re use of rights of way	TRAN003	DPW	DPW, OCM	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Fueling	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	TRAN004	DPW	OCM-Fleet	Transportation	Administration	CCP 337	AU + 4	Recycle or Delete after retention period	3/23/2010
Hazardous Waste Disposal	Documentation re: the handling and disposal of hazardous waste	TRAN005	DPS	DPS, DPW, OCM-Fleet	Transportation	Administration	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010
Inventory, Equipment Parts & Supplies	Includes vehicles, aircraft, vessels and related documents re repairs	TRAN006	DPW	DPW, OCM-Fleet	Transportation	Administration	CG 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Inventory, Vehicle Ownership and Title	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	TRAN007	LCS, DPW	LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	12/18/2018
Licenses and Permits	Forms, related documentation re: licenses and permits required by federal and state agencies	TRAN008	LCS, DPW	LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	12/18/2018
Vehicle and Equipment Maintenance and Operations	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	TRAN009	DPW	DPW, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010
Reports: Accident (Copies)	Memos and working documents	TRAN010	DPS, DPW	DPS, DPW, OCM-Fleet	Transportation	Administration	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010
Vehicle Assignment Documentation	Log books, request forms, lists	TRAN011	DPW	DPW, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010
Licenses and Permits:Taxi Franchise	License, permits for Taxicabs, shuttles, etc	TRAN022	FIN, DPS	FIN, DPS	Transportation	Ground Transportation	GC 34090	T + 4	Destroy or Delete after retention period	3/23/2010

RECORDS RETENTION & DESTRUCTION SCHEDULE LEGEND AND CITATIONS

The following is a key to the acronyms used to define retention periods:

LEGEND of RETENTION CODES			
AC	= Active	E	= Certification of Election
AD	= Adoption	M	= Maturity
AU	= Audit	P	= Permanent or Indefinite
CL	= Closed/Completion	L	= Life
CU	= Current Year or Current Use	S	= Supersede
DOB	= Date of Birth	T	= Termination

Description of retention codes:

AU requires a record to be retained for a period beyond the most recent audit involving the materials noted. For example: AU + 5 requires the record to be retained until the audit pertaining to that record is complete, plus five years.

CU requires a record to be retained for a period beyond its current use or the current calendar year. For example: CU + 2 requires the record to be retained for the current year, plus two years. A record dated June 23, 2009 would be retained for the remainder of 2009, and through 2010 and 2011.

CL requires a record to be retained for a period beyond its date of completion or closure. For example: CL + 3 requires the record to be retained for three years beyond the date of completion. Records identified as "Logs" with a retention of "CL" indicate the date the log ends, such as the end of the fiscal or calendar year.

P requires a record to be retained permanently (generally assumed to be 500 years) or indefinitely (until the record medium deteriorates beyond use).

S requires a record to be retained until that record is superseded by an updated version. For example: S + 2 requires the record to be retained for two years beyond the date the document was superseded by an updated version.

T requires a record to be retained for a period beyond the term or termination date. For example: T + 8 requires the record to be retained for eight years beyond the end of a term.

The following is a key to the acronyms used to reference legal citations or other authorities:

CITATIONS	
B&P	= Business and Professions Code
CA	= California Administrative Code
CCP	= Code of Civil Procedure
CCR	= Code of California Regulations
CEQA	= California Environmental Quality Act
CFR	= Code of Federal Regulations
EC	= Election Code
FMLA	= Family & Medical Leave Act of 1993
GC	= Government Code
H&S	= Health & Safety code
HUD	= Housing and Urban Development Code
SMC	= Sunnyvale Municipal Code
OSHA	= Occupational Safety & Health Act
PC	= Penal Code
POST	= Police Officers Standards Training
UFC	= Uniform Fire Code
USC	= United States Code
WIC	= Welfare & Institutions Code

City of Sunnyvale
Records Retention and Destruction Schedule

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Annual Financial Report	Records related to or needed for an Independent auditor analysis	ADMIN001	FIN	FIN	Administration	Audit	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Bond documentation	Assessment district files, City Directors Mortgage Files, Account Statements, Bonds/Coupons paid or cancelled, final bond documentation	ADMIN002	FIN	FIN, DPW, CDD	Administration	Audit	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Financial Plans	Working files for 20 year financial plans. Examples: operating budgets; IT rental rate schedules; Performance Budgeting Structure Related Reports, PAMS, PABS	ADMIN004	FIN	FIN	Administration	Audit	GC 34090.7	S	Archive electronic files after 5 years; paper copies shredded	3/23/2010	
Audit Hearing or Review Documents	Documentation created and/or received in connection with an audit hearing or review. Logs and notes from administrative appeals	ADMIN005	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 2	Destroy or Delete after retention period	3/23/2010	
Audit Reports	Internal and/or external; including back-up documentation. Examples: payroll audit reports; audit reports for golf course restaurants; budget audit reports; etc.	ADMIN006	FIN	FIN	Administration	Audit	GC 34090; OMB A-128	AU + 6	Confidential Recycle or Delete after retention period	3/23/2010	
Libraries-	Books, art, gifts, donations, exhibits, theatre, music, special events, etc. Examples: books, art, gifts, donations, Sunnyvale library history, pictures, articles, etc.	ADMIN008	LCS	LIB, DPS	Administration	Community Services	GC 34090-	CU + 2-	Refer to Legal Authority	11/27/2018	DELETE as the library inside DPS is no longer there.
Plaques-	Historic value-	ADMIN009	DPS	DPS	Administration	Administration	GC 34090	P-	Archive per Records Management Policy	11/27/2018	Changed from LIB to DPS as plaques were originally held in DPS' library and outside of LCS' jurisdiction.
Sports Organizations-	Documents pertaining to sports organizations. Examples: Records covering instructor agreements, registration, schedules, attendance, evaluations, program surveys, products for audits, insurance, rules, rosters, tournaments, tournament schedules, fee schedules, fee waivers, and sport league records	ADMIN010	LCS	LCS	Administration	Community Services	GC 34090	S + 2-	Destroy or Delete after retention period	11/27/2018	DELETE - Items listed in the description are covered within other record series. For example, instructor agreements would fall within Record Series "Contracts & Agreements"
Affidavit Index		ADMIN011	OCM	OCM	Administration	Elections	EC 17001	CL + 5	Destroy or Delete after retention period	3/23/2010	
Ballots, Prop. 218 (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	ADMIN015	OCM	OCM	Administration	Elections	California Constitution Art. XIII	P	Archive per Records Management Policy	3/23/2010	
Calendar: Elections		ADMIN016	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010	
Canvass of Returns	Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results Examples: ROV certification of results; resolution certifying canvass of returns and results	ADMIN017	OCM	OCM	Administration	Elections	GC 22932; EC 17130; EC 2653	P	Archive per Records Management Policy	3/23/2010	
Certificates of Election	Certificates of election; Original reports and statements	ADMIN018	OCM	OCM	Administration	Elections	GC 81009(a) (d)	T + 4	Destroy or Delete after retention period	3/23/2010	
Charter, Amendments / Measures	Charter; Charter Amendments; Charter Revisions; Chapter designations by Secretary of State following adoption of voters	ADMIN019	OCM, OCA	OCM, OCA	Administration	Elections	GC 34458-60; GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Conflict of Interest Code	Conflict of Interest Code Resolution	ADMIN020	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Administration / Campaign Statements and Conflict of Interest materials	FPPC Opinions. Examples: Conflict of Interest Code biennial review; reporting forms and working documents	ADMIN020.1	OCM	OCM	Administration	Elections	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: Campaign disclosure, Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN021	OCM	OCM	Administration	Elections	GC 81009(b) (g)	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Campaign disclosure, Not Elected	FPPC Filings. Examples: Form 700, 460, 410, 501 etc.	ADMIN022	OCM	OCM	Administration	Elections	GC 81009(b)	E + 8	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: Campaign disclosure - Unsuccessful (all other committees)	FPPC Filings. Examples: Form 460, 410 etc.	ADMIN023	OCM	OCM	Administration	Elections	GC 81009(c)	E + 8	Destroy or Delete after retention period	3/23/2010	
Candidate Statements, Elected	Sample ballot retained permanently. Examples: Written statement of candidates, elected	ADMIN024	OCM	OCM	Administration	Elections	GC 34090; GC 81009	P	Archive per Records Management Policy	11/27/2018	Split into winning, losing candidates and miscellaneous election materials not covered by statutes
Candidate Statements, Not Elected	Example: Written statement of candidates, not elected	ADMIN024.1	OCM	OCM	Administration	Elections	GC 34090; GC 81009	E + 8	Destroy or Delete after retention period	3/23/2010	
Fair Political Practices: History	History of elections, sample ballots, certificates of destruction, other resolutions re: elections	ADMIN025	OCM	OCM	Administration	Elections	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Fair Political Practices: Statement of Economic Interests - Elected Officials	Includes elected officials and GC 87200 filers. FPPC Filings Examples: Form 700	ADMIN026	OCM	OCM	Administration	Elections	GC 81009(e)	P	Recycle or Delete after retention period	3/23/2010	
Fair Political Practices: Statement of Economic Interests - Conflict of Interest Code filers	FPPC Filings: includes Conflict of Interest Code Designated Positions or Employees, commissioners, consultants. Examples: Form 700	ADMIN027	OCM	OCM	Administration	Elections	GC 81009(e)	CU + 7	Destroy or Delete after retention period	3/23/2010	
Lobbyist Registration	Statements	ADMIN028	OCM	OCM	Administration	Elections	EC 81009(b)	P	Archive per Records Management Policy	3/23/2010	
Maps, Precincts/Voter Information		ADMIN029	OCM	OCM	Administration	Elections	GC 34090; EC 17503; EC 17302	E + 2	Destroy or Delete after retention period	3/23/2010	
Nomination Papers: Successful	Nomination documents, in-lieu petitions	ADMIN030	OCM	OCM	Administration	Elections	EC 17100	T + 4	Destroy or Delete after retention period	3/23/2010	
Nomination Papers: Not Elected or Unsuccessful	Nomination documents, in-lieu petitions	ADMIN031	OCM	OCM	Administration	Elections	EC 17100	E + 8	Destroy or Delete after retention period	3/23/2010	
Notifications and Publications: Elections	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election, Affidavit of publication, notice of election, notice of nominees	ADMIN032	OCM	OCM	Administration	Elections	GC 34090	E + 2	Destroy or Delete after retention period	3/23/2010	
Oaths of Office	Elected Officials	ADMIN033	OCM	OCM	Administration	Elections	GC 34090; 29 USC 1113	T + 6	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Petitions	Initiative, referendum, recall, Charter Amendments. Examples: initiative and referendum petitions; recall petitions; etc.	ADMIN034	OCM	OCM	Administration	Elections	EC 17200, EC 17400; GC 3756:8	E + 8 months	Destroy or Delete after retention period	11/27/2018	Corrected typo in retention period. Note: The retention is 8 months after the election results are certified or 8 months after final examination of petition if no election is held.
Petition Administration Records	Initiative petition materials. Notice of intention, written text of the initiative, written statement setting for the reasons for the proposed petition	ADMIN034.01	OCM	OCM	Administration	Elections	EC 9202.5	P	Destroy after retention period	11/27/2018	New code effective January 1, 2013
Precinct Records	Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service	ADMIN035	OCM	OCM	Administration	Elections	EC 17503	E + .5	Destroy or Delete after retention period	3/23/2010	
Voter Roster	From date of election; Initiative, referendum recall, general municipal election, Charter Amendments	ADMIN036	OCM	OCM	Administration	Elections	EC 17300	E + 5	Destroy or Delete after retention period	3/23/2010	
Biographies	Biographies, bios, or vitae for City Council, Mayor, City Manager	ADMIN040	OCM	OCM	Administration	Administration	GC 34090	P	Archive per Records Management Policy	11/27/2018	Removed LIB from Ownership
Classifications and Appointments for city personnel Salary Schedules	Includes supplemental Personnel records---	ADMIN041	HR	HR	Administration	Benefits	GC 34090; GC 12946; 29 CFR 516.6(2)	P	Archive per Records Management Policy	11/27/2018	Update Record Series for clarity
Correspondence, Originating Department	If not attached to agreement or project file. Examples: Correspondence not retained in a subject file; general internal or external correspondence; memos (internal); individual customer files kept as back-up for frequent customers; memos from Assistant City Manager; etc.	ADMIN042	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	2 Yrs	Recycle or Delete after retention period	11/27/2018	Change to 2 Years to match citywide email retention policies.
Goals & Objectives, Departmental	Goals & objectives	ADMIN043	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Policies & Procedures, Departmental	Retain while current. Examples: Standard operating procedures; disaster recovery plan; policy manuals; board and commission handbook; procedure descriptions	ADMIN044	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090(d)	S + 5	Recycle or Delete after retention period	11/27/2018	Added ESD
Promotional Marketing: External	Marketing copy for external publicity or advertising. Examples: business retention marketing and recreational marketing for programs, classes, activities and events (reports, studies, original copies of pictures/art)	ADMIN045	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 7	Recycle or Delete after retention period	11/27/2018	Added ESD
Promotional Marketing: Internal	Marketing copy for internal publicity or advertising	ADMIN046	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Reports: Departmental	Special/or final summary, review or evaluation. Examples: Accounting period reports (i.e. actual to budget); City quarterly reports, etc.	ADMIN047	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090; GASB	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Reports: Staff	Non-agenda related, includes supporting documentation. Examples: project reports; City Manager bi-weekly reports; weekly ELT meetings; executive reports; etc.	ADMIN048	Originating Department	All Applicable Departments: CDD, LCS, DED, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Reports: City Manager	City Manager Bi-Weekly Reports	ADMIN048.1	OCM	OCM	Administration	General Subject	GC 34090	CU + 5	Destroy or Delete after retention period	3/23/2010	
Special Projects Documentation		ADMIN049	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Support Services	Reproduction; printing; postal/mailling services, other internal resources. Examples: reproduction, printing requests; postal/mailling services, other internal resources	ADMIN050	ITD , OCM, FIN	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	General Subject	GC 34090	CU + 2	Refer to Legal Authority	11/27/2018	Changed from ITD / OCM to FIN because the Print Shop is no longer under ITD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Travel Records	Travel authorization requests, travel expense reimbursements, itineraries, supporting documentation, etc.	ADMIN051	Originating Department		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Grants: Community Development Block Grant and Urban Development documentation	Applications, reports, contracts, supporting documents	ADMIN052	CDD		CDD-Housing	Administration	Grants	GC 34090; 24 CFR 570.502 24 CFR85.42* (*OMB Cir. A-102, A-110, A-128)	T + 5	Recycle or Delete after retention period	3/23/2010	
Grants, Federal and State	Refer to grant application close-out procedure. Examples: Grant applications, supporting documents	ADMIN053	Originating Department		FIN	Administration	Grants	GC 34090	CL + 5	Destroy or Delete after retention period	3/23/2010	
Grant Financial Records	Complete file for each grant that includes back up documentation. Examples: grant document, expenditures, reimbursements, and grantee reports.	ADMIN054	FIN		FIN	Administration	Grants	GC 34090	CL + 5	Refer to Legal Authority	3/23/2010	
Grants, Unsuccessful	Applications not entitled. Examples: grant documents	ADMIN055	FIN		FIN	Administration	Grants	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Benefit Plan Claims--	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance. Examples: reports and usage, claims, policies, and documentation	ADMIN056	HR		HR	Administration	Benefits	GC 6250 et seq; OMB A-129-29 CFR-1602.30; 32; Lab Rel Sec 1174* (*29 CFR-1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113)	P-	Archive per Records Management Policy	11/27/2018	Due to privacy laws, documents are no longer maintained by staff.
Bond, Personnel Fidelity	Employee Fidelity Bonds	ADMIN058	HR		HR	Administration	Risk Management	GC 34090, City Charter	T + 2	Destroy or Delete after retention period	11/27/2018	Update Citation for clarity
Benefits Guide	General employee information including benefit plans	ADMIN059	HR		HR	Administration	Benefits	GC 34090	S + 2	Recycle or Delete after retention period Destroy or Delete after retention	11/27/2018	Update Record Series for clarity
Employee Programs Citywide Employee Events or Special Programs	Includes EAP, Recognition, and Years of Service Awards, Employee Giving Campaign (except pledge forms, see FIN030), Suggestion Award Program	ADMIN060	HR		HR	Administration	Administration	GC 34090; GC 12946	CU + 2 archive for 5Y-	Refer to Legal Authority Destroy or Delete after retention period	11/27/2018	
Employee Rights: General Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions		3 HR		HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 2	Destroy or Delete after retention period	11/27/2018	
Employee Rights: Safety Employees	May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions	ADMIN062	HR		HR	Administration	Employee Relations/Development	GC 12946; 29 CFR 1602.12	T + 5	Destroy or Delete after retention period	11/27/2018	
Personnel Records-- Hourly Employees--		ADMIN063	HR		HR	Administration	Human Resources	GC 12946; GC 34090* 29 CFR 1627.3, Labor-Relations Section 1174	T + 6-	Destroy or Delete after retention period	11/27/2018	Duplicate to ADMIN068 Official Personnel Files
Immigrant Immigration I-9s		ADMIN064	HR		HR	Administration	Benefits	Immigration Reform/Control Act 1986 Pub. L 99-603, LC 1174, 8 USC 1324a(b)(3)	If hired, DOH + 3 or T+1, whichever longer. If not hired, but recruited for a fee, date of recruitment +3	Refer to Legal Authority	11/27/2018	Update Record Series for clarity
Medical Leave	May include Family leave FMLA/CFRA/PDL; certifications; tests ; W-4s; Paid Medical Leave; pre-employment medical test; long term disability claims/applications; employee emergency relief fund; interactive processes/reasonable accommodations; State Disability Insurance claims; Hearing Conservation Test; respirator test; etc.	ADMIN065	HR		HR	Administration	Administration, Risk Management, Employee Relations/Development	FMLA 1993 US OSHA; 29 CFR 1910.1020; 29 CFR 1602.30-1602.32; OSHA 8CCRS100(d)(2)OSHA 8CCRS100(d)(2)	T + 30- T + 5	Confidential-Recycle-Delete or Delete after retention	11/27/2018	Keep consistent retention as ADMIN068 Official Personnel Files. Incorporate Citation from ADMIN166 Hearing Conservation Testing
Motor Vehicle Pulls (DMV)--	DMV Motor Vehicle Pull Notices	ADMIN066	HR		HR	Administration	Employee Relations/Development	GC 12946	CL + 7-	Refer to Legal Authority	11/27/2018	Paper notices are no longer sent to Human Resources from the DMV. An online service is now utilized, allowing online access to driver information via the DMV Pull Program. Once an employee separates from City employment, we are obligated under CA Vehicle Code 1808.1(d) to discontinue his/her enrollment in the DMV Pull Program.
Negotiation Documentation	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements. Examples: contractual agreements with Leadership Sunnyvale ; negotiations notes, notebooks correspondence, contracts and Memorandum of Agreements Understandings; side letters	ADMIN067	HR ; DPS		HR	Administration	Administration	29 USC Sections 211(c), 203(m), 207(g)	P CL + 15	Archive after 5 years	11/27/2018	Contractual agreements with the Leadership Sunnyvale is not maintained/owned by HRD. HR is the department authorized to conduct labor negotiations on behalf of the City - delete DPS as an owner.
Official Personnel Files	Official personnel file for each employee. Documentation may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; pre-employee medicals ; Identification cards (ID's) Examples: Annual, three month, & six month performance evaluations for employee; personnel action forms; personnel action forms ; disciplinary actions; exit interviews ; pre-employment medical authorization ; benefit election/change forms; beneficiary designations	ADMIN068	HR		HR	Administration	Benefits	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC 6250 et seq; 29 CFR; GC 12946, 34090* 1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)	CU + 1 year then archive for 33 years T+5	Destroy or Delete after retention period	11/27/2018	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Personnel Records (copies)	Attendance; evaluations; drafts; worksheets; postings. Examples: Departmental copies of leave request forms; disability leave requests; job postings; manager achievement plans; manager performance evaluations; SEIU/SEA/Confidential employees performance evaluations; department maintained personnel rosters	ADMIN069	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, ESD, FIN, HR, ITD, OCA, OCM, ESD	Administration	Human Resources	GC 34090; GC 6250	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated applicable departments
PERS; Social Security; SSH- EEOC/ADEA/DFEH	EEOC/ADEA. Examples: EEOC/DFEH complaints and City response; PERS files; EEO-4 reports	ADMIN070	HR	HR	Administration	Employee Relations/Development	29 CFR 1627.3(2); GC 12946, 34090	P	Archive per Records Management Policy	11/27/2018	Update Record Series for clarity. Created new series for EEO-4 report.
EEO-4 Reports	EEO-4 Reports	New	HR	HR	Administration	Benefits	29 CFR 1602.30; 29 CFR 1602.31	CU + 3	Destroy or Delete after retention period	11/27/2018	New
Recruitment Documentation	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database. Examples: applications; Department of Justice No Longer Interested forms ; position recruitment records including: position requisition, job specs/bulleting , advertising costs, exam results, copy of eligibility lists, referral lists, selection -interview questions, candidate correspondence; reference checks; selection appeals	ADMIN071	HR	HR	Administration	Recruitment	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	CL + 3	Destroy or Delete after retention period	11/27/2018	Department of Justice No Longer Interested forms is moved to a new standalone Record Series. Incorporate ADMIN164 Selection Appeals to here.
Reports: Human Resources	Employee statistics, benefit activity; liability loss. Examples: vacation, floating holiday, comp time taken, and admin leave hours by employee (all non-disability leaves); disability leave reports; liability loss reporting	ADMIN072	HR	HR	Administration	Human Resources	GC 34090	CU + 2	Confidential-Recycle-Destroy or Delete after retention	11/27/2018	
Personnel Records, Safety Employees	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; disciplinary actions; terminations; evaluations-pre employee medicals. Examples: achievement plans; COA-Out of Class Assignment; Annual, three month, & six month performance evaluations by employee; personnel action forms; personnel action forms; disciplinary actions; exit interviews; pre-employment medical; service awards; Duty Preference	ADMIN073	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	T + 5	Confidential Recycle or Delete after retention period	3/23/2010	
Personnel Records, Safety Employees	Police, fire, emergency employees may include;outside employment, commendations, oaths of office, career records.	ADMIN073.1	DPS	DPS	Administration	Department of Public Safety	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1607.4; * (*29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)); 29 CFR; 1607.15	P T + 3	Archive per Records Management Policy	11/27/2018	Changed retention from P to T + 3
Employee Surveys and Studies	Includes classification, wage rates. Examples: job analysis; review of work; interviews of staff; job classifications and salaries from other agencies, union group, date established, EEOC code, etc.	ADMIN074	HR	HR	Administration	Human Resources	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	CU + 2	Destroy or Delete after retention period	3/23/2010	
Training Records, Non-Safety- Citywide Training Records	Class/training/workshop descriptions and schedules, rosters, sign-in sheets, evaluations, program information. Harassment training materials including sign-in sheets, copies of certificates of attendance, written or recorded training materials (including webinars), and any written questions employees submit.	ADMIN075	HR	HR	Administration	Employee Relations/Development	GC 34090; GC 12950.1GC 12950.1	CU + 7- CU + 3	Destroy or Delete after retention period	11/27/2018	Update Record Series for clarity. Add harassment training description. Training records do not need to be kept for 7 years, reduce retention.
Training Documentation, Personnel (by name)-	Paperwork documenting officers internal and external training-	ADMIN076	HR	HR	Administration	Employee Relations/Development	GC 34090-	T + 7-	Destroy or Delete after retention period-	11/27/2018	DELETE- Duplicate to PS151 Training: Personnel (by name). Records for non-Officers are covered by ADMIN075.
Safety Certifications/Designations	Certifications/designations. Examples: safety certifications/designations	ADMIN077	DPS	DPS, DPW, ESD	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
City Employee Reimbursements	Reimbursement includes travel advances and expenses, training expenses for staff and City Council, tuition reimbursement, retiree medical reimbursement	ADMIN078	HR, FIN	HR, FIN	Administration	Human Resources	GC 34090	CU + 2	Recycle or Delete after retention period- Destroy or Delete after retention	11/27/2018	
Administrative Policy, Chapter 5 Internet/World-Wide Web-	Management/Policies and supporting documentation-	ADMIN079	ITD, OCM	ITD	Administration	Information Services	GC 34090-	S + 2-	Recycle or Delete after retention period-	11/27/2018	DELETE - Eliminated due to being a duplicate to ADMIN115
Inventory, Information Systems	Hardware/Software Inventory logs; systems manuals. Examples: hardware/software inventory logs; system manuals; warranties, specifications, maintenance records; software licenses, license agreements	ADMIN080	ITD	ITD	Administration	Information Services	GC 34090; CCP 337	S + 2 ; License agreements:T+4	Recycle or Delete after retention period	3/23/2010	
Network Information Systems (LAN/WAN) documentation	Configuration maps and plans	ADMIN081	ITD	ITD	Administration	Information Services	GC 34090; CCP 337.2; 343	CU + 4	Recycle or Delete after retention period	3/23/2010	
Program Files and Directories, Annual backup-	Annual backup	ADMIN082	ITD	ITD	Administration	Information Services	GC 34090; GC 34090.7-	CU + 2-	Destroy or Delete after retention period-	11/27/2018	DELETE - The rules are actually a little more complicated and should be implemented in conjunction with the data/records being backed-up.
Program Files and Directories, Daily backup-	Daily backup	ADMIN083	ITD	ITD	Administration	Information Services	GC 34090; GC 34090.7-	CU + 2 mos-	Destroy or Delete after retention period-	11/27/2018	DELETE - Daily backup's are "incremental" and should not have a life beyond the corresponding "Full" backup, which is usually weekly.
Program Files and Directories, Monthly backup-	Monthly backup	ADMIN084	ITD	ITD	Administration	Information Services	GC 34090; GC 34090.7-	CU + 1-	Destroy or Delete after retention period-	11/27/2018	DELETE

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Program Files and Directories; Weekly backup	Weekly backup	ADMIN085	ITD	ITD	Administration	Information Services	GC 34090; GC 34090-7	-CU + 5-	Destroy or Delete after retention period	11/27/2018	DELETE - Additionally, these (All backups) are deleted and dropped off automatically without an opportunity for OCA signoff
Agendas: City Council, Boards, and Commissions	Original agendas and special meeting notices: City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Public Financing Authority; Redevelopment Successor Agency Oversight Board	ADMIN087	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090	P	Archive per Records Management Policy	11/27/2018	Update to description and examples
Agendas: misc.	Agendas for Child Care Advisory Board (CCAB) agenda and packets; Community Advisory Committee (CAC); Staff Advisory Committees; ELT strategic planning; School Districts; updates with City Manager; ad hoc committees; staff meetings	ADMIN087.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	GC 34090	CU + 4	Archive per Records Management Policy	11/27/2018	Added ESD
Agenda Reports - Report to Council (RTC) - Information Only Items	Information Only Reports to Council (RTCs) and Reports to Commissions, Agenda-related memos to Council	ADMIN088	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	CU + 10	Destroy or Delete after retention period	11/27/2018	Split into 2 items to include ADMIN088.01
Agenda Reports - Report to Council (RTC) - Public Hearing, General Business and Consent Calendar Items	Reports to Council (RTC) for public hearing and consent calendar items; Study Issues/Budget Issues Workshop binders/materials, Reports to Commissions	ADMIN088.01	OCM	OCM	Administration	Legal/ Legislative	GC 34090 (d)	P	Destroy or Delete after retention period	11/27/2018	We have not been adhering to this retention period since the schedule was adopted. In many cases, Council minutes refer to RTCs and their attachments as part of the motion made my Council. The RTCs are often needed to reference Council's action. If we make this change in 2015, we should note it and indicate some earlier RTCs have been destroyed.
Appeals, Civil		ADMIN089	OCA	OCA	Administration	Legal/ Legislative	CCP 583.320(a)(3); GC 34090	CU + 3	Destroy or Delete after retention period	3/23/2010	
Applications for Boards, Commissions: Not appointed	Not selected. Examples: applications; rejection letters; etc.	ADMIN090	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Applications for Boards, Commissions: Appointed	Selected	ADMIN091	OCM, Originating Department	OCM	Administration	Legal/ Legislative	GC 34090; GC 40801	T + 5	Destroy or Delete after retention period	3/23/2010	
Articles of Incorporation		ADMIN092	OCM	OCM	Administration	Legal/ Legislative	GC 34090; CCP 337.2	P	Archive per Records Management Policy	3/23/2010	
Case Logs	From Close of cases listed; Chronological listing of cases	ADMIN093	OCA	OCA	Administration	Legal/ Legislative	CCP 337.2; 343	CL + 7	Destroy or Delete after retention period	3/23/2010	
Case Records - (High Profile)	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs	ADMIN094	OCA	OCA	Administration	Legal/ Legislative	GC 6254	P	Archive per Records Management Policy	3/23/2010	
Case Records	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)	ADMIN095	OCA	OCA	Administration	Legal/ Legislative	42 USC s1983	CU + 7	Destroy or Delete after retention period	3/23/2010	
Contracts and Agreements Excluding Capital Improvement	Includes agreements, leases, equipment, services or supplies. Examples: school district agreements; benefit contracts; service and service maintenance agreements with service providers; franchise agreements; tower lease agreements; instructor agreements; vendor agreements; community service organization agreements, purchase orders and associated attachments, purchase orders and associated attachments (FIN); memorandum of understanding (MOU); Friendship City agreements	ADMIN096	FIN, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Legal/ Legislative	CCP 337.2, 343; GC 34090	T + 5	Recycle or Delete after retention period	11/27/2018	Added ESD
Contracts and Agreements Including Capital Improvement	Construction. Examples: capital improvement project contracts	ADMIN097	FIN, OCM	FIN, OCM	Administration	Legal/ Legislative	H&S 19850; GC 34090	P	Archive after 5 years	3/23/2010	
Case Index of Attorney Case Notations	Including notations on activities related to case	ADMIN098	OCA	OCA	Administration	Legal/ Legislative	GC 6254	L	Destroy or Delete after retention period	3/23/2010	
Advertising of Legal Notifications	Includes public notices, legal publications. Examples: ad copy, invoice, finance-(proofs of legal publications, ordinances, resolutions, etc.); public notices, Affidavit of publication, etc.	ADMIN099	OCM	OCM	Administration	Legal/ Legislative	CCP 343, 349 et seq.; GC 911.2; GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010	
Logs, Attorney Service Request-	Service request, summaries of monthly requests-	ADMIN100	OCA	OCA	Administration	Legal/ Legislative	GC 34090-	CU + 2-	Destroy or Delete after retention period	11/27/2018	DELETE
Minutes: Council, Boards, and Commissions	Official minutes and hearing proceedings of governing body or board, commission or committee. Examples: Minutes of the City Council, City Boards and Commissions, Ad Hoc Committees, Council Subcommittees, Redevelopment Agency (RDA), Local Redevelopment Authority (LRA) and Financing Authority; Redevelopment Successor Agency and Redevelopment Successor Agency Oversight Board	ADMIN101	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, ESD, HR, OCM	Administration	Legal/ Legislative	GC 34090(d); GC 36814; GC 40801	P	Archive per Records Management Policy	11/27/2018	Update to descriptor/examples for consistency with agendas; update to department names
Minutes: misc.	Minutes of miscellaneous committees, Staff Advisory Committees, staff meetings, etc.	ADMIN101.1	Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM	Administration	Legal/ Legislative	GC 34090	CU + 4	Recycle or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Notices: Public Meetings	Special meeting notices: City Council, Boards and Commissions	ADMIN102	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM	Administration	Legal/ Legislative	GC 34090, 54960.1(e) (1)	P	Archive per Records Management Policy	11/27/2018	Marked to be deleted due to redundancy - ref. ADMIN087
Attorney Opinions/ Memoranda	Confidential. Legal Opinions/ Memoranda (internal & external)	ADMIN103	OCA	OCA	Administration	Legal/ Legislative	GC 34090	S + 2	Confidential Recycle or Delete after retention period	3/23/2010	
Ordinances	Legislative actions. Examples: original signed Ordinances; Charter amendments	ADMIN104	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40806	P	Archive per Records Management Policy	3/23/2010	
Petitions: Not election-related	Submitted to legislative bodies. Examples: Neighborhood or special-interest group petitions; not election-related	ADMIN105	OCM	OCM	Administration	Legal/ Legislative	GC 34090; GC 50115	CU + 2	Confidential Recycle or Delete after retention period	3/23/2010	
Resolutions	Legislative actions. Examples: original signed resolutions	ADMIN106	OCM	OCM	Administration	Legal/ Legislative	GC 34090(d) 40801	P	Archive per Records Management Policy	3/23/2010	
Recordings: tapes, audio, video for Minutes Preparation	Audio or video tapes, CDs, DVDs or other electronic media used for minutes preparation. Examples: recordings of City Council meetings, Planning Commission meetings, boards and commission meetings	ADMIN107	OCM, Originating Department	All Applicable Departments: CDD, LCS, DPW, HR, LIB, OCM, ESD	Administration	Legal/ Legislative	GC 34090.7; GC 54953.5.(b)	CU + 1	Archive per Records Management Policy	11/27/2018	Added ESD
Recordings: tapes, audio, video: City Council Meetings	Audio or video tapes, CDs, DVDs or other electronic media for historical purposes. Example: Council meeting recordings	ADMIN107.1	OCM	OCM	Administration	Legal/ Legislative	GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Assessment Districts Documentation	Original documentation	ADMIN108	FIN	FIN	Administration	Municipal Clerk	GC 34090	P	Archive after maturity	3/23/2010	
Inventory, Records	Inventory of non-current or inactive records holdings and location, indices. Examples: inventory from GRM offsite storage, department logs of records storage	ADMIN109	OCM	OCM	Administration	Municipal Clerk	GC 34090; 80 OPS Atty. Gen. 106	S + 4	Recycle or Delete after retention period	11/27/2018	Removed "tapes may be recycled" and replaced "Iron Mountain" with "GRM offsite storage"
Municipal Code	Supplements included	ADMIN110	OCA	OCA	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Public Records Request	Public Records Requests. Examples: Written requests for public records; subpoena form and any attachments; request forms, logs or documentation	ADMIN111	OCM, Originating Department	All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Municipal Clerk	GC 34090	CL + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Records Management Documents	Document includes retrieval, transfers - inactive	ADMIN112	OCM	OCM	Administration	Municipal Clerk	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Records Management Disposition Certification	Documentation of final disposition or records. Examples: records destruction certificate or resolution	ADMIN113	OCM	OCM	Administration	Municipal Clerk	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Records Retention Schedules	Resolution adopting records retention and destruction schedule and policies	ADMIN114	OCM	OCM	Administration	Municipal Clerk	CCP 343	P	Archive per Records Management Policy	3/23/2010	
General Administrative Policies and Procedures	All city policies and procedures. Examples: Administrative Policy Manual	ADMIN115	OCM, Originating Department	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Policy, Council Policies	Policies, directives, amendments rendered by Council not assigned a resolution or ordinance number. Examples: Council Policy Manual; Legislative Advocacy Positions	ADMIN116	OCM, OCA	OCM	Administration	Policies/ Procedures	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Public Financing Authority Documentation	All records and documents associated with Public Financing Authority	ADMIN117	FIN	FIN	Administration	Public Financing Authority	GC 34090, CCP337.5	CL + 10	Archive per Records Management Policy	3/23/2010	
Public Financing Authority: Financial Records		ADMIN118	FIN	FIN	Administration	Public Financing Authority	GC 34090, 40802, 53901	P	Archive per Records Management Policy	3/23/2010	
Public Financing Authority: Management Reports		ADMIN119	FIN	FIN	Administration	Public Financing Authority	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Brochures, Publications, Newsletter, Bulletins	Miscellaneous publications from departments	ADMIN120	Originating Department	All Applicable Departments: CDD, DCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Administration	Public Information	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Removed Council One Sheets and Ethics Guide since it's no longer produced.
Brochures, Publications, Newsletter, Bulletins	Examples: Quarterly Report/Horizon	ADMIN120.1	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	New name, Horizon.
Brochures, Publications, Newsletter, Bulletins	Examples: Harbinger/Sun Times	ADMIN120.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added as new, separate line item.
City Calendar	Calendar entries maintained on the City's website	ADMIN121	OCM	OCM	Administration	Public Information	GC 34090	CU + 1	Recycle or Delete after retention period	11/27/2018	Changed retention
Media Relations	Content provided to media outlets, such as written replies, press releases and associated photos/photo releases, video or b-roll, etc.	ADMIN122	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Edited descriptor
Media Relations: Photos	Examples: Photos; digital photos; video and other electronic media	ADMIN122.1	OCM	OCM	Administration	Public Information	GC 34090	P	Archive per Records Management Policy	11/27/2018	DELETE - Marked to be deleted. Remove per update to descriptor and examples in ADMIN122 (J. Garnett)
Media Relations: Photo releases	Written authorization to use or publish photos	ADMIN122.2	OCM	OCM	Administration	Public Information	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010	
Media Contact Log	Tracking for Performance Measures on replies	ADMIN122.3	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Changed retention
News Release Log	Index of news releases	ADMIN122.4	OCM	OCM	Administration	Public Information	GC 34090	CU + 3	Archive per Records Management Policy	11/27/2018	Retention period updated to correlate with ADMIN122 (J. Garnett)
Media Relations: Candidates	Candidate video statements	ADMIN122.5	OCM	OCM	Administration	Public Information	GC 34090	E + 8	Destroy or Delete after retention period	11/27/2018	Update to descriptor/examples.
Accident Reports - City Assets	Reports and related records. Examples: workplace accident reports; accident reports for accidents involving City vehicles; reports related to accidents on City property	ADMIN123	HR, DPW, LCS, DPS	HR	Administration	Risk Management	29 CFR 1904.2; 29; * (* CFR 1904.6) CCP 338	CL + 7	Archive after closure; shred after designated retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Bonds, Insurance Policies	Bonds and insurance policies insuring city property and other assets. Insurance policies for General Obligation Bonds, Certificates of Participation (COPS), Lease-Revenue Bonds, Fidelity Bonds, Surety Bonds, and other financial instruments	ADMIN124	HR, FIN	Pertains to HR, FIN	Administration	Risk Management	CCP 337.2; 343	P-CL + 10	Archive after current	11/27/2018	Update Description for clarity and changed from P to CL + 5
Damage Claims	Paid/Denied. Examples: Claims against the City; liability claims.	ADMIN125	OCA	HR	Administration	Risk Management	GC 34090; GC 25105.5	CL + 5. CL + 7	Destroy or Delete after retention period	11/27/2018	Risk Management is recommending a change to retention for records keeping best practice. Even though a claim gets closed, it claimant did not litigate, they can still file lawsuit.
Incident Reports	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)	ADMIN126	HR	HR	Administration	Risk Management	CCP 338	CL + 7	Recycle or Delete after retention period. Destroy or Delete after retention	11/27/2018	Updated Disposition Instructions
Insurance; ACCEL JT Powers Agreement-	(Authority California Cities Excess Liability Insurance)-B- Accreditation/MOU-s/Agreement/agendas-	ADMIN127	HR	HR	Administration	Risk Management	GC 34099-	P-	Archive per Records Management Policy	11/27/2018	DELETE - Duplicate to ADMIN124 Insurance Policies and Bonds
Insurance Certificates	Insurance certificates filed separately from contracts, includes insurance filed by licensees. Examples: Bonds or Insurance for vendors who do business with the City. HR risk and insurance documents.	ADMIN128	HR, FIN	HR, DPW	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Insurance, Liability/Property documentation	May include liability, property, Certificates of Participation or deferred use of facilities.	ADMIN129	HR, FIN, LCS	HR	Administration	Risk Management	GC 34090	P	Archive per Records Management Policy	11/27/2018	Update Description for clarity
Insurance, Workers Compensation documentation	Indemnity; PERS -working files - originals with Administrator claims files	ADMIN130	HR	HR	Administration	Risk Management	LC 6410 29 CFR 1910.1020	P	Archive per Records Management Policy	11/27/2018	Update Description for clarity
Photographs, Negatives, Film	Related to risk management	ADMIN131	HR	HR	Administration	Risk Management	GC 34090, CCP 335.1	CL + 2	Destroy or Delete after retention period	11/27/2018	Update Citation
Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	ADMIN132	HR	HR	Administration	Risk Management	29 CFR1904.4; GC 34090	CL + 5	Destroy or Delete after retention period	11/27/2018	
Workers Compensation Documentation	Claim Files, Reports, Incidents (working files)-originals filed with Administrator-	ADMIN133	HR	HR	Administration	Risk Management	8-CCR 15400.2; 29 CFR 1904.33	P-	Archive per Records Management Policy	11/27/2018	DELETE - Duplicate to ADMIN130 Insurance, Workers Compensation documentation
DED Workforce Investment Act Records- NWS Workforce Innovation and Opportunity Act (WIOA) Records	Applicant, Participant, Grant Agreements, Fiscal, Property, Monitoring	ADMIN134	DED NOVA	DED NOVA	Administration	Community Services	29 CFR 97.42 — 29 CFR 95.53 — 2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	11/27/2018	
NOVA Homeless-Veterans Reintegration Program-	Applicant, Participant, Grant Agreements, Fiscal, Property	ADMIN135	NOVA	NOVA	Administration	Community Services	29 CFR 95.53 — 29 CFR 97.42	CL + 3	Destroy or Delete after retention period-	11/27/2018	Requested by NOVA to remove
NOVA Fee For Service	Programs Not Otherwise Specified - ProMatch, Proven People, Non-WIA grants, Non-WIOA grants, Fee for Service, NOVA Foundation	ADMIN136	NOVA	NOVA	Administration	Community Services	CFR 95.53; 29 CFR 97.42	CL + 3	Destroy or Delete after retention period-	11/27/2018	DELETE - Requested by NOVA
NWS Other Programs		ADMIN137	NWS	NWS	Administration	Community Services	29 CFR 95.53; 29 CFR 97.42 2CFR 200.333 through 200.337	CL + 3	Destroy or Delete after retention period	11/27/2018	
Reports: State Library Report	CA State Library Reports and supporting documents. State Library Report	ADMIN138	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	P-CU+2	Archive per Records Management Policy	11/27/2018	Change LIB to LCS; change Community Services to Library and CU+2
State Records	Services reimbursements, transaction reimbursements, MCLE Records. State Records, LSTA, Grants.	ADMIN139	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 3	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library. Added LSTA and Grants to description
Reports: Circulation Reports	Circulation activity, credit bureau, delinquency Notices/fines. Circulation Reports	ADMIN140	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 5 CU + 3	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library and CU+3
Donation Letters	receipt forms acknowledging patrons donations of materials or funds. Donation Letters	ADMIN141	LIB LCS	LIB LCS	Administration	Community Services- Library	26 CFR 301.6501(a)	CU + 7	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library
Friends of the Sunnyvale Library	Book sales, Notices of sales, flyers, donations, minutes, agendas. Friends of the Sunnyvale Library.	ADMIN142	LIB	LIB	Administration	Community Services	GC 34090	CU + 7	Destroy or Delete after retention period-	11/27/2018	DELETE - Friends of the Sunnyvale Library filed and were granted 501(C)3 status. No need to keep their files
Surveys: Library	Completed surveys from customer appreciation day, program evaluations, etc.	ADMIN143	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 4	Destroy or Delete after retention period	11/27/2018	Change LIB to LCS; change Community Services to Library
Library Patrons	Feedback, compliments, complaints- Patrons-	ADMIN144	LIB LCS	LIB LCS	Administration	Community Services- Library	GC 34090	CU + 3-	Destroy or Delete after retention period-	11/27/2018	DELETE - Will use City-wide Record Series
Public Library Foundation-	Public Library Foundation correspondence, Notices, funds, Public Library Foundation.	ADMIN145	LIB	LIB	Administration	Community Services	GC 34090	CU + 3-	Destroy or Delete after retention period-	11/27/2018	DELETE - The California State Library eliminated the Public Library Foundation Program in 2011.
Customer Concern Records	Customer Concerns	ADMIN148	LCS	LCS	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period-	11/27/2018	DELETE - Will use City-wide Record Series
ATT Confidential Phone Listing	ATT phone listing to be used for emergency broadcast purpose.	ADMIN149	ITD	ITD	Administration	Information Services	GC 34090	S	Shred medium.	3/23/2010	
Software original media Setup/Install Programs	OS, desktop software or other vendor software.	ADMIN150	ITD	ITD	Administration	Information Services	GC 34090	S + 2 L+1	Securely dispose	11/27/2018	The City doesn't always install current version - due to testing, environment, collaboration with external agencies etc., We need to retain the original software as long as we (potentially) need to (re-) install.
											Additionally, these days we generally do not receive 'original media', but downloads. The record series should be changed to 'Setup/Installation' programs.
Application Source code, including database code	Maintained in Visual Sourcesafe.	ADMIN151	ITD	ITD	Administration	Information Services	GC 34090	P- S+1 or L+1	Archive per Records Management Policy Delete after retention period	11/27/2018	Source code especially database code that is used with superceeded/end-of-life versions of vendor software have no value and cannot be used to demonstrate/prove much. Similarly with execution source code and version of Windows (Vendor software).

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Applicant Fingerprint Images	Applicant Fingerprint Records- electronic images	ADMIN152	DPS		DPS	Administration	Human Resources	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	30 days post-transmission	Delete after retention period	3/23/2010	
Civil Service Rules, Salary Resolutions	Notes and drafts of proposed changes- Finalized published versions	ADMIN153	HR		HR	Administration	Human Resources	GC 34090	CU + 2 P	Destroy or Delete after retention period- Archive after 5 years	11/27/2018	Update Record Series for clarity. Unpublished versions of documents should be deleted as they are part of the deliberative process.
Drug Tests	Spreadsheet of names of employees who must drug test,- copies of memo advising employee of test date- Employee- names and drug test dates only Records of employees randomly selected for drug and/or alcohol tests, random test results, Substance Abuse Professional (SAP) reports, follow-up test results, inspection records and information obtained by previous employers concerning drug and alcohol test results.	ADMIN154	HR		HR	Administration	Risk Management	DOT 49 CFR Part 40 Subpart P Sect 40.333; 49 CFR 40.333 and Sect 40.25	CU + 5	Destroy or Delete after retention period	11/27/2018	
Deferred Compensation	See OPF, plan documents contracts and hardship withdrawals	ADMIN155	HR		HR	Administration	Benefits	26 CFR 301.6501(a)-1	CU + 4	Destroy or Delete after retention period	11/27/2018	Vendors assumed responsibility for hardship withdrawal determinations.
Irrevocable election forms	Employee election of paid leave cash-out submitted in prior calendar year.	New	HR		HR	Administration	Benefits	GC 34090; 26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	New
Open Enrollment		ADMIN156	HR		HR	Administration	Benefits	CA222-0010-00; 22 CCR 1085-2	CU + 4	Destroy or Delete after retention period-	11/27/2018	DELETE - Duplicate to ADMIN068 Official Personnel Files
Out of Class/Hazardous Duty Report		ADMIN157	HR		HR	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2	CU + 4	Destroy or Delete after retention period-	11/27/2018	DELETE - Contained in Payroll data, and OPF data.
Paycheck Stuffers		ADMIN158	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	These records, if any, are processed and kept by FIN Payroll
Position Allocation		ADMIN159	HR		HR	Administration	Human Resources	CA222-0010-00; 22 CCR 1085-2 GC 34090	CU + 4	Destroy or Delete after retention period-	11/27/2018	DELETE - Original forms owned by Finance; see FIN008 Budget Adjustments, Journal Entries and FIN019 Budget; Adopted
W-4 Statements	W-4 Statements (10+ exemptions)	ADMIN161	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	These records are processed and kept by FIN Payroll
Wage Attachments		ADMIN162	HR FIN		HR FIN	Administration-Finance	Human Resources Payroll	26 CFR 301.6501(a)-1	Taxes + 4	Destroy or Delete after retention period	11/27/2018	These records are processed and kept by FIN Payroll
Pre-Employment Medical - Not Hired		ADMIN163	HR		HR	Administration	Recruitment	CA222-0010-00; 22 CCR 1085-2; GC 12946	CU + 5	Destroy or Delete after retention period	11/27/2018	
Selection Appeals		ADMIN164	HR		HR	Administration	Recruitment	22 CCR 1085-2 GC 12946	CU + 4 CL+2	Destroy or Delete after retention period-	11/27/2018	Incorporate into ADMIN071 Recruitment Documentation. CA and CCR no longer valid; Retention in agreement with government code requirement
CIPRMA Agreement		ADMIN165	HR		HR	Administration	Risk Management	GC 34090 CCP337	CU + 4	Destroy or Delete after retention period-	11/27/2018	Duplicate to ADMIN124 Insurance Policies and Bonds
Hearing Conservation Testing		ADMIN166	HR		HR	Administration	Risk Management	OSHA 8CCRS100(d)(2)	T + 30	Destroy or Delete after retention period-	11/27/2018	Incorporate into to ADMIN065 Medical Files
Infectious Disease & Occupation Exposure Files	Employee exposure records	ADMIN166	HR		HR	Administration	Risk Management	29 CFR 1910.1030(h); 29 CFR 1910.1020; 8CCR3204(d)(1)(B)	P	Archive per Records Management Policy	11/27/2018	
Liability Claims	Claims against the City - General, Automobile, Property and Employment Liability Claims	ADMIN167	HR		HR	Administration	Risk Management	CCP 335.1	CU + 6 CL + 7	Destroy or Delete after retention period	11/27/2018	Update to Retention for records keeping best practice. Even though a claim gets closed, if claimant did not litigate, they can still file lawsuit.
Liability Claims - Sexual Abuse and Molestation	Special liability claims against the City	New	HR		HR	Administration	Risk Management	CCP 340.1, CCP 1002, CG Section 905	CL + 20	Archive after current	11/27/2018	Reflects increase to Statue of Limitations under AB 3120.
Safety Program	Workplace inspections, training records, annual training in the contents of fire safety and evacuation plans, safety committee meeting records, and exposure control reports	ADMIN168	HR		HR	Administration	Risk Management	8 CCR 3203(b)(1)-(2), 8 CCR 3203(c)(2), CFC 406.2	CU + 2	Destroy or Delete after retention period	11/27/2018	Update Description for clarity
Applicant Fingerprint Records- Livescan Application- BCII- 8016 Form	Applicant Fingerprint Records- Livescan Application- BCII- 8016 Form	ADMIN169	DPS, HR		HR	Administration	Recruitment	California DOJ Guidelines for Submitting Applicant Live Scan Transactions, Section M - Proper Handling and Storage of Applicant Information (May 2007)	12 Months		11/27/2018	
Department of Justice No Longer Interested forms		New	HR		HR	Administration	Recruitment	CG12946	CL+2	Destroy or Delete after retention period	11/27/2018	New. Stand alone documents. Document not in ADMIN071 Recruitment Documentation file
Hazardous Material Plan	Hazardous Material Plan	ADMIN170	LCS		LCS	Administration	Human Resources	OSHA, GC 34090	S + 2	Destroy following retention after document is superseded	11/27/2018	Changed DCS to LCS. Suggesting that this record series be removed from LCS as "Owner" and "Pertaining to". Seems it should be HR and pertains to DPW, ESD, LCS.
Returned Mail	Backup for mail that has come back to the division undeliverable	ADMIN171	Originating Department		FIN	Administration	General Subject	GC 34090	7 yrs	Recycle or Delete after retention period	3/23/2010	
Legislative Issues	Tracking of legislative issues.	ADMIN172	OCM		OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Volunteer records: Placed	Volunteer recruitment, applications, records, volunteer agreements to serve (signed original), and volunteer timecards/timesheets	ADMIN173	HR		HR	Administration	Volunteer Resources	GC 34090	T + 2	Confidential-Recycle-Delete or Delete after retention	11/27/2018	
Volunteers: Agreement to Serve	Volunteer agreement to serve; signed original	ADMIN173-1	HR		HR	Administration	Volunteer Resources	GC 34090	T + 5-	Recycle or Delete after retention period-	11/27/2018	DELETE - Incorporate into ADMIN173 Volunteer records: Placed
Volunteers: Timecards	Volunteer timecards; timesheets	ADMIN173-2	HR		HR	Administration	Volunteer Resources	GC 34090	T + 3	Recycle or Delete after retention period-	11/27/2018	DELETE - Incorporate into ADMIN173 Volunteer records: Placed

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Volunteer records: Not placed	Volunteer recruitment, applications, records	ADMIN174	HR		HR	Administration	Volunteer Resources	GC 34090	CU + 2	Confidential-Recycle-Destroy or Delete after retention	11/27/2018	
Intergovernmental Relations (IGR): Subject files	IGR Subject files.	ADMIN175	OCM		OCM	Administration	Legal/ Legislative	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	Fixed Citation typo
Correspondence: City Council	Outgoing correspondence on behalf of City Council or Mayor	ADMIN176	OCM		OCM	Administration	General Subject	GC 34090	T + 3	Recycle or Delete after retention period	3/23/2010	
Columbia Neighborhood Center: Grant Proposals	Columbia Neighborhood Center (CNC) grant proposals	ADMIN177	LCS		LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	11/27/2018	DELETE - Record Series "Grants" will be used. DELETE - Will use Record Series: "Schedules, Classes & Events"
Columbia Neighborhood Center: Participants	Columbia Neighborhood Center (CNC) participant - confidentiality and permission forms	ADMIN178	LCS		LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	11/27/2018	
Columbia Neighborhood Center: Media relations, marketing	Columbia Neighborhood Center (CNC) news releases, articles, marketing materials	ADMIN179	LCS		LCS	Administration	Community Services	GC 34090	CU + 3	Recycle or Delete after retention period	11/27/2018	
Neighborhood Associations	Neighborhood Associations: applications, grants, registry, agreements, reimbursements	ADMIN180	LCS		LCS	Administration	Community Services	GC 34090	CL + 5	Recycle or Delete after retention period	11/27/2018	Changed from OCM to LCS
Special Orders of the Day (SOD)	Special Orders of the Day presented by the Mayor or Council; includes proclamations, certificates of appreciation / achievement / recognition, commendations, letters of recognition	ADMIN181	OCM		OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Delegation visits	Records of visiting delegations	ADMIN182	OCM		OCM	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Volunteers: Waivers	Community Services volunteers - Includes: HQT5, Summer-Teen	ADMIN183	HR		HR, LCS	Administration	Volunteer Resources	GC 34090	T + 5	Recycle or Delete after retention period	11/27/2018	Volunteers are covered by Workers' Compensation, so waivers are no longer used.
Volunteers: Reports	Mid-Year Report, End of Year Report of volunteers	ADMIN184	HR		HR	Administration	Volunteer Resources	GC 34090	CU + 5 CU + 2	Recycle or Delete after retention period Destroy or Delete after retention	11/27/2018	
Volunteers: Volgistics User Agreement	Confidential	ADMIN185	HR		HR	Administration	Volunteer Resources	GC 34090	P T + 5	Archive per Records Management Policy Destroy or Delete after retention period	11/27/2018	Update retention to be consistent with retention of contracts as in ADMIN096
State of the City -Awards	Includes prepared State of the City Address by the Mayor, Awards	ADMIN186	LCS		LCS	Administration	Legal/ Legislative	GC 34090	P CU + 3	Archive per Records Management Policy	11/27/2018	Changed from OCM to LCS
State of the City: Nominations	Nominations	ADMIN187	LCS		LCS	Administration	Legal/ Legislative	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	DELETE- will use Record Series: "State of the City"
Benchmark Data	Horizontal, vertical & control	DEV001	DPW		DPW	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Bids & Proposals (Unsuccessful)		DEV002	FIN		FIN	Development	Administration	GC 34090(d)	CL + 2	Destroy or Delete after retention period	3/23/2010	
Bonds: Development	Housing: Industrial Development	DEV003	CDD		CDD-Planning	Development	Administration	CCP 337.5	CL + 10	Recycle or Delete after retention period	3/23/2010	
Bonds: Security	Documentation created and/or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work	DEV004	DPW		DPW	Development	Administration	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Code Books	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements	DEV005	Originating Department		All Applicable Departments: CDD, DPS, DPW, OCA, OCM, ESD	Development	Administration	GC 34090e, Sunnyvale Municipal Code	P 15 Years	Archive per Records Management Policy	11/27/2018	Changed from P to 15 Years - national code book sources should be the main source
Contractor Listing	Current listing	DEV006	FIN, CDD, DPW, LCS, ESD		DPW, FIN, CDD-Building, ESD	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Correspondence: Development Administration	Working documentation	DEV007	CDD		CDD-Housing	Development	Administration	GC 34090(d)	CU + 2; HUD Correspondence: CU+5	Recycle or Delete after retention period	3/23/2010	
Development Conditions, Mitigation	Mitigation measures; filed with case files	DEV008	CDD		CDD-Planning	Development	Administration	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
Development Agreements	Infrastructure contracts, franchises.	DEV009	CDD, DPW, ESD		DPW, ESD	Development	Administration	CCP337, 337.1(a), 337.15; GC 34090/4 8 CFR 4.703	P	Archive per Records Management Policy	11/27/2018	Added ESD
Development Standards	Landscape mediums, parkway landscape development, public works construction	DEV010	CDD, LCS, DPW		DPW	Development	Administration	GC 34090(a)	P AD + 20	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS and changed from P to Adoption + 20
Drawings, Project Plan	Does not include those usually filed with case or project	DEV011	CDD, DPW		DPW, CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Franchises	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements	DEV012	DPW		DPW	Development	Administration	GC 65864, GC 65869.5, GC 34090* (*CCP 337.2, 343)	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
General Subject Files	Internal working files including correspondence	DEV013	CDD		CDD-Planning	Development	Administration	GC 34090(d)	CU + 2	Recycle or Delete after retention period	3/23/2010	
Grants: Community/Urban Development (includes CDBG)	Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations	DEV014	CDD		CDD-Housing	Development	Administration	24 CFR 570.502(b) (3); 241 CFR 85.42; 2 CFR 215.53	CL + 4 ; Certain HUD records: CL+5	Destroy or Delete after retention period	3/23/2010	
Historic Preservation Inventory	Historic structures & landmarks	DEV015	CDD		CDD-Planning	Development	Administration	GC 34090(d)	P	Archive per Records Management Policy	3/23/2010	
Incident Files	Emergency Call Outs	DEV016	DPS		DPS	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Land Uses, Nonconforming	Building or site usage which does not conform to current standards	DEV017	CDD, DPW		DPW, CDD-Planning	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Maps & Plats	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.	DEV019	DPW, ESD		DPW, ESD	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Added ESD
Master Plans, Annual	Special or long range program plan for municipalities – coordination of services; strategic planning	DEV020	DPW, ESD		DPW, ESD	Development	Administration	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Permits, Construction	Plans, building, signs, grading, encroachment, including blueprints and specifications	DEV021	CDD, DPW		DPW, CDD-Building	Development	Administration	GC 34090(a); H&S19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010	
Permits, Other	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.	DEV022	CDD, LCS, DPW		CDD-Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
Photographs	Example: Aerial photographs, Real Estate	DEV023	CDD, LCS, DPW		DPW	Development	Administration	GC 34090(d)	S + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Projects, Not Completed or Denied	Building, engineering, planning	DEV024	CDD, DPW	DPW, CDD-Building	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Seismic Retrofit Program	Includes Certificates of Compliance	DEV026	CDD	CDD - Building	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Street Names and House Numbers Designation and Status	Street dedications, closings, address assignment/changes	DEV027	CDD	CDD-Building	Development	Administration	GC 34090a, Sunnyvale Municipal Code	P	Archive per Records Management Policy	3/23/2010	
Studies, Special Projects & Areas	Engineering, joint powers, noise, transportation	DEV028	CDD, DPW, OCM, ESD	DPW, OCM, CDD-Planning, ESD	Development	Administration	GC 34090(d)	CL + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Surveys, land/Structure	Recording data and maps	DEV029	CDD, DPW	DPW	Development	Administration	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Blueprints and Specifications	Submitted by contractors with application for permit and builds for Certificate of Occupancy	DEV030	CDD	CDD-Building	Development	Building	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Certificates of Compliance and Occupancy	Compliance, elevation, occupancy which affect real property	DEV031	CDD	CDD-Building	Development	Building	GC 34090(a); H&S 19850	P	Archive per Records Management Policy	3/23/2010	
Construction (Approved)	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds	DEV032	CDD	CDD-Building	Development	Building	GC 34090(a); GC 4003; GC 4004; H&S 19850, 19853	P	Archive per Records Management Policy	3/23/2010	
Inspection Documentation	Correspondence, fees, appeal requests, reports, construction tracking, daily logs and reports	DEV033	CDD	CDD-Building, DPW-Engineering	Development	Building	GC 34090(d)	P	Archive per Records Management Policy	11/27/2018	
Permits	Plans, building, signs, grading, encroachment permits	DEV034	CDD	CDD-Building	Development	Building	GC 34909; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010	
Abandoned Vehicles documentation		DEV036	DPS	DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Case Files	Building, housing, zoning code violation records including inspections	DEV037	CDD	OCA, DPS	Development	Code Enforcement	GC 34090(d)	CL + 2	Confidential Recycle or Delete after retention period	11/27/2018	Changed Pertains to from CDD-Neighborhood Preservation to DPS
Liens & Releases: Supporting Recorded Documentation	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Liens & Releases: Recorded Liens & Releases	Utilities, abatement, licenses. Record of information and correspondence for properties which receive a tax roll lien	DEV038.1	FIN, CDD	FIN	Development	Code Enforcement	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Logs	Complaints, citations, hearings, lien recovery, abatements	DEV039	CDD, LCS	DPS, ESD, Pretreatment Section	Development	Code Enforcement	GC 34090(d)	CU + 6	Recycle or Delete after retention period	11/27/2018	Remove LCS as Owner. Changed Owner/Point of Contact from CDD to DPS and Pertains to from CDD-Neighborhood Preservation to DPS
Regulations	Includes rules, codes, policy	DEV040	CDD	DPS	Development	Code Enforcement	GC 34090(d)	S + 2	Recycle or Delete after retention period	11/27/2018	Changed Pertains to from CDD-Neighborhood Preservation to DPS
Capital Improvement Projects Documentation	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, blueprints, drawings, maps, etc.	DEV043	CDD, LCS, DPW, ITD	All Applicable Departments, CDD, LCS, DPW, ITD, ESD	Development	Engineering	CC337.15	CL + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Construction Tracking, Daily Logs and Reports	Assesses value of real property	DEV044	CDD, LCS	DPW, CDD-Building	Development	Engineering	CC337.15	P	Archive per Records Management Policy	11/27/2018	DELETE—Merge with DEV033
Drawings: Traffic Control Plan	Signs, signing & striping, road construction	DEV045	DPW	DPW, CDD-Planning	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Flood Control Documents	Storm Drains	DEV046	ESD	ESD	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	11/27/2018	Updated and added ESD
Special Districts Documentation	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction	DEV047	DPW, ESD	DPW, ESD	Development	Engineering	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Updated and added ESD
Traffic Signal Logs	Counts, collisions, accidents	DEV049	DPW, DPS	DPW, DPS	Development	Engineering	GC 34090(d)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Air Quality (AQMD) Documents and Programs	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	DEV050	DPW, ESD	DPW, ESD	Development	Environmental Quality	CCP 338(k); GC 34090	CU + 7	Recycle or Delete after retention period	11/27/2018	Updated to ESD
Asbestos Documentation	Documents abatement projects, public buildings	DEV051	CDD, LCS	LCS, HR CDD-Building	Development	Environmental Quality	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
California Environmental Quality Act (CEQA) Information	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	DEV052	CDD, DPW, LCS, ESD	DPW, LCS, CDD-Planning, OCM, ESD	Development	Environmental Quality	GC 34090(a) + CEQA Guidelines	P	Archive per Records Management Policy	11/27/2018	Remove LCS as Owner and Pertains to fields. Changed DCS to LCS. Added ESD
Congestion Management Programs	Ride sharing, trip reduction	DEV053	DPW	DPW-Traffic	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Removed OCM from departments.
Environmental Review Information	Correspondence, consultants, issues, water and energy conservation records	DEV054	LCS, DPW, ESD	LCS, DPW, CDD-Planning, ESD	Development	Environmental Quality	GC 34090(d)	CU + 6	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Pest Control Documentation	Pesticide applications, inspections and sampling, chemical usage records, Material Safety Data Sheet (MSDS) records	DEV055	DPS, LCS	DPS, LCS	Development	Environmental Quality	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Soil: Analysis, Findings, and Recommendations Documentation	Analysis, construction recommendations	DEV056	CDD, LCS , DPW	DPW	Development	Environmental Quality	GC 34090(d)	CL + 2	Recycle or Delete after retention period	11/27/2018	Remove LCS as Owner and Pertains to fields.
Soil Reports	Final Reports	DEV057	CDD, LCS , DPW	DPW	Development	Environmental Quality	GC 34090(d)	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS
Bond Documents	Revenue Bond Documentation	DEV058	CDD	CDD-Housing	Development	Housing	CCP 337	CL + 4	Destroy or Delete after retention period	3/23/2010	
Programs, Housing	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance	DEV059	CDD	CDD-Housing	Development	Housing	24 CFR 570.502; 24 CFR 85.42	CL + 3	Recycle or Delete after retention period	3/23/2010	
Budget: Redevelopment Budgets	Includes annual audit	DEV060	CDD	FIN, CDD-RDA	Development	Housing	GC 34090, 40802, 53901	P	Archive per Records Management Policy	11/27/2018	Remove RDA
Bond Issues		DEV061	CDD	CDD-Housing	Development	Housing	GC 43900 et seq.	P	Archive per Records Management Policy	3/23/2010	
Capital Improvements, Construction	Contains records regarding planning, design, construction, conversion or modification of local government-owned facilities, structures and systems	DEV062	DPW	LCS, DPW, CDD-Planning	Development	Municipal Facility	GC 34090; GC 4004; H&S 19850	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
Facility Rentals/Use	Permits, contracts, diagrams, schedules, insurance binders, facility rental applications and permits, liability releases, activities, fee schedules, license agreements, usage agreements, golf tee sheets	DEV063	LCS	LCS, CDD-Building Safety	Development	Municipal Facility	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Facility Maintenance and Operations Procedures, Inventory, and Supporting Documentation	Service requests, invoices, supporting documentation, buildings, equipment, field engineering, public facilities including work orders and graffiti removal, golf play reports and golf facility audits	DEV064	LCS		LCS, CDD-Building Safety, OCM-Facilities	Development	Municipal Facility	GC 34090(d)	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Case Files, Planning and Zoning	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body	DEV065	CDD, DPW		CDD-Planning	Development	Planning	GC 34909a; H&S 19850; GC 4003; GC 4004	P	Archive per Records Management Policy	3/23/2010	
Certificates: Building	Retain during life of structure	DEV066	CDD		CDD-Building	Development	Planning	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
General Plan and Elements	Includes sphere of influence	DEV068	CDD		CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	3/23/2010	
General Plan Amendments, Approved and Denied		DEV069	CDD		CDD-Planning	Development	Planning	GC 34090 GC 65103; GC 50110	P	CL+2, then archive P	3/23/2010	
Interpretations	Zoning code interpretations residing on City's intranet site	DEV070	CDD		CDD-Planning	Development	Planning	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated description
Maps, Plans, Drawings, Exhibits, Photos	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans	DEV071	CDD, DPW		DPW, CDD-Planning	Development	Planning	GC 34090; H&S 19850; GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Abandonment Documentation	Buildings, Condemnation, Demolition	DEV072	CDD, DPW		DPW, CDD-Building	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Acquisition/ Disposition Documentation	Supporting documents re: sale, purchase, exchange, lease or rental of property by City	DEV073	DPW		DPW	Development	Property	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	3/23/2010	
Annexation Case Files	Reports, agreements, public notices	DEV074	CDD, OCM		OCM, CDD-Planning	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	3/23/2010	
Appraisals	Exempt until final acquisition or contract agreement obtained	DEV075	CDD, DPW		DPW	Development	Property	GC 34090; GC 6254(h)	CL + 2	Recycle or Delete after retention period	3/23/2010	
Deeds & Promissory Notes		DEV076	CDD, DPW, OCA, OCM		DPW, OCA, CDD-Housing, OCM	Development	Property	GC 34090(a); 24 CFR 570.502; 24 CFR 85.42	P	Archive per Records Management Policy	3/23/2010	
Maps of City Boundaries	Recorded maps, surveys, monuments	DEV077	DPW		DPW	Development	Property	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Changed Owner/Point of Contact from CDD to DPW
Lot Split Cases		DEV078	CDD		DPW	Development	Property	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Relocation Files (Redevelopment)	e.g., Redevelopment	DEV079	FIN		CDD-RDA	Development	Property	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Changed Owner/Point of Contact from CDD to FIN
Accounts Payable	Invoices, check copies, monthly purchasing card statements, correspondence with purchasing cardholder; payment documentation that includes checks with backup, one-time and blanket orders with payments logged, service agreements; timecards for temporary agency employees; departmental petty cash account detail; ACH records, supporting documents	FIN001	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Accounts Receivable	Documentation of Accounts Receivable accounts.	FIN002	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Applications, Utility	Utility connections, disconnects, registers, service. Backup for RY service provided to disabled residents	FIN003	FIN, DPW		FIN, DPW	Finance	Accounting	GC 34090	CL + 7	Destroy or Delete after retention period	3/23/2010	
Bank Reconciliation	Statements, summaries for receipts, disbursements & reconciliation (includes all of the City's 14 bank accounts, including checking, and 7 trust accounts and reconciliation workpapers)	FIN005	FIN		FIN	Finance	Accounting	GC 34090; 26 CFR 16001-1	AU + 5	Destroy or Delete after retention period	3/23/2010	
Billing Records	Customer name, service address, meter reading, usage, payments, applications/cancellations. Folder contains Access spreadsheets, billing, and journal vouchers. Includes abandoned vehicle abatement, SB90 state mandates, green certificates, sale of electricity, renewable energy, ABAG lease billing, alternative fuel tax credit; backup for billing adjustments. Utility shut off, noticing, and delinquency cycle system reports. Records of correspondence with customers	FIN006	FIN		FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Budget	Reports and related papers used during City Manager reviews; various staff notes, analyses and supporting docs generated during budget reviews; Accounting period reports provide budget to actual information for programs, funds, and transaction detail for the period; periodic fund allocations (interest, gas tax, DED indirect cost allocations); Automated Call Distributor reports	FIN007	FIN		FIN	Finance	Accounting	GC 34090	AU + 2	City currently keeps electronic files indefinitely. Automated Call Distributor must be kept 4 years - need to separate if electronic copies are not held long term. Paper retention is AU + 2	3/23/2010	
Budget Adjustments, Journal Entries	Budget mods, re-appropriations, changes to budgeted position allocation; approved vouchers and backup documents (excluding backup for cash receipts, A/P checks, and payroll); Multi-modal, SMART station, and budget modifications; SOY, EOY, PERS, and 1/13th transfers	FIN008	FIN		FIN	Finance	Accounting	GC 34090	AU + 4	Destroy or Delete after retention period	3/23/2010	
Checks	Includes payroll, canceled & voided checks (only those issued from the General account)	FIN009	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010	
Deposits, Receipts	Checks, coins, currency. Daily Cash Receipt Vouchers submitted by all departments that receive and deposit payments on behalf of the City. Payment stubs, batch reports, and check 10 key tapes.	FIN010	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	AU + 5	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Invoices	Copies sent for fees owed, billing, related documents. Backup for outsource bill print vendor payments, specialty garbage payments, etc.	FIN011	FIN		FIN	Finance	Accounting	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Journals, Utility Billing	Billing including monthly activity. Record of utility billing activity from system; back up for revenue and trial balance posted to system; back up for write offs	FIN012	FIN		FIN	Finance	Accounting	GC 34090	CU + 7	Destroy or Delete after retention period	3/23/2010	
General Ledger	City financial accounts and the record of transactions posted to them	FIN013	FIN		FIN	Finance	Accounting	GC 34090; CCP 337	P	Archive per Records Management Policy	3/23/2010	
Taxes, Receivable	Includes all revenue remittances received from electric, gas, and phone service providers. Remittance documentation from other agencies. Monthly TOT remittances and other hotel documentation. Business Tax License documentation.	FIN015	FIN		FIN	Finance	Accounting	CCP338	AU + 3	Destroy or Delete after retention period	3/23/2010	
Budget: Operating (copies)	Departmental Reference. Examples: departmental copy of current budget; rental rate schedules; performance budgeting structure related reports, PAMS, PABS	FIN017	All Departments		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Administrative Services	GC 34090	S	Destroy or Delete after retention period	11/27/2018	Added ESD
Budget: Adopted	Adopted budget, and all records pertaining to the adopted budget.	FIN019	FIN		FIN	Finance	Administrative Services	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Inventory of Fixed Assets	Reflects purchase date, cost, account number. All documentation related to fixed asset acquisition and disposal that are entered into the fixed assets database	FIN020	FIN, Originating Department		FIN	Finance	Fixed Assets	GC 34090; 26 CFR 301 6501(a)	AU + 4	Save electronically after retention period	3/23/2010	
Surplus Property: Auction	Listing of property	FIN022	FIN, Originating Department		FIN	Finance	Fixed Assets	GC 34090	AU + 2	Destroy or Delete after retention period	3/23/2010	
Surplus Property: Disposal	Sealed bid sales of equipment; Back up related to disposal including deposit receipts, sales transaction	FIN023	FIN, Originating Department		FIN	Finance	Fixed Assets	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Vehicle Ownership & Title	Title transfers when vehicle sold	FIN024	FIN, LCS		FIN, DPW	Finance	Fixed Assets	VC 9900 et seq.	L	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS from Owner and Pertains To field.
Business License	Paid & reports. Also includes Bingo license paperwork.	FIN025	FIN		FIN	Finance	License	GC 34090; CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010	
Adjustments, Payroll	Payroll adjustments from previous payrolls	FIN026	FIN		FIN	Finance	Payroll	GC 34090 29 CFR 516.5 – 516.6; CCP 337; 22 CCR 1085-2	AU + 4	Destroy or Delete after retention period	3/23/2010	
Employee Time Sheets	Signed by employee for audit & FEMA Reports. Examples: Overtime reports; time cards; canine time cards (maintained by HRD)	FIN027	FIN		All Applicable Departments: CDD, LCS, NOVA, DPS, DPW, FIN, HR, ITD, LIB, OCA, OCM, ESD	Finance	Payroll	GC 34090; 29 CFR 516.2 * (*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(2); R&T 19530; LC 1174(d))	AU + 6	Destroy or Delete after retention period	11/27/2018	Updated Descriptor
Register, Payroll	Bi-weekly payroll audit reports, check register, pay register, empdist report, leave reports, employee contributions to PERS; ACH records	FIN029	FIN		FIN	Finance	Payroll	GC 34090; GC 37207 , 22 CCR 1085-2	P	Archive per Records Management Policy	3/23/2010	
Salary Records	Deduction authorization, beneficiary designations, unemployment claims , garnishments (Includes Independent Contractor forms submitted to EDD reporting wages paid and address), employee giving campaign pledge forms (maintained by HRD)	FIN030	FIN		FIN, HR	Finance	Payroll	GC 34090; 29 CFR 516.2; 29 CFR 516.6	T + 3	Destroy or Delete after retention period	11/27/2018	Unemployment insurance claims information is kept by HR. A new series for unemployment insurance is added, pending for series #. Beneficiary Designation is included within OPF (ADMIN068).
Unemployment Insurance	EDD unemployment insurance claim, determinations/rulings, New benefit charges statements, benefit audits, any other correspondence related to unemployment insurance claims		HR		HR	Administration	Administration	GC 34090	CL + 2	Destroy or Delete after retention period	11/27/2018	New
Bids, RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services (both successful and unsuccessful)	FIN031	FIN, Originating Department		FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 6	Destroy or Delete after retention period	3/23/2010	
Requisitions: Purchase Orders	Original documents	FIN033	FIN, Originating Department		FIN	Finance	Purchasing	GC 34090; CCP 337	AU + 4	Destroy or Delete after retention period	3/23/2010	
Vendor Register	Alpha vendor listing of purchase orders, invoices, account numbers and check date. Backup for customers we regularly correspond with	FIN035	FIN		FIN	Finance	Purchasing	GC 34090	CU + 7	Archive per Records Management Policy	3/23/2010	
Audits	Single Audit Report, TDA Report, SMART Station, Asset Forfeiture, Prop 172, Library Certification, SLESF	FIN036	FIN		FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Deferred Compensation	Records of employee contributions and city payments; PERS Employee Deduction Reports	FIN037	FIN		FIN, HR	Finance	Reports	GC 34090; 26 CFR 1.6001-1* (*29 CFR 1627.3(2))	T + 5	Destroy or Delete after retention period	3/23/2010	
Federal and State Tax Forms	Forms 1096, 1099, W-4's, W-2's, W9's, City Sales & Use tax return, Form 941, DE6 with backup payroll reports and pay register	FIN038	FIN		FIN	Finance	Reports	GC 34090; 29USC 436 * (*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6)	AU + 4	Retain electronic copies after retention period	3/23/2010	
Financial, Annual	Comprehensive Annual Financial Report (CAFR)	FIN039	FIN		FIN	Finance	Reports	GC 34090.7	P	Archive per Records Management Policy	3/23/2010	
Investment Transactions	Summary of transactions, inventory & earnings report. Investment transaction files.	FIN040	FIN		FIN	Finance	Reports	GC 34090; CCP 337; GC 53607	T + 7	Archive per Records Management Policy	3/23/2010	
Meter Reading	Service on and off work orders, re-reads, lock offs, etc.	FIN042	FIN		FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
State Controller	Annual regulatory reports required to be submitted to the State. Reports include The State Controller's Report (documents the annual financial transactions for the City, RDA, and Financing Authority), The Street Report (documents use of Gas Tax funds and street expenditures)	FIN043	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Archive per Records Management Policy	3/23/2010	
Utility Rebates		FIN044	FIN	FIN	Finance	Reports	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Bank Statements	Workpapers and documentation for miscellaneous bank adjustments; band redemption, credit card merchant fee statements, and credit card chargeback. Documentation for all city bank accounts.	FIN045	FIN	FIN	Finance	Treasurer	FC 3368, 30210; GC 43900 et seq.	AU + 5	Destroy or Delete after retention period	3/23/2010	
Bonds: Account Statements	Monthly statement of transactions.	FIN047	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Bonds: Administration, Policies and Procedures	Supporting documents	FIN048	FIN	FIN	Finance	Treasurer	GC 34090; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Bonds: Bonds and Coupons Paid or Canceled		FIN049	FIN	FIN	Finance	Treasurer	GC 34090; 53921; CCP 337.5	CL + 10	Destroy or Delete after retention period	3/23/2010	
Miscellaneous Returned Items	All documentation related to checks bounced to the City that are processed by the cashier.	FIN050	FIN	FIN	Finance	Accounting		AU + 5	Shred	3/23/2010	
Purchasing cardholder documents	Folder for each cardholder containing user agreement.	FIN051	FIN	FIN	Finance	Administrative Services	GC 34090; CCP 337	T + 4	Shred	3/23/2010	
Central Stores Inventory Reports	Period end reports and all back up documentation; items received and checked out, daily issued logs, receipts, requisitions, fuel reports	FIN052	FIN	FIN	Finance	Reports	GC 34090	AU + 5	Shred	3/23/2010	
Investment Reports	Monthly reports of Investment Portfolio performance	FIN053	FIN	FIN	Finance	Reports	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Statement of Indebtedness	Annually required regulatory report to the State and County reporting the City's RDA debt and cumulative tax increment	FIN054	FIN	FIN	Finance	Reports	GC 34090	CU + 3 Permanent for electronic	Destroy paper files after retention period	3/23/2010	
Mutual Aid, Strategic Plans		PS001	DPS	DPS	Public Safety	Emergency Management	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Books, Fire Code	Include OPS manuals	PS002	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090.7 CCP 340.5	S + 3	Recycle or Delete after retention period	3/23/2010	
General Orders, Policies/Procedures		PS003	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	P CL + 20	Archive per Records Management Policy	11/27/2018	Changed fro P to CL + 20
Inspections, Fire Prevention	Alarm/sprinkler systems, prevention efforts	PS004	DPS	DPS, CDD-Building Safety	Public Safety	Fire Safety Administration	CA FIRE CODE 104.6.2	CL + 5	Destroy or Delete after retention period	3/23/2010	
Investigations, Evidence of Arson	Support prosecution resulting in homicide	PS005	DPS	DPS	Public Safety	Fire Safety Administration	PC 799	P	Archive per Records Management Policy	3/23/2010	
Investigations, Evidence of Arson	Great bodily harm, inhabited structure or property	PS006	DPS	DPS	Public Safety	Fire Safety Administration	PC 800	CL + 6	Destroy or Delete after retention period	3/23/2010	
Journals, Fire Station	Activities, personnel, engine company	PS007	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Permits, Uniform Fire Code		PS008	DPS	DPS	Public Safety	Fire Safety Administration	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Exposure, Collection of Samplings	Sampling results, collection methodology, background	PS009	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010	
Exposure, Sampling Results	Laboratory reports and worksheets	PS010	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 1	Destroy or Delete after retention period	3/23/2010	
Medical		PS011	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020	T + 30	Destroy or Delete after retention period	3/23/2010	
Medical: Employed Less than 1 year	Employees less than one year	PS012	DPS	DPS	Public Safety	Fire Safety Personnel	29 CFR 1910.1020; GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Training	Certifications/designations	PS013	DPS	DPS	Public Safety	Fire Safety Personnel	GC 34090; POST	T + 2	Destroy or Delete after retention period	3/23/2010	
Apparatus/Vehicle Maintenance Documentation	Repair and Maintenance	PS014	DPS	DPS	Public Safety	Fire Safety Property	GC 34090 (*8 CAL Code Reg. 3203 (b) (1))	CU + 2	Destroy or Delete after retention period	3/23/2010	
Inventory, Equipment & Supplies		PS015	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs of Fire Equipment/Gear		PS016	DPS	DPS	Public Safety	Fire Safety Property	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Incident Logs	Dispatch and daily logs	PS017	DPS	DPS	Public Safety	Fire Safety Reports	GC 34090; CCP338 * (*CCP 340.5)	CL + 3	Destroy or Delete after retention period	3/23/2010	
Fire, Non-arson and Logs		PS019	DPS	DPS, FIN	Public Safety	Fire Safety Reports	GC 34090	CU + 2; If related to criminal case, must be retained for retention period of that record.	Destroy or Delete after retention period	3/23/2010	
Investigations, Evidence of Arson	Structure	PS020	DPS	DPS	Public Safety	Fire Safety Reports	PC 801; CA FIRE CODE 104.6.3 AND 104.10	CL + 5	Destroy or Delete after retention period	3/23/2010	
Weed Abatement Documentation	Reports, assessments, resolutions, documentation	PS021	DPS	DPS, DPW	Public Safety	Fire Safety Reports	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Hazardous Waste Disposal Documentation	Documentation re handling and disposal of hazardous waste	PS022	DPS, DPW	DPS, DPW	Public Safety	Hazardous Materials	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010	
Permits, Hazardous Materials Storage	Departments consistently recommend permanent retention of documentation of environmentally sensitive materials; MSDS (Material Safety Data Sheets)	PS023	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Added ESD
Permits, Hazardous Materials Storage	Permits	PS023.01	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2		11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Inspection Reports	PS023.02	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	HMBP/Registration Form. HMIS, Maps, Owner ID	PS023.03	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Permits, Hazardous Materials Storage	Contingency Plan	PS023.04	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Annual HMBP recerts	PS023.05	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Keep all for most current occupant in file - then archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Correspondence	PS023.06	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Closure Application	PS023.07	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Post Closure Report (may include manifests, sampling results and bills of lading)	PS023.08	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	If Post Closure Report - destroy. If no Post Closure Report - Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Application for Public Disclosure	PS023.09	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	PS200 - new Business Info	PS023.10	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+5	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage	Notification of contamination or environmental impact (release	PS023.11	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		CU+2	Destroy/Recycle	11/27/2018	NEW - Requested by Lynne K.
Permits, Hazardous Materials Storage		PS023.12	DPS, DPW, ESD	DPS, DPW, CDD-Building Safety, ESD	Public Safety	Hazardous Materials		P	Archive	11/27/2018	NEW - Requested by Lynne K.
Programs, Household Hazardous Waste		PS024	DPS, ESD	DPS, ESD	Public Safety	Hazardous Materials	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Training Materials	Standards and Administration	PS025	DPS, DPW, ESD	DPS, DPW, ESD	Public Safety	Hazardous Materials	8 CCR 3204(d)	S + 2	Destroy or Delete after retention period	11/27/2018	Added ESD
Underground Storage Tank - Compliance	Documents re: storage	PS026	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials	GC 34090(a)	P	Archive per Records Management Policy	11/27/2018	Added ESD
Underground Storage Tank	UPCF Form A: Facility Info; B: Tank Info; C: Cert of Installation; D: Monitoring Plan	PS026.01	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Data Dictionary Elements	PS026.02	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Permits / transfer of permits	PS026.03	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU + 1	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Inspection reports: Installation, Compliance, Removal	PS026.04	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Enforcement Records: AEO, Red Tag, Civil/Criminal, NOV/NTC	PS026.05	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Detailed records to report summaries - Rpt 3, 4, 6	PS026.06	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Surcharge Billing and Collection records	PS026.07	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		5	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Additional info requiredem by State and Federal Law	PS026.08	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CU	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Drawings, photos, plans for construction	PS026.09	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Approval records such as Construction, Removal, Monitoring Plan, Response Plan, Vadose Zone wells, GW monitoring wells	PS026.10	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Testing Reports - Secondary containment	PS026.11	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		2 reports - prove every 3 years	2 reports - then destroy	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Tank Line Integrity, Monitoring System Cert, Spill Bucket Test Report, Line Leak Detector Report	PS026.12	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		3	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	ELD	PS026.13	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	SIR Annual Report	PS026.14	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		1	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Unauthorized Release records	PS026.15	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		7	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Records to show structural soundness of tank	PS026.16	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Tank lining evaluations - structural support certification, coatings expert/special inspector certification 10/5 year	PS026.17	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Bladder systems material standards approval documents - independent testing org (etc) certification	PS026.18	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		L	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Closure documents - proposal for compliance, noncorrosive liquid test results, proper disposal documents, soil/water analysis report	PS026.19	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		CL	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Compliance statement, designated operator designation	PS026.20	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		S	Archive	11/27/2018	NEW - Requested by Lynne K.

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Underground Storage Tank	Employee training approval for unstaffed sites	PS026.21	DPS, DPW, ESD	DPS, DPW, OCM-Fleet, ESD	Public Safety	Hazardous Materials		AC	Destroy/recycle	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank	Miscellaneous - groundwater monitoring reports, gas sampling Report, Proposed Cleanup Plan	PS026.22	DPS, DPW, ESD	DPS, ESD	Public Safety	Hazardous Materials		CU	Archive	11/27/2018	NEW - Requested by Lynne K.
Underground Storage Tank Compliance Maintenance & Operation Documentation	Location, installation, removal, remediation	PS027	DPW	DPW, OCM-Fleet	Public Safety	Hazardous Materials	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Accounting/Cash Reconciliation		PS028	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Alarm Records		PS029	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Claim Files (Citizen) for Police Incidents	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens	PS030	DPS	DPS	Public Safety	Law Enforcement Administration	PC 832.5	CL + 6	Destroy or Delete after retention period	3/23/2010	
Department Manual	Changes to manual are recorded in the General Orders (permanent)	PS031	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Equipment: Manuals and Use Instructions	Retained until termination of equipment use; Manuals, instructions, procedures	PS032	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Equipment: Inventory	Listing of equipment assigned to division, to whom it is assigned	PS033	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Activity	Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period	PS034	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Chemical Emissions		PS035	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Chemical Emissions Survey and Response Files/Documents	Surveys, responses, correspondence with other agencies requesting statistical data	PS036	DPS	DPS	Public Safety	Law Enforcement Administration	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Investigations and Findings (Administrative/Internal)	Initiated by citizens complaints or internally initiated; includes complaint, reports, findings	PS037	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547	CL + 5	Destroy or Delete after retention period	3/23/2010	
Asset Forfeiture: Investigations/ Proceedings Case File		PS038	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Asset Forfeiture: Property Owner Notifications	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.	PS039	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Case Books, Investigative	Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file	PS040	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Case Files: Investigators' (Homicide)		PS041	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010	
Case Files: Narcotics (No arrest, Narcotics Cases)	Retained by division until no longer useful for investigative purposes	PS042	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Case Files: Officer Involved Shooting		PS043	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 25	Destroy or Delete after retention period	3/23/2010	
Court: Daily Schedule	Printouts of daily court scheduling	PS044	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090.7	CU + 1	Destroy or Delete after retention period	3/23/2010	
Court: Sign-In Logs (Officer Names)	Logs officers' names, time in/out for court appearances	PS045	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Court: Tracking System Records	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition	PS046	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 799 (See: Note 1)	PS047	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 800 (See: Note 1)	PS047.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Archive per Records Management Policy	3/23/2010	
Evidence Disposition Forms	Attach to duplicate Property Report, file w/DR in Records Division; for offenses prosecuted under PC 801 (See: Note 1)	PS047.2	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Archive per Records Management Policy	3/23/2010	
Fingerprint: Applicants Files	All records related to applicant fingerprinting	PS048	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies) Offense punishable by death or life imprisonment, or embezzlement of public funds under PC 799	PS049	DPS	DPS	Public Safety	Law Enforcement Investigations	799 PC	P	Archive per Records Management Policy	3/23/2010	
Criminal Fingerprint Records	Persons booked into detention facility; (Copies distributed to county, state, federal agencies); for offenses prosecuted under PC 800 and PC 801	PS049.1	DPS	DPS	Public Safety	Law Enforcement Investigations	PC 800; PC 801	AC + 20	Recycle or Delete after retention period	3/23/2010	
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 799	PS050	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 800	PS050.1	DPS	DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800	CU + 6	Destroy after designated retention period.	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Fingerprint: Records Latents	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized; for offenses prosecuted under PC 801	PS050.2	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 801	CU + 3	Destroy after designated retention period.	3/23/2010	
Fingerprint: Suspect, Adult/Juvenile	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved	PS051	DPS		DPS	Public Safety	Law Enforcement Investigations	Law Enforcement Management Guide by POST	CL	Destroy or Delete after retention period	3/23/2010	
Guns, Dealers' Records of Sale	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)	PS052	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 12070; GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	
Informant Files	Legal notifications, identification information, payment information, activities information	PS053	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	T + 10	Destroy or Delete after retention period	3/23/2010	
Jail: Daily Logs	Daily report of staffing, bookings/releases, transfers, transportation	PS054	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Inmate Record	Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California)	PS055	DPS		DPS	Public Safety	Law Enforcement Investigations	15 CCR 1041; GC 34090; Minimum Standards suggested by Guidelines for Local Detention Facilities by Board of Corrections (State of CA)	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Inspection Files	Inspections by various agencies	PS056	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 6	Destroy or Delete after retention period	3/23/2010	
Jail: Surveys	Prepared quarterly, forwarded to State Board of Corrections	PS057	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Licenses: Bicycle		PS058	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Licenses and Permits issued pursuant to SMC	Licenses/permits for massage, adult entertainment, peddler, solicitor, firearms dealer and taxicab driver permits,	PS058.01	DPS		DPS	Public Safety	Administration	GC 34090	T+4	Destroy or Delete after retention period	11/27/2018	NEW
Licenses and Permits: Denied/Revoked Massage Establishment permits	Licenses/permits for massage permits, notices and hearing documents	PS058.02	DPS		DPS	Public Safety	Administration	GC 34090	CL+5	Destroy or Delete after retention period	11/27/2018	NEW
Licenses: Business License Review Board Administrative Files		PS060	FIN		CDD	Public Safety	Law Enforcement Investigations	GC 34090	T + 2	Destroy or Delete after retention period	11/27/2018	Changed Owner/Point of Contact from CDD to FIN and Pertains to from CDD-Planning to CDD
Licenses: Secondhand Dealers, Pawn Brokers (Duplicate/Pink)	Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency	PS061	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Auto Theft		PS062	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Case Assignment		PS063	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Daily Activity		PS064	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Report Summary	Report numbers, type, names, dates retained for research value	PS066	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Investigative (Pre-Arrest)	Retained by division until cases are suspended and closed	PS067	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 10	Destroy or Delete after retention period	3/23/2010	
Logs: Juvenile Detention	Logs document juvenile processing per CYA	PS068	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Logs: Rap Sheet	Requests for criminal history	PS070	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; 11 CCR 702; 11 CCR 707 (c)	CL + 3	Destroy or Delete after retention period	3/23/2010	
Logs: Subpoena	Subpoenas received/served daily; Officer appearance, Criminal case- witness appearance or civil subpoena documents	PS071	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Pawn Slips/Tickets		PS072	DPS		DPS	Public Safety	Law Enforcement Investigations	B&P 21633	CU + 3	Destroy or Delete after retention period	3/23/2010	
Photographs	Crime Scene, Photo file, Accident, Digital photos and other electronic media associated to a case. Retain according to practical and functional association.	PS073	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Retained as form of evidence, destroyed at same time evidence for associated case is destroyed.	Archive per Records Management Policy	3/23/2010	
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 799	PS075	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 799	P	Archive per Records Management Policy	3/23/2010	
Photographs- Booking photos	Photographs - booking photos for offenses prosecuted under PC 800 and PC 801	PS075.1	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090; PC 800; PC 801	CU + 20	Destroy or Delete after retention period	3/23/2010	
Registration Files, Arson, Sex and Narcotics	Fingerprint Card, photo, information also forwarded to DOJ	PS076	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	L ; Life of registrant within jurisdiction	Refer to Legal Authority	3/23/2010	
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5	PS077	DPS		DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	Mandatory destruction from date of conviction or date of arrest with no conviction	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996)	Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550	PS078	DPS		DPS	Public Safety	Law Enforcement Investigations	H&S 11361.5 (c)	Mandatory Destruction (Upon notice from Department of Justice)	Refer to Legal Authority	3/23/2010	
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention.	PS079	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 800	CU + 6	Destroy or Delete after retention period	3/23/2010	
Crimes: Felony With Or Without Arrests	Prosecution for an offense punishable by imprisonment in state prison for less than eight years, with a retention of 3 years, unless tolling under PC 803	PS079.1	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 801	CU + 3	Destroy or Delete after retention period	3/23/2010	
Crimes: Misdemeanor / Infractions	No arrests, identifiable property or missing persons (See: Note 1)	PS080	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Crimes: Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment	No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death (See: Note 1)	PS081	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 799	P	Archive per Records Management Policy	3/23/2010	
Destruction: Guns		PS082	DPS		DPS	Public Safety	Law Enforcement Investigations	12030 PC, 12028 PC, 12032 PC, Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION SUPPORTING DESTRUCTION MUST BE RETAINED INDEFINITELY PER DOJ MANDATE	3/23/2010	
Destruction: Narcotics		PS083	DPS		DPS	Public Safety	Law Enforcement Investigations	11473.5; 11479 HS; Post Property & Evidence Manual	P	Archive per Records Management Policy; PAPERWORK OR REPORT INFORMATION DOCUMENTING DESTRUCTION MUST BE RETAINED- REFER TO POST PROPERTY AND EVIDENCE MANUAL	3/23/2010	
Disposition of Arrest/Court Action-	Retention determined by action taken; i.e., recordable arrest- or detention (released no arrest)-	PS084	DPS		DPS	Public Safety	Law Enforcement- Investigations	GC 34090-	Refer to- Descriptor	Destroy after designated retention period-	11/27/2018	DELETE - Superior Court holds his information. Any copies the agency have will be destroyed once case is qualified to be destroyed. - P.Fromm
False Alarm (Duplicate)		PS085	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010	
PUBLIC SAFETY GENERAL FILE RECORDS- Non-Criminal Occurrences	Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges	PS086	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Property (Original) Documentation	ALL case file documentation related to Items of Property	PS087	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090 POST Guide to Managing Property Law Enforcement	CL + 2 Until case is adjudicated/ disposition determined	Destroy or Delete after retention period	3/23/2010	
Range (Firing) Inventory	Quarterly reports of inventories of weapons and ammunition held by Department Range	PS088	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
DOJ Statistical Reports, Crime and Incident	Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports; DOJ Statistical Reports	PS089	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Statistical Information (Crime Analysis)	Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage	PS090	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting.	Originals sent to FBI, DOJ	PS091	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Research Project Files	May include request forms, background materials, staff reports, final project reports and supporting data	PS092	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Sealed Files: Adult Found Factually Innocent	General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.	PS093	DPS		DPS	Public Safety	Law Enforcement Investigations	PC 851.8	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010	
Sealed Files: Juvenile	Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court	PS094	DPS		DPS	Public Safety	Law Enforcement Investigations	WIC 826 (a) & (b) WIC 781 (a)	Mandatory Destruction Upon and Pursuant to Court Order	Refer to Legal Authority	3/23/2010	
Tapes: Audio, Telephone and Radio Communications	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action	PS096	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 180 days	Destroy or Delete after retention period	3/23/2010	
Tapes: Surveillance/Security Video	Surveillance/Security video: Jail, MVAR	PS097	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090.6	CU + 13 mos.	Destroy or Delete after retention period	3/23/2010	
Use of Force Supervisory Review Files	Includes review forms, arrest report copies, logs	PS098	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Warrants: Felony	Recommended by the California Law Enforcement Warrant Officer's Association	PS099	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 10 years. Exception: Murder/ escape	Can request for DA review to purge if warrants are over 5 years and above - P.Fromm	11/27/2018	
Warrants: Misdemeanor Criminal	Recommended by the California Law Enforcement Warrant Officer's Association	PS100	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	Until served or recalled. Recall after 5 years	Can request for DA review to purge if warrants are 3 years and above - P.Fromm	11/27/2018	
Warrants	Includes Warrant Service Information	PS101	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	CU - DPS retains until served then goes back to the court	DPS retains until served then goes back to the court	11/27/2018	DELETE - Duplicated info, already referenced under PS099 & PS100 - P.Fromm
Cards: Dispatch		PS103	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Cards: Field Interview		PS104	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: 11357(e), Juvenile		PS105	DPS		DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: 11357b H&S, 11357c H&S, 11360b H&S Violations		PS106	DPS		DPS	Public Safety	Law Enforcement Patrol	11361.5 H&S*	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: Cite and Release		PS107	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Citations: California Vehicle Code Infractions (Duplicates)	Original is forwarded to court.	PS108	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090.5	CU + 90 days	Destroy or Delete after retention period	3/23/2010	
Citations: Parking/Traffic, Duplicates	Originals are forwarded to court after agency processing; includes citations electronically created	PS109	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090.7	CU + 2	Destroy or Delete after retention period	3/23/2010	
Citations: Transmittals	Listing of citations forwarded to court, filed for reference	PS110	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Equipment Radio Logs (Communication)	Documents problems, malfunctions, resolution to provide equipment performance history	PS111	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
General Orders/Policies and Procedures		PS112	DPS		DPS	Public Safety	Law Enforcement Administration	GC 34090	P	Archive per Records Management Policy	11/27/2018	DELETE-Duplicate of PS003
Patrol Requests (Correspondence e)	From citizens for patrol presence	PS113	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Radar Calibration Records	Documentation of Radar instruments retained during use/ownership	PS114	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Traffic Accident	Traffic Accident Reports	PS115	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Traffic Collision Fatalities		PS116	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Vehicle Assignment Reports	Record of assignments	PS117	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Vehicle Down Reports	Printouts reporting which vehicles are down for repair, maintenance, etc.	PS118	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Repossession/Private Impounds		PS119	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Service Schedules		PS120	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Vests, Bulletproof Letters/Authorization	Authorization to purchase	PS121	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Warrants: Parking	Recommended by the California Law Enforcement Warrant Officer's Association	PS122	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 1 year	Destroy or Delete after retention period	3/23/2010	
Warrants: Traffic	Recommended by the California Law Enforcement Warrant Officer's Association	PS123	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090 Recommended by the California Law Enforcement Warrant Officer's Association	Recall after 5 years		3/23/2010	
Weapons Database	Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports	PS124	DPS		DPS	Public Safety	Law Enforcement Patrol	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Chemicals/Film Inventories		PS125	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Employee Grievance Files	Grievance filed by employees, supporting documentation	PS128	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Investigations: Background for Non-Hired Personnel	Non hired	PS129	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 5	Destroy or Delete after retention period. Document scanning should be POST compliant	11/27/2018	Update to retention to 5 Years after completion

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Investigations: Background for Hired Personnel	Include original reports re: PC 832.5 investigations	PS130	DPS		DPS	Public Safety	Law Enforcement Services	PC 832.5	T + 5	Archive per Records Management Policy. Document scanning should be POST compliant	11/27/2018	Update to retention to 5 Years after termination
Parades & Special Events File	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation	PS131	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 2	Destroy or Delete after retention period	3/23/2010	
Permits: Alcoholic Beverage Control License	Approval process	PS132	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	L + 2	Destroy or Delete after retention period	3/23/2010	
Permits: Concealed Weapons		PS133	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090 12031PC; PC 12050-PC 12053	CL + 2	Destroy or Delete after retention period	3/23/2010	
Photographs: Personnel -Includes ID Cards	Includes ID Cards	PS134	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Photographs: Misc.	Not case-related (Public relations, promotions, events, ceremonies, staff photos, digital photo file)	PS136	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Press Releases	Copy or original retained with case file if applicable; Desk Officer news releases	PS137	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Press, Video Programs (Community Relations)	Collection of videos of programs and events; outside press coverage of department	PS138	DPS, OCM		DPS, OCM	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Property Files	Original reports and supplemental documentation	PS139	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2 ; retain until final adjudication	Destroy or Delete after retention period	3/23/2010	
Property Documentation for Pawn Broker/Secondhand Dealer	Sales, slips. Dealer required to file duplicate with agency	PS140	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Reports: Dealer of Gun Sales, Duplicate	Original maintained by DOJ. Dealer required to file duplicate with agency	PS141	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090.7	CU + 6 mos.	Destroy or Delete after retention period	3/23/2010	
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing	Retained as part of case file - retained and disposed in accordance with the rest of the case - not individually- unless sole record. See also PS154	PS142	DPS		DPS	Public Safety	Law Enforcement Services	Citation depends on statute of case: Felony or Misdemeanor See PS154	CU (See descriptor) ; If RO is solo record- FC6380 - DPS is not keeper of original record except for Emergency Protective Orders	Destroy or Delete after retention period	3/23/2010	
Personnel Rosters (Divisional)	Personnel assigned to division.	PS143	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Schedules: Officers' Daily Schedule	Schedules of Officers on duty	PS144	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Schedules: Watch Assignment/ Timekeeping Records		PS145	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Speaker Requests	Community and business requests for public appearances, speakers	PS146	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Tests, Densitometer Results (Photo Lab)	Daily tests of development chemicals/processes for quality control.	PS147	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Training: Bulletins		PS148	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	P -10 Years	Archive per Records Management Policy	11/27/2018	Changed from P to 10 years
Training: Event Files	Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents	PS149	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Training: Lesson Plans, Firing Range	Scope, content, time period of courses	PS150	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CL + 15	Recycle or Delete after retention period	3/23/2010	
Training: Personnel (by name)	Paperwork documenting officers' internal and external training	PS151	DPS- HR		DPS- HR	Public Safety	Law Enforcement Services	GC 34090; POST	T + 7	Destroy or Delete after retention period	11/27/2018	Delete HR as Point of Contact. HR does not track training documentation for officers outside of the Citywide Training Program.
Training: Schedules, Firing Range	Daily, weekly, monthly schedules of training events at range	PS152	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	CU + 2	Destroy or Delete after retention period	3/23/2010	
Volunteer Card Files	Volunteers' identification, contact information	PS153	DPS		DPS	Public Safety	Law Enforcement Services	GC 34090	T + 2	Destroy or Delete after retention period	3/23/2010	
Crimes: Misdemeanor / Infractions	With arrests, identifiable property or missing persons (See: Note 1)	PS154	DPS		DPS	Public Safety	Law Enforcement Investigations	GC 34090	See: Note 1	Destroy or Delete after retention period	3/23/2010	
Public Safety Record NOTE*****	Note 1: The destruction of felony, misdemeanor or infraction Crime/Supplemental Reports is permitted providing: 1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations; 2. They do not relate to unserved warrants; 3. They do not involve identifiable items which have not been recovered; 4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants; 5. They do not relate to violations listed in PC Sections 799 and 800; 6. The cases are not presently involved in either a civil or criminal litigation.	PS155	DPS		DPS	Public Safety	n/a	n/a	n/a	n/a	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Inventory, Equipment	Equipment records covering purchase orders, inventory, replacement schedules, warranties, repairs, general file for each park	PW003	LCS		LCS	Public Works	Parks	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Delete LCS from Owner and Pertains to fields.
Landscape Documentation	Drawings, contracts, specifications, photos, reports	PW004	LCS, DPW, ESD		LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Maintenance and Operations Documents	Examples: Includes work orders, inspections, repairs, cleaning, reports, complaints, signals, striping, reports for grounds, facilities, swim pools, custodial services, vandalism, hazards, drainage plan, park lighting, golf hazard log book	PW005	LCS, DPW, FIN, ESD		LCS, DPW, FIN, OCM-Facilities, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Irrigation Maps	Irrigation, plot plans	PW006	LCS, DPW, ESD		LCS, DPW-Field Services, ESD	Public Works	Parks	GC 34090	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS. Added ESD
Plans, Proposed	Future plans, new sites, expansions, site studies	PW009	LCS, DPW, ESD		LCS, DPW, ESD	Public Works	Parks	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Added ESD
Policies and Procedures	Includes rules and regulations	PW010	LCS		LCS	Public Works	Parks	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Real Property Acquisitions	Land acquisitions, correspondence, improvements, statutory records	PW011	LCS		DPW-Real Estate	Public Works	Parks	GC 34090(a); GC 6254	CL + 10	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Reports: Others		PW014	LCS		LCS	Public Works	Parks	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Resolutions, Board		PW016	LCS		LCS	Public Works	Parks	GC 34090(e)	P	Archive per Records Management Policy	11/27/2018	Changed DCS to LCS Delete LCS from Owner and Pertains to fields.
Schedules, Class & Events	Documents pertaining to recreation activities/classes/events registration. Examples: Records covering instructor agreements, registration, attendance, evaluations, program surveys, products for audits, insurance, rosters, tournaments, fee schedules, fee waivers, enrollment, liability releases, flyers, activity guides, membership card applications, lap swim cards	PW017	LCS		LCS	Administration	Community Services	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS
Collections/Landfill Information	Daily records, usage	PW018	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Facilities Information	Correspondence, maps, patron list	PW019	DPW, ESD		DPW, CDD-Planning, ESD	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
History, Sanitation	Where City-owned	PW020	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Incineration Plants, Sludge	Sludge, sampling, charging rate to measure mercury content	PW021	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 61.54	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Incinerator Operations, Treatment Plant	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	PW022	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	40 CFR 60.153	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Maps: Septic Tank	Location maps	PW024	ESD		CDD, DPW, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Rates		PW025	DPW		FIN	Public Works	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Recycling Programs		PW026	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Regulations	Includes legislation	PW027	ESD		DPW, CDD-Economic Development, ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	S + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Studies		PW029	ESD		ESD, DPW, CDD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CL + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Tonnage		PW030	ESD		ESD	Environmental Services	Sanitation / Solid Waste / Wastewater	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Abandonment/ Vacations	Documents Relinquishment of rights and fee title. Example: Street/Alley	PW031	DPW		DPW, CDD-Planning	Public Works	Streets / Alleys	GC 34090; GC 34090(d)	P	Archive per Records Management Policy	3/23/2010	
Roadway Closures		PW032	DPW		DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Easements, Dedications, Rights-of-Way		PW033	DPW		DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Field Books		PW034	DPW		DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Intersection Records	Includes correspondence, volume counts, accident history	PW036	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Inventory: Traffic Control Devices	Signs, lights	PW037	DPW		DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Roadway Landscaping Maintenance	Plants, tree maintenance, work orders	PW038	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Lighting Maintenance	Maintenance, work orders	PW039	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Maintenance/ Operations	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	PW040	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Maps	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	PW041	DPW, ESD		DPW, ESD	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Master Plans	Copies	PW042	DPW, ESD		DPW, ESD	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Parking: Parking Lots		PW044	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Parking: Regulations		PW045	DPW		DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reports/Studies: Streets / Alleys		PW046	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Encroachment		PW048	DPW		DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Permits: Improvement	May include curbs, sidewalks; Applications for excavation, fill, alterations	PW049	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Oversize Load		PW050	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Parking	Residential	PW051	DPW		DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of		Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Permits: Paving		PW052	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Permits: Temporary Use	Includes Special Events	PW053	DPW	DPW, OCM	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Photographs	Includes aerials	PW054	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Plans: Capital Improvement, Projects	Streets, curbs, gutters, sidewalks, storm drains	PW055	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Roadway Policies and Procedures	Includes rules, regulations, standards	PW056	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Policies and Procedures: Roadway Naming and numbering		PW057	DPW	DPW	Public Works	Streets / Alleys	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Policies and Procedures: Speed Limits		PW058	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Roadway Programs: Traffic Safety	Drivers Education, Pedestrian Safety, Bicycle Lanes	PW061	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Bridges and Overpasses	Life of structure	PW063	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L	Recycle or Delete after retention period	3/23/2010	
Reports: Inspection	Includes intersection, sidewalks, Bridges and Overpasses, keep life of structure	PW064	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Studies	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	PW065	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Traffic Count	Evaluation of traffic volume	PW066	DPW	DPW	Public Works	Streets / Alleys	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Routes, School Bus & Truck	Truck routes, access ramps, rest areas	PW068	DPW	DPW	Public Works	Streets / Alleys	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Traffic Signage Documentation	Log books, index register cards, inventory lists, records of traffic signs	PW069	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Traffic Signals Documentation		PW070	DPW	DPW	Public Works	Streets / Alleys	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Weigh Scales Documentation		PW071	ESD	ESD-Solid Waste	Environmental Services	Streets / Alleys	GC 34090	S + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Utilities Facilities	If city owned	PW072	DPW	DPW	Public Works	Utilities	GC 34090	T + 2	Recycle or Delete after retention period	3/23/2010	
Gas & Electric Rates		PW073	DPW	FIN	Public Works	Utilities	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Underground Utilities	Water and Sewer	PW074	ESD	ESD	Environmental Services	Utilities	GC 34090; GC 4003, GC 4004; H&S 19850	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Water Billing/Customer Records	Billings, correspondence, complaints	PW075	DPW	FIN	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Water Connection Records	Maps, water line connections	PW076	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Flood Control: Water Drainage Facilities	Includes dams, lakes, basins, creeks	PW078	DPW	DPW-Storm Drainage	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Flood Control: Flood Zones		PW079	DPW	DPW-Administration, CDD-Planning	Public Works	Water	GC 34090	P	Archive per Records Management Policy	3/23/2010	
Flood Control: Insurance Programs		PW080	DPW	DPW, CDD-Neighborhood Preservation, DPW-Admin	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Flood Control: Policies and Procedures		PW081	DPW	DPW-Administration	Public Works	Water	GC 34090	S + 2	Recycle or Delete after retention period	3/23/2010	
Flood Control: Reports/ Studies		PW082	DPW	DPW-Administration	Public Works	Water	GC 34090	CL + 2	Recycle or Delete after retention period	3/23/2010	
Inventory: Equipment		PW084	ESD, DPW	ESD, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Device Locations	Mains, valves, hydrants, wells	PW085	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Maintenance and Operations Documentation: Water	Includes work orders, inspection, repairs, cleaning, reports, complaints	PW086	ESD	DPW-Streets, DPW-Trees & Medians, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Service Records		PW087	DPW	DPW	Public Works	Water	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Water Well & Pumping	Times operational, power used and quantity	PW088	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Maps	Line location; easements	PW089	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Master Plans	Copies	PW090	DPW, ESD	DPW, ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Meter Operations	Reader reports, orders, tests Maintenance Reports	PW091	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Permits: National Pollutant Discharge Elimination System (NPDES)	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants	PW093	ESD	ESD - Wastewater	Environmental Services	Water	40 CFR 122.28	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits: Others	May depend on terms of state or federal agency	PW094	ESD, DPW	ESD-Wastewater, ESD-Solid Waste, DPW	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Policies and Procedures: Water		PW095	DPW	DPW-Wastewater, DPW-Solid Waste	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Water Rates		PW096	DPW	FIN	Public Works	Water	GC 34090	S + 2	Destroy or Delete after retention period	3/23/2010	
Reclamation Documentation	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	PW097	ESD	ESD	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Conservation		PW099	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Consumption		PW100	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Corrosion Control	Compliance documentation	PW101	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Pollution Discharge Monitoring Documentation	Average amount of pollution discharged into waters of municipality.	PW102	ESD	ESD-Wastewater	Environmental Services	Water	40 CFR 122.41	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Drinking Water Corrections		PW103	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Hydrograph Information	Daily flow of streams	PW104	ESD	ESD	Environmental Services	Water	GC 34090	P 20 Years	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to 20 Years
Reports: Lead Service Line	Compliance documentation	PW105	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Public Education	Compliance documentation	PW106	ESD	ESD-Wastewater, DPW-Transportation	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Quality Parameters	Compliance documentation	PW107	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Sanitary Surveys	Statistics, reports, correspondence	PW108	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Water Source Information	Compliance documentation, e.g. lead & copper	PW109	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Reports: State Certification	Compliance documentation	PW110	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Variances, Water System		PW111	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 5	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Reports: Well Level Information		PW112	ESD	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Water Sources	May include wells, rivers, lakes, districts	PW113	ESD	ESD	ESD	Environmental Services	Water	GC 34090	CU + 2	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Surveyor Field Notes	Notes preparatory to maps of water installations	PW114	ESD	ESD	ESD	Environmental Services	Water	GC 34090	P CL + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Surveys: Water System Sanitary	Statistics, reports, correspondence	PW115	ESD, DPW	ESD, CDD- Neighborhood Preservation, DPW	ESD, CDD- Neighborhood Preservation, DPW	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Tests: Bacteriological Analysis of Water	Compliance records include location, date, method and results; corrections, analysis of bacterial content	PW117	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Tests: Chemical Analysis of Water	Compliance records include location, date, method used and results; corrections, analysis of chemical content	PW118	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Tests: Water Quality	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	PW119	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.91	CU + 12	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Valve Maintenance Records		PW120	ESD	ESD	ESD	Environmental Services	Water	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Violations, Drinking Water	Retention applies to each violation	PW121	ESD	ESD	ESD	Environmental Services	Water	40 CFR 141.33	CU + 3	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Infrastructure Plan Related	Long Range Infrastructure Plan and Supporting Documentation	PW122	DPW, ESD	DPW, ESD	DPW, ESD	Public Works	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Meetings: Tailgate and Safety	Safety Meeting / Tailgate Logs, Agendas, Training Material	PW123	DPW, ESD	DPW, ESD	DPW, ESD	Public Works	Administration	8CCR3203(b)(2)	CU + 1	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Logs: SmaRT Logs		PW124	ESD	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	Title 14 CCR Article 6.3 Section 17414	CU + 3	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Exception Collection Reviews, Waste Logs	(exception Collection Reviews, Waste Logs)	PW125	ESD	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Biosolids	Record keeping	PW126	ESD	ESD	ESD	Environmental Services	Sanitation/Solid Waste/Wastewater	40 CFR 503.17	CU + 5	Destroy or Delete after retention period	11/27/2018	Updated DPW to ESD
Vending Machines, Golf Course Restaurants	Vendor agreements, monthly income reports, record of payments, closeout reports, yearly financial statements and audit reports	PW127	LCS	LCS	LCS	Public Works	Parks	GC 34090	AU + 4	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS Remove LCS as Owner and Pertains to fields. DPW?
Grants	Examples: Proposition 12 Bond Funds, Proposition 40 Bond Funds, Per Capita Grant Program, Roberti-Z'berg-Harris (RZH) Block Grant Program,	PW128	LCS	LCS	LCS	Public Works	Parks	GC 34090, CCP 337	T + 4	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS as Owner and Pertains to fields. Perhaps this is a City-wide Record Series with OCM being owner?
Grants	Proposition 1B Transit Grant; applies to grantee, all contractors and subcontractors	PW128.1	DPW	DPW	DPW	Public Works	Streets / Alleys		CL + 35	Destroy or Delete after retention period	11/27/2018	Added to reflect Prop 1B Transit Grant requirements
State Monthly Reports, Lab Data, Ops Data	State Monthly Reports	PW129	ESD	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 122.41	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Annual/Semi-Annual Repts. for NPDES, Stormwater/SCVURRP and Recycled Water		PW130	ESD	ESD	ESD	Environmental Services	Wastewater/Regulatory	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
NPDES Special Study Reports		PW131	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 25	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Permits	Title V Air Permits	PW132	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Permits	Bay Area Air Quality Management District: Permit to Operate	PW133	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Water Pollution Control Plant NPDES	PW134	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.28; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Stormwater NPDES	PW135	ESD	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.28; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Hazardous Waste Generator	PW136	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	401 Certifications	PW137	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	COE and BCDC Maintenance Dredging	PW138	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	33 USC 403; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Biosolids Landfill	PW139	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	Pressure Vessel Permit to Operate	PW140	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	LC 7680; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits	City of Sunnyvale: Fire and Environmental Services	PW141	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	SMC 16.53; SMC 20.32; GC 34090	P L + 10	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L + 10
Permits Issued by WPCP	Pretreatment Discharge Permits / Approvals	PW142	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 503.12; 40 CFR 403 et seq; GC 34090	CU + 15	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Permits Issued by WPCP	Conditionally exempt stormwater discharges	PW143	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.21, 40 CFR 122.3, California Water Code Division 7, 34090	CU + 6	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Training Certificates & Records	Licenses, Certificates	PW144	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 7	Confidential Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Data- Laboratory/Pretreatment (Paper)	Raw, Lab Bench, QA/QC,	PW145	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090; 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Data-Operations and Maintenance (Paper)	WPCP Operations, Stormwater, Pretreatment, CMMS (Maximo), Title V Permit, Ops / Scada, Equipment Manufacturer's Specifications, Drinking water well monitoring; Groundwater well monitoring	PW146	ESD - WPCP	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Documents	SOPs	PW147	ESD	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, EPA 815-R-05-004, January 2005; GC 34090	CU + 6 years (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact	Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Laboratory Certificates	Analytical License	PW148	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Laboratory; Quality Assurance Documents	Any documents maintained in Laboratory QA/QC Manual, Organizational Charts, Personnel Qualifications, & Guidance, MDL Studies	PW149	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory, Proficiency Testing & Training Records	Reports to PT Provider, DMRQA, Initial Determination of Capabilities	PW150	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 8	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Special Studies	LT2, UCMR2, TIE (Toxicity)	PW151	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	GC 34090	P	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD
Laboratory Documents	Chemical Hygiene Plan	PW152	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	Manual for the Certification of Laboratories Analyzing Drinking Water, GC 34090, EPA 815-R-05-004, January 2005	CU + 6 (including prior 2)	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Laboratory Documents	MSDS; Current chemical products in use and those used in the past	PW153	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	29 CFR 1910.1200	CU + 30	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Discharge Monitoring Report (DMR)	PW154	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Monthly Operating Report	PW155	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Plant NPDES Permit Annual	PW156	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Pretreatment (Semi / Annual)	PW157	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Biosolids (annual)	PW158	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Stormwater w/ work plans	PW159	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Hazardous Wastes (Biennial)	PW160	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Title V Permit Semi-annual/Annual	PW161	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	401 Cert. Annual	PW162	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	COE & BCDC Maintenance Dredging - per incident	PW163	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	Haz-Waste Biennial	PW164	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Reports	SB-14 Waste Reduction Report	PW165	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 20	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Special Studies & System History	Project files, contracts, proposals, grant documents, applications, inventory, Well Logs, As- Builts, Operator Designations, Significant Events	PW166	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP - Department Policy, GC 34090	P L	Archive per Records Management Policy	11/27/2018	Updated DPW to ESD. Changed from P to L.
Correspondence, Administration - Public Works	Regulatory, Meeting Notes & Agendas, Dept. of Health (Lab Certifications), Sign in logs, Employee Suggestions	PW167	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	CGC 30490, BMP, Department Policy	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Public Notices, Administrative Orders	Correspondence, Consultants, Compliance issues, Conservation	PW168	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	GC 34090, 40 CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
Inspection Reports	Sanitary, Title V, Facility, Haz-mat, Safety, Risk Management Plan, OSHA	PW169	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	BMP Department Policy, GC 34090, CFR 122.41, 40 CFR 141.33, 40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	OSHA - Respiratory protection	PW170	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Confined Space	PW171	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Community Right to Know	PW172	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	TSCA	PW173	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Spill Prevention Control and Countermeasures Plan	PW174	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	AB-32 - Green House Gas Reporting	PW175	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 20	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Title V Permit	PW176	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Hazardous Waste Manifests & Inspections	PW177	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Risk Management Plan	PW178	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41, 40 CFR 141.33	CU + 10	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	Lead & Copper Rule	PW179	ESD	ESD	Environmental Services	Wastewater/Water/Regulatory	40 CFR 141.91	CU + 10	Recycle or Delete after retention period. Records may be disposed of following minimum detention period and released following audits or other official reviews, excluding litigation	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	NPDES Stormwater Permit	PW180	ESD	ESD	Environmental Services	Regulatory	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
WPCP Regulatory Compliance Records	NPDES Permit - WPCP	PW181	ESD - WPCP	ESD - WPCP	Environmental Services	Wastewater	40 CFR 122.41	CU + 15	Recycle or Delete after retention period	11/27/2018	Updated DPW to ESD
Agreements	Including concessionaire, slip rental, facility storage	TRAN001	DPW	DPW	Transportation	Administration	CCP 337	T + 4	Destroy or Delete after retention period	3/23/2010	
Applications Special Events	Permits, correspondence, related documents re use of rights of way	TRAN003	DPW	DPW, OCM	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Fueling	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	TRAN004	DPW	OCM-Fleet	Transportation	Administration	CCP 337	AU + 4	Recycle or Delete after retention period	3/23/2010	
Hazardous Waste Disposal	Documentation re: the handling and disposal of hazardous waste	TRAN005	DPS	DPS, DPW, OCM-Fleet	Transportation	Administration	CAL OSHA; 40 CFR 122.21	CU + 10	Destroy or Delete after retention period	3/23/2010	
Inventory, Equipment Parts & Supplies	Includes vehicles, aircraft, vessels and related documents re repairs	TRAN006	DPW	DPW, OCM-Fleet	Transportation	Administration	CG 34090	L + 2	Recycle or Delete after retention period	3/23/2010	

Record Series	Descriptor and Examples	Series #	Owner / Point of Contact		Pertains to	Record Class: Category	Record Class: Sub-Category	Citation	Retention	Disposition Instructions	Last Updated	Update Notes
Inventory, Vehicle Ownership and Title	Owners manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	TRAN007	LCS, DPW		LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	11/27/2018	Changed DCS to LCS. Remove LCS as Owner and Pertains to fields. Perhaps this is a City-wide Record Series with DPW (Fleet) being owner?
Licenses and Permits	Forms, related documentation re: licenses and permits required by federal and state agencies	TRAN008	LCS, DPW		LCS, DPS, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	Changed DCS to LCS
Vehicle and Equipment Maintenance and Operations	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	TRAN009	DPW		DPW, OCM-Fleet	Transportation	Administration	GC 34090	L + 2	Recycle or Delete after retention period	3/23/2010	
Reports: Accident (Copies)	Memos and working documents	TRAN010	DPS, DPW		DPS, DPW, OCM-Fleet	Transportation	Administration	GC 34090.5	CU + 2	Destroy or Delete after retention period	3/23/2010	
Vehicle Assignment Documentation	Log books, request forms, lists	TRAN011	DPW		DPW, OCM-Fleet	Transportation	Administration	GC 34090	CU + 2	Recycle or Delete after retention period	3/23/2010	
Licenses and Permits:Taxi Franchise	License, permits for Taxicabs, shuttles, etc	TRAN022	FIN, DPS		FIN, DPS	Transportation	Ground Transportation	GC 34090	T + 4	Destroy or Delete after retention period	3/23/2010	
Administrative Policies	Finalized, Posted Administrative Policies	New	Originating Department		OCM	Administration	General Subject	GC 34090	CU + 2	Destroy or Delete after retention period	11/27/2018	New



City of Sunnyvale

Agenda Item

18-0977

Agenda Date: 12/18/2018

REPORT TO COUNCIL AND SUNNYVALE FINANCING AUTHORITY

SUBJECT

Receive and File the FY 2017/18 Budgetary Year-End Financial Report, Comprehensive Annual Financial Report (CAFR), the Sunnyvale Financing Authority Financial Report, the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 13 and the list of Proposed Closed Projects

REPORT IN BRIEF

This report is intended to provide the year-end financial condition of the City of Sunnyvale on a budgetary basis for the fiscal year ended June 30, 2018 and recommends approval of Budget Modification No. 13. In addition, the City's audited Comprehensive Annual Financial Report (CAFR) and Sunnyvale Financing Authority Financial Report for FY 2017/18 are being presented for Council and the Authority Board's information.

The City's CAFR and Sunnyvale Financing Authority Financial Report were independently audited by the firm of Macias Gini & O'Connell (MGO) who rendered unmodified opinions and found no material weaknesses during the financial audit of the City. Receiving an unmodified opinion is the optimal result from the independent audit.

Overall, the General Fund ended the FY 2017/18 year in a much better fiscal position than expected. General Fund revenues finished the year approximately \$7.0 million to the good. Higher than planned Transient Occupancy Tax, Property Tax, Sales Tax, Community Development Fees and Public Safety Fees represented the largest positive variances. Real Property Transfer Tax and Construction Tax performed below projections. General Fund expenditures ended the year approximately \$7.1 million below budgeted levels primarily due to vacancy savings in the Departments of Public Safety and Library and Community Services.

A budgetary summary of the Sunnyvale Financing Authority is also included in this report as is a summary of approved Administrative Budget Modifications made in FY 2017/18 and a list of six projects staff is recommending as no longer needed.

Adjustments to General Fund revenue, Capital Improvement Projects Reserve and the Budget Stabilization Fund are recommended through Budget Modification No. 13. Additionally, due to the favorable position, staff is recommending appropriation of \$1.0 million to the Pension Trust Fund, \$1.0 million to the OPEB Trust fund, an additional payment to CalPERS of \$2.0 million (\$1.0 million each to pay down the miscellaneous and safety unfunded liabilities), and an appropriation of \$2.0 million to the Capital Improvement Projects Reserve to fund future improvements. \$5.7 million will be returned to the General Fund Budget Stabilization Fund.

BACKGROUND

Each year, staff provides a report to the Council detailing the year-end financial condition of the City on a budgetary basis. The results are compared with the most recent projection. As part of development of the FY 2018/19 Recommended Budget, the revenue projections for FY 2017/18 are updated in the February to March timeframe. Staff also reviews General Fund operating expenditures to date and estimates expenditure savings for FY 2017/18 in the General Fund twenty-year financial plan, if applicable, to provide the best estimate for the financial position of the fund. For FY 2017/18, staff assumed \$3.0 million in expenditure savings. The Budget Modification included in the year-end budgetary report reconciles the Budget Stabilization Fund and Capital Improvement Projects Reserve positions based on actual FY 2017/18 performance compared to the level estimated in the development of the FY 2018/19 Budget.

Additionally, each year, staff coordinates and facilitates completion of the annual audit with the independent auditor. For the annual audit process, staff prepare a number of audit schedules and responds to audit queries while the auditor examines the City's financial transactions and reviews records. The independent auditor conducts the audit, according to the auditing standards generally accepted in the United States of America and the Governmental Auditing Standards issued by the Comptroller General of the United States. Along with completion of the audit, each year, staff prepares the City's CAFR and Sunnyvale Financing Authority Financial Report, which includes the auditor's opinion and audited financial statements.

EXISTING POLICY

City Charter Article XIII Fiscal Administration Section 1305 - Budget Appropriations: All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. However approved appropriations for Capital Improvement Projects shall not lapse at the end of the fiscal year unless the Capital Improvement Project has been completed and closed out or the City Council takes affirmative action to modify the budget appropriation for the Capital Improvement Project).

At any meeting after the adoption of the budget, the City Council may amend or supplement the budget by motion adopted by affirmative votes of at least four members so as to authorize the transfer of unused balances appropriated for one purpose to another, or to appropriate available revenue not included in the budget.

City Charter Article XIII Fiscal Administration Section 1318 - Independent Audit, requires that an independent audit be conducted of the City's financial transactions at the end of each fiscal year. A final audit and report shall be submitted by a Certified Public Accountant to the City Council.

City Council Resolution No. 878-18 Section 5: All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. Pursuant to Sunnyvale City Charter section 1305 approved appropriations for Capital Improvement Projects shall not lapse at the end of the fiscal year unless the Capital Improvement Project has been completed and closed out or the City Council takes affirmative action to modify the budget appropriation for the Capital Improvement Project. Unobligated Special Project appropriations in existence on June 30, 2018 shall carryover into FY 2018/19. The City Council shall be provided a complete listing of Special Project funds carried over in the FY 2017/18 Budgetary Year-End Report for City Council approval no later than December 31, 2018.

Council Policy 7.1.1 Fiscal - Long Range Goals and Financial Policies G.1.7: The City Council shall be provided with periodic summary financial reports, by fund, comparing actual revenues and expenditures to budgeted amounts.

ENVIRONMENTAL REVIEW

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

DISCUSSION

Fiscal Year 2017/18 Year-End Financial Update

Staff has reviewed the City’s year-end financial results. The following is an analysis of the changes between the final budgetary amounts with the actual year end results.

General Fund

Revenues

General Fund revenues results for FY 2017/18 are shown in Table 1.

**Table 1 - FY 2017/2018 General Fund Revenue and Transfers In
Final Budget vs. Actual**

Description	Final Budget*	Actual Revenue	Variance Favorable (Unfavorable)	Percent Variance
Property Taxes	\$ 73,799,066	\$ 74,349,897	\$ 550,830	0.8%
Sales Taxes:				
Sales and Use Tax - City	30,244,896	31,314,096	1,069,200	3.5%
Sales and Use Tax - Public Safety	1,546,134	1,697,043	150,909	9.8%
Total Sales Tax	31,791,030	33,011,138	1,220,108	3.8%
Other Taxes:				
Construction Tax	5,039,241	4,960,540	(78,701)	(1.6%)
Business License Tax	1,804,053	1,837,527	33,474	1.9%
Real Property Transfer Tax	2,500,701	2,075,141	(425,560)	(17.0%)
Total Other Taxes	9,343,995	8,873,208	(470,787)	(5.0%)
Transient Occupancy Tax	16,294,653	17,741,915	1,447,262	8.9%
Utility Users Tax	8,207,302	7,854,383	(352,918)	(4.3%)
Franchises	7,181,772	7,160,176	(21,596)	(0.3%)
Rents & Concessions	2,652,442	2,676,784	24,342	0.9%
Federal & Intergovernmental Revenues	517,714	626,148	108,434	20.9%
State Revenues	418,037	443,435	25,398	6.1%
Permits & Licenses	1,463,346	1,698,986	235,640	16.1%
Fines & Forfeitures	1,014,070	1,098,226	84,156	8.3%
Service Fees:				
Community Development Fees	1,215,670	1,481,016	265,346	21.8%
Library Fees	3,000	4,079	1,079	36.0%
Public Safety Fees	1,349,116	1,764,929	415,813	30.8%
Public Works Fees	400,431	208,622	(191,809)	(47.9%)
Parks and Recreation Fees	3,288,905	3,577,513	288,608	8.8%
Total Service Fees	6,257,122	7,036,159	779,037	12.5%
Interest Income	1,438,635	2,109,607	670,971	46.6%
Other Revenues:				
Sale of Property	21,000,000	21,010,581	10,581	0.1%
Interfund Revenues	5,731,407	6,676,174	944,767	16.5%
Miscellaneous Revenues	2,528,708	3,086,227	557,518	22.1%
Private Grants & Donations	9,400	154,774	145,374	0.0%
Total Other Revenues	29,269,516	30,927,756	1,658,240	5.7%
Transfers In/In Lieu Fees	13,859,677	13,720,616	(139,061)	(1.0%)
	203,508,377	209,328,434	5,820,057	2.9%
Revenue Carryover	-	1,208,037	(1,208,037)	-
Revenue Total	203,508,377	210,536,471	7,028,094	3.5%
Revenue Total (Excluding Sale of Property)	182,508,377	189,525,889	7,017,512	3.9%

* Final Budget includes budget modifications that occurred after adoption of the FY 2018/19 Budget

Total General Fund revenue, including grant revenue carryover, ended above the updated estimate for the 2017/18 fiscal year in the FY 2018/19 Adopted Budget by \$7.0 million.

Comparison with Prior Year

Overall, General Fund revenue was up by \$40.3 million (23.6%) from actual FY 2016/17 revenue of \$170.3 million. The increase is primarily due to one-time revenue from the Sale of Property (\$21.0 million) that was received this year. Excluding the sale of property revenue, the total year-over-year

growth in General Fund revenue was \$19.2 million for 11.3 % growth, largely driven by strong property taxes with a \$7.7 million or 11.6% increase from the prior year. Sales Tax was up by \$2.0 million compared to FY 2016/17 due to revenue from a major tax payer being remitted to the City rather than the County Pool as previously anticipated. In addition to Property Tax and Sales Tax, the largest year-over-year General Fund revenue increases were: Transient Occupancy Tax with a \$1.2 million increase and Miscellaneous Revenue with a \$2.5 million increase, \$1.7 million of which is from the payoff of two executive mortgages. Other Taxes, which includes Construction Tax, Business License Tax, and Real Property Transfer Tax was 6.8% (\$0.6 million) more than the year before and Service Fees also performed well with a 7.0% increase (\$0.5 million) over the prior year. Additionally, interest income increased by \$0.9 million when compared with FY 2016/17 due to an influx of resources and higher Federal Reserve rates.

Comparison with Final Budget

Total revenue of \$210.5 million was collected in the General Fund in FY 2017/18, which is \$7.0 million above the Final Budget. The FY 2018/19 Adopted Budget included \$21.0 million in estimated revenue for the sale of property and this revenue was received as anticipated. Given that revenue from the sale of property is one-time and, by policy, does not impact the Budget Stabilization Fund reserve, a better comparison is to review Total Revenue (excluding Sale of Property) against the Revised Budget. With one-time revenue from the sale of property excluded, actual revenue exceeded the revised budget by \$7.0 million. This positive revenue variance is attributable to several factors, notably, higher than anticipated Transient Occupancy Tax. Other revenues that performed favorably against the revised budget include Sales Tax and Property Tax as well as Community Development and Public Safety Fees. These positive performing revenue sources were offset by shortfalls against revised budgets for Construction Tax, Real Property Transfer Tax, and Utility Users tax.

Property Tax revenue in FY 2017/18 came in approximately \$0.6 million higher than projected in the FY 2018/19 Adopted Budget. Growth in Secured Property Tax revenue, the largest component of total property taxes, was \$4.0 million, equivalent to 9.0% of the total. Overall, Property Tax revenue growth came from increases to the assessed valuation in both the residential and commercial / industrial sectors across the City as well as change of ownership and new construction. Residential assessed value increased 8.3%, while commercial and industrial assessed value increased 5.4%. Residential property accounts for approximately 59.2% of secured assessed value on the Sunnyvale property tax roll, which has decreased from 64% in FY 2014/15, which was a peak period for residential property in Sunnyvale, due to dramatic growth in the commercial/industrial category. The FY 2018/19 Budget projects that Property Tax revenue will increase further in FY 2018/19 by 5.8%. However, based on reports received from the County Assessor's office reflecting overall growth of 11.2%, fueled by over 21% growth in commercial assessed value, returns will exceed the original estimate. A revised projection will be included in the FY 2019/20 Recommended Budget.

Sales and Use Tax revenue for FY 2017/18 ended the year \$1.2 million above estimates. The original projection for sales tax revenue in the FY 2017/18 General Fund Long-Term Financial Plan assumed modest growth of 3.0%, reflecting numerous positive economic indicators. Based on data collected through the first quarter of FY 2017/18, the estimate for FY 2017/18 was lowered slightly in the FY 2018/19 Adopted Budget from \$32.8 million to \$31.8 million. However, sales tax returns improved in the second half of the fiscal year as a result of revenue returned to Sunnyvale from a major sales tax payer that had previously gone to the County Pool. Due to the uncertainty regarding the final position (with the City or as part of the County Pool) of this sales tax, we believe it prudent to set aside a portion of this revenue for possible return to the County Pool. Accordingly, revenue from this sales tax

payer is not included in further sales tax forecasts and it is anticipated that sales tax will continue to show a modest decline or remain flat, particularly returns from the Business and Industry (B&I) category, as the B&I category is the largest component of the Sunnyvale sales tax “base” and is a highly volatile source of revenue that is challenging to forecast.

Transient Occupancy Tax (TOT) revenue reached its highest level in FY 2017/18, totaling \$17.7 million, which was 8.9% above the projection for the fiscal year. Further, the TOT revenue collected in FY 2017/18 increased \$1.2 million from the prior year mainly due to strong occupancy rates and higher room rates. The large majority of TOT generated in Sunnyvale is business-related travel and this sector remained very strong through the fiscal year. In addition, after adoption of a voluntary collection agreement with Airbnb, the City’s short-term rental TOT remittance has improved in FY 2017/18. Based on year-to-date returns, it is estimated that revenue from short-term rentals will reach \$0.7 million in the current year. The Long Term Financial Plan also forecasts TOT revenue growth in future years to reflect City-approved construction and renovation projects that will further strengthen the TOT base. Additionally, the voter-approved Measure K tax increase of 2.0%, is anticipated to increase TOT revenue. While not yet included in the Long Term Financial Plan, it is expected that this new revenue will bring in approximately \$3.0 million annually, which will be reflected in the FY 2019/20 Recommended Budget. It should be noted that even with strong TOT returns projected in the near future, we do take caution with our projections as, historically, TOT revenue has shown high volatility with substantial declines in periods of economic recession.

Other Taxes finished the year 6.8% (\$0.6 million) better than FY 2016/17, but 5.0% below the revised projection. While the Other Taxes category is comprised of Construction Tax, Business License Tax, and Real Property Transfer Tax, Business License Tax was the only tax in this category to beat the revised estimate for FY 2017/18 with a 1.9% positive variance when compared to budget. Construction Tax experienced its highest year on record in FY 2016/17 and the FY 2017/18 budget was revised upward by \$2.0 million to reflect the robust construction activity in the City. To this end, the Construction Tax grew by 5.1% (\$0.2 million) when compared with FY2016/17, but missed the FY 2017/18 revised projection by 1.6%.

Real Property Transfer Tax revenue also missed revised projections by \$0.04 million (17.0%) when compared to the FY 2017/18 revised budget, though still grew by 17.2% (\$0.3 million) when compared against FY 2016/17. As a tax on the transfer of interests in real estate, it is driven by the rate of property turnover and changes in sales prices and the year-over-year increase reflects the sustained strength in the Sunnyvale real estate market.

Utility Users Tax (UUT) revenue for FY 2017/18 showed an 8.9% increase of \$0.5 million from the prior year. But missed the revised projection for the year by \$0.35 million. Sunnyvale voters approved an ordinance to modernize UUT in November 2016 and the methodology for estimating revenue for this category is still being refined as actual data is collected and impact of the ordinance is better understood. Therefore, despite the year-over-year growth in revenue, long-term projections for UUT revenue remain cautious given the evolving nature of energy-efficiency and telecommunications technologies as well as tax credit incentive programs.

Federal and Intergovernmental revenues fund specific projects and revenue is typically received on a reimbursement basis. Therefore, current year budget may be carried over to the following fiscal year in conjunction with the unspent budgeted project expenditures. The assumption of the receipt of these revenues is assumed as part of the figures in Table 1. Federal and Intergovernmental revenue reflects grant funding exceeding projections by \$0.1 million. State Shared revenue includes funds

from Senate Bill 90, which reimburses local agencies for mandated costs as well as numerous public safety grants.

Interest income also ended the year more than projection by almost \$0.7 million due to higher than anticipated interest rates. Finally, Table 1 includes Revenue Carryover, which includes grant revenue and deferred transfers that will be made from other City funds for specific General Fund projects.

Expenditures

General Fund expenditures for the fiscal year ending June 30, 2018 are shown in Table 2.

**Table 2 - FY 2017/2018 General Fund Expenditures and Transfers Out
Final Budget vs. Actual**

Description	Final Budget *	Actual Expenditures	Variance to Final Budget Favorable (Unfavorable)	Percent Variance
Equipment	\$ 1,113,455	\$ 624,551	\$ 488,904	43.9 %
Operations	156,611,827	151,561,399	5,077,528	3.2 %
Projects	19,610,116	11,572,778	8,037,338	41.0 %
Lease Payments	1,201,625	1,208,788	(7,163)	(0.6)%
Transfers	60,808,376	38,774,106	22,034,270	36.2 %
Total Expenditures	239,345,399	203,741,622	35,603,777	14.9 %
Equipment Carryover	-	488,904	(488,904)	
Project Carryover	-	2,013,864	(2,013,864)	
Deferred Transfers	-	21,907,477	(21,907,477)	
Budget Modification No. 13				
Special Projects Carryover	-	4,506,950	(4,506,950)	
Deferred Transfers Out (Special Projects)	-	191,241	(191,241)	
Unappropriated placeholder for Project #833750	-	2,000,000	(2,000,000)	
Total Carryovers	-	31,108,436	(31,108,436)	
Grand Total	239,345,399	234,850,058	4,495,341	1.9 %

* Final Budget includes budget modifications that occurred after adoption of the FY 2018/19 Budget

The details of FY 2017/18 expenditures as compared to the budget are contained in Attachment 1 of this report, by fund. It is important to note that the budget values in Attachment 1 represent the Council-appropriated budget amounts for each fund and may not match the estimated amounts for FY 2017/18 assumed in the production of the FY 2018/19 Adopted Budget. To capture the most accurate financial position of each fund heading into the next fiscal year, updated expenditure estimates, such as projected salary or vacancy savings, were included in the General Fund Long Term Financial Plan. However, Council-appropriated budgets are not modified and individual programs are still held to those budgets as they were approved by Council.

Operating expenditures finished the fiscal year favorably at \$5.1 million below budget. This was primarily the result of savings in the Department of Public Safety, Department of Library and Community Services and Office of the City Manager due to vacancy savings.

While the Department of Public Safety was under budget for the year, vacancies resulted in a high use of overtime; driving three of nine programs to exceed appropriations. Retirements and corresponding vacancies drove overtime use in the Fire Services program over budget and vacancies in the Administrative Services division as well as higher than anticipated Personnel and

Training costs also contributed to the overage. While sworn vacancies fluctuated throughout the fiscal year, however, 188 of the 201 approved sworn positions were filled with an additional 24 recruits in training. To that end, the City has appropriated significant funds over the last several years to recruit and train public safety officers and the Finance Department continues to work closely with the Department of Public Safety to anticipate future attrition to ensure appropriate funding levels during the budget process.

In addition to the Department of Public Safety, the Library and Community Services Department was under budget due to vacancies, mostly in the Library Program and the Arts and Recreation Program. The Office of City Manager also had vacancy savings that contributed to the \$5.1 million operating savings.

The Department of Public Works exceeded its expenditure appropriation primarily due to activity in the Neighborhood Parks and Open Space Management program, which absorbed a significant increase to the cost of water. More specifically, the program's overage was caused by sharp increases in water rates where the rate adjustments shifted most costs to a fixed charge for service, better reflecting the costs of operating the City's water system. The Finance Department is working with the Department to ensure that the water budget is revised based on the water rate adjustments and trend usage as part of the Recommended FY 2019/20 budget.

The General Fund also provides funding for numerous capital and infrastructure projects. Due to the long-term nature of capital projects, unspent budget amounts are committed to the next fiscal year for those projects that are still in progress. Approximately \$31.1 million is being carried forward to FY 2018/19 to cover expenditures related to projects and equipment. This amount largely consists of \$8.5 million for projects directly-charged in the General Fund and \$22.1 million for projects budgeted in other funds (Transfers Out of the General Fund). The project carryovers in the General Fund include Public Safety recruitment projects and various other ongoing projects. Of the \$22.1 million being carried forward to transfer to other funds for project expenses, approximately \$8.0 million is for the Enterprise Resource Planning project and \$8.5 million is budgeted to transfer to the Infrastructure Fund, primarily to fund the Pavement Rehabilitation and Sidewalk, Curb and Gutters projects. In addition, \$3.9 million is budgeted to transfer to the Capital Projects Fund for the Lakewood Branch Library project and several downtown projects, which are funded by the Reserve for Capital Improvement Projects.

Overall, expenditures in the General Fund ended \$7.0 million under budget due mostly due to savings in the operating programs. Thus, it is not anticipated that the savings will be ongoing as staff vacancies largely contributed to this favorable position.

Final Fund Results

The final position of the General Fund is \$11.5 million favorable. It is important to note that the Final Budget figures include all approved Council adjustments through June 30, 2018. Due to the timing of the production of the FY 2018/19 Adopted Budget, these figures differ from the estimates for FY 2017/18 assumed during the development of the budget.

**Table 3 - FY 2017/18 General Fund Financial Position
Year End Results**

	Final Budget*	Actual Results	Variance to Final Budget Favorable (Unfavorable)
Beginning Balance	\$ 126,046,827	\$ 126,046,827	\$ -
<u>Revenue</u>			
Revenue and Transfers In	203,508,377	209,328,434	5,820,057
Revenue and Transfers In Carryover	-	1,208,037	1,208,037
Total Revenue	203,508,377	210,536,471	7,028,094
<u>Expenditures</u>			
Expenditures and Transfers Out	239,345,399	203,741,622	35,603,777
Expenditures and Transfers Out Carryover	-	31,108,436	(31,108,436)
Total Expenditures	239,345,399	234,850,058	4,495,341
<u>Reserves</u>			
Contingencies	23,041,774	22,734,210	(307,564)
Capital Improvement Projects	21,497,418	21,597,884	100,466
Budget Stabilization Fund	45,654,070	57,401,145	11,747,075
Total Reserves	90,193,262	101,733,239	11,539,977

The details in the Table 4 summarize the impact on the Budget Stabilization Fund.

Table 4 - Summary of Impact on FY 2017/18 Budget Stabilization Fund

FY 2017/18 Budget Stabilization Fund Reserve:

Higher than Estimated Revenue	\$ 7,017,512
Lower than Estimated Expenditures	4,495,341
CAFR Adjustment/Reserve Reconciliations	234,222
Net Increase to FY 2017/18 Budget Stabilization Fund	11,747,075
(Budget Modification No. 13)	

The positive variance of \$11.7 million reflects better than expected revenues and unanticipated operating savings due to staff vacancies. This favorable year end position, combined with the fiscal strategies included in the out-years of the FY 2018/19 Adopted Long Term Financial Plan, contribute to the City's overall resources to cover the volatility of the City's major revenue sources, increasing demands on services and infrastructure as well as continued growth in personnel costs over the next twenty years. Consequently, the City will continue to approach budget development with a balance of service delivery evaluation, use of reserves, additional revenue, and a disciplined approach in the allocation of resources over the short and long-term.

Other Funds

In addition to the General Fund, other funds that warrant further discussion are highlighted below:

Park Dedication, Capital Projects, and Infrastructure Funds

The Park Dedication, Gas Tax, Capital Projects, and Infrastructure Funds are utilized for funding capital, infrastructure, and special projects as well as for the maintenance of capital assets throughout the City. These projects are usually long-term in nature and take several years to complete. Therefore, every year many of these projects have unspent appropriations that will be used in the following fiscal year. Revenues for these funds are either transfers into the fund from other funds or grants and contributions from developers. Many of the grant revenues budgeted for this year were not received as these funds are on a reimbursement basis and will only be available to the City once the expenditures have been incurred. The projected grant revenues, therefore, will also be received in the following year.

Ongoing projects in the Capital Projects Fund had unspent funds of approximately \$110.0 million, of which most is being carried forward to be spent in FY 2018/19. The major ongoing projects utilizing this carryover funding include the Fair Oaks Avenue Overhead Bridge project, the Mathilda/237/101 Interchange Improvements, the Lakewood Branch Library and Learning Center, and other various transportation projects.

In the Infrastructure Fund, there was \$34.7 million in unspent project funds being carried over, primarily associated with the Fair Oaks Park Renovation project (\$5.6 million carryover), \$13.2 million for the Lakewood Park Renovation, and \$2.3 for the Park Buildings - Rehabilitation project. \$3.4 million in funding is also being carried over for the Pavement Rehabilitation project.

Ongoing projects funded by Park Dedication Fee revenues had unspent funds of approximately \$33.5 million, \$33.4 of which is being carried forward to be spent in FY 2018/19. The carryover funding is for the transfer of funds to the Infrastructure Fund mainly for funding for the Fair Oaks and Lakewood parks renovation projects as well as funding for park buildings rehabilitation and playground equipment replacement. Revenues in the Park Dedication Fund came in approximately \$0.3 million higher than planned at \$27.1 million. The unplanned revenue that was collected in FY 2017/18 is accounted for in fund balance as part of the two reserve accounts: Capital Projects Reserve and Land Acquisition Reserve accounts. Council policy sets aside 20% of the Park Dedication Fee revenue into a reserve specifically designated for land acquisition and these funds will be used to acquire land to construct parks, open space, trails, and other recreational facilities.

Development Enterprise Fund

The Development Enterprise Fund was established in FY 2014/15 to account for the revenues and expenditures associated with supporting development activity throughout the City. The operating programs that support development activity span across multiple departments, with the largest programs in the Community Development and Public Works departments. FY 2017/18 was another record-breaking year for development activity in Sunnyvale. Revenue reached \$21.9 million and expenses amounted to \$13.7 million. The net fiscal impact to the fund was an increase in the Development Enterprise Reserve of \$7.9 million.

Water Supply and Distribution Fund

The Water Supply and Distribution Fund accounts for the operations of the City's water system. This fund receives most of its revenue from user fees collected from the City's water rate payers, with the

remainder coming from connection fees. Total water revenues were \$61.2 million and exceeded the revised projection by \$5.2 million, primarily driven by \$4.5 million more than projected in water connection fees. The City's water connection fees were revised in FY 2017/18 to better reflect the cost of buying into the City's water system by developers.

Based on current year revenues and expenditures (and excluding ongoing project costs), the net position of the fund increased by \$8.4 million. As compared to budget, after accounting for unspent project funds to be carried forward, total expenses ended less than forecast by \$3.2 million. Water purchase costs were less than forecast by \$0.8 million contributing to operating savings. Given that development related fees are restricted to capital related costs, staff will program the additional revenue into the FY 2019/20 Recommended Long Term Financial Plan as part of the capital budget process.

Solid Waste Management and SMaRT Station® Funds

The Solid Waste Management Fund accounts for the operation of the City's solid waste collection and disposal system. Revenues are received from user fees and from the sale of recyclable materials. This fund's expenses primarily consist of charges for the Sunnyvale Materials Recovery and Transfer (SMaRT) Station operations, disposal fees at Kirby Canyon Landfill, and the contractor payment to Bay Counties Waste Services (Specialty Solid Waste and Recycling) for collection of garbage, food waste, yard trimmings, and recyclable materials. Revenues in this fund are driven primarily by the volume of material collected, and to a lesser extent, curbside recyclables and recyclables diverted from the general waste stream. Fund expenses are driven partially by quantities of garbage, but are largely fixed costs for the collection system and SMaRT Station equipment and infrastructure.

Overall, the Solid Waste Management Fund revenues finished FY 2017/18 at \$50.7 million, approximately \$1.3 million less than projected, but still an increase of 5.4% from the prior year. Performance has been hindered by poor markets for recyclable materials, with the City having to expend money to recycle materials where previously the materials could be sold. After accounting for unspent project funds, the reserve balance for this fund increased by almost \$0.4 million.

The SMaRT Station fund accounts for revenues and expenses related to operation of the SMaRT Station by the three partner cities, Sunnyvale, Mountain View and Palo Alto. Each City makes quarterly contributions to the fund on a budgetary basis. At the end of the year, the fund is reconciled and each of the cities either owes more, or receives a refund based on each city's individual use of the facility. The SMaRT Station Fund net position for the year ended with an approximate \$0.4 million unfavorable net position. This was due primarily to diversion rates coming in slightly lower than projected and higher than anticipated costs for maintenance.

Wastewater Management Fund

The Wastewater Management Fund accounts for operations of the City's wastewater collection and treatment facilities. User fees account for the bulk of the revenues, with the remainder coming from connection fees and fees from the small area outside the City served by the wastewater system. Total revenues, excluding project-related transfers, were \$53.2 million, which was \$12.1 million more than anticipated. This is all attributable to connection fees due to continuing high levels of development activity. In addition, FY 2017/18 Wastewater Management Fund operating expenses ended \$0.7 million less than budgeted with cost savings in the Regulatory and Wastewater Collection Systems programs. Overall fund position remains in good fiscal condition; ending with a positive position for the year before accounting for ongoing project costs and any bond proceeds. However,

there are significant capital projects that have started in this fund, including the replacement of the existing Water Pollution Control Plant (WPCP). Cost estimates for the WPCP project as well as anticipated draws on the State Revolving Fund Loan have been included in the Long Term Financial Plan.

Golf and Tennis Operations Fund

The Golf and Tennis Operations Fund accounts for revenues and expenditures related to the two City-operated golf courses and the tennis center. FY 2017/18 was the sixth year of this Fund's operation. Beginning July 1, 2012, recreation operations were moved into the General Fund and the golf and tennis operations formed a new enterprise fund. Golf operating revenues ended approximately \$0.04 million better than projections, increasing almost \$0.3 million from FY 2016/17. Operational expenditures were approximately \$0.02 million over budget due to increases in water fees. Nonetheless, the fund ended in a positive fiscal position, mainly because of the planned \$1.4 million transfer from the General Fund required to keep the fund solvent. Also to note, the fund balance ended the year \$.01 better than the level estimated in the FY 2018/19 Adopted Budget. To this end, it is important to note that this fund continues to run a very tight fund balance and another transfer of \$1.2 million from the General Fund is budgeted for FY 2018/19 to keep the fund in a positive cash position while conducting further analysis and study of long-term strategies for the golf courses.

General Services Fund

The General Services Fund accounts for the expenditures associated with the internal services provided by the City to user departments such as fleet management, building maintenance, technology / communication services, project administration, and the print shop. These activities are funded by charging rental rates to the operating programs that use the services. Overall, the General Services Fund finished in-line with what was projected in the FY 2018/19 Adopted Budget.

Employee Benefits and Liability and Property Insurance Funds

These two internal service funds provide a mechanism to cover expenditures related to pension costs, insurance plans, workers' compensation costs, leave time, and liability and property insurance while applying the principles of full-cost accounting. Revenues to the Employee Benefits Fund to cover the cost of employee benefits come from the operating departments in the form of an "additive rate" that is charged to every hour an employee works. The Employee Benefits Fund ended FY 2017/18 with reserves of \$22.4 million, approximately \$1.0 million less than the \$23.3 projected. It should be noted that year-over-year variances in collections, either over-collections or under-collections, are expected, and annual rate adjustments take this into account. Further, reserves in this fund are set to accommodate these year-over-year fluctuations.

Due to the numerous number of claims paid out and related legal fee increases in FY 2017/18, the Liability and Property Insurance Fund came in over budget by approximately \$0.2 million. Because there can be significant variances in claims expenses year-over-year, staff has budgeted the average with a sufficient reserve level to be drawn down and replenished on a year-to-year basis. The reserve was drawn down in FY 2017/18 and it ended the year with \$0.6 million versus the \$0.7 million reserve forecast.

Closed Projects

The following projects are being presented to Council for closeout and to have funds returned to fund balance as outlined in the chart below.

Sub-Fund Display Name	Number	Name	Year Identified	Project Type	Department	Available Budget
035-100 - City General Fund - General	832630	Administrative Hearing Officer	2018	Gov. & Comm. Engagement	C30 - Finance	\$ 51,000
035-100 - City General Fund - General	830960	Participate in NLC's Youth, Education and Family Council	2015	Gov. & Comm. Engagement	C50 - Library and Community Services	\$ 10,000
070-100 - Housing - Housing Mitigation	832030	Orchard Gardens Apartments Redevelopment	2017	Housing	C15 - Community Development	\$ 6,000,000
385-100 - Capital Projects - General Fund Assets	831910	E. Washington Ave and E. Evelyn Ave Park Design	2016	Parks & Recreation	C90 - Public Works	\$ 51,000
385-100 - Capital Projects - General Fund Assets	831920	Fair Oaks/Highway 237 Preliminary Park Design	2016	Parks & Recreation	C90 - Public Works	\$ 102,000
610-500 - Infrastructure Renov & Replace - Community Rec Fund Assets	820311	Golf Course Irrigation System Replacement	1999	Parks & Recreation	C90 - Public Works	\$ 244,800

Staff no longer recommends that these projects move forward due to changing circumstances since the projects were initially appropriated. For example, the Orchard Garden Apartments project has been canceled and the Golf Course Irrigation System replacement project is being closed as capital needs will be assessed as part of the overall golf operations study. In addition, the E. Washington Ave/E. Evelyn Ave Park Design project as well as the Fair Oaks/Highway 237 Design project are being closed as the sites' size and location were determined not to be viable candidates for conversion into City parks.

Current Fiscal and Economic Environment

The positive year end results for FY 2017/18 compared to planned estimates leaves the City positioned in the coming budget to address the fiscal strategies presented in the current budget, which were deemed necessary. The Finance Department continues to evaluate maximizing current revenues. Additionally, staff continues to monitor increased costs related to personnel, including projected retirement contributions with the City's actuary. The strong economy has continued to be reflected in our elevated revenue performance. As over the past several years, the City is faced with balancing strong revenue growth in some stable categories (e.g. Property Tax) against Sales Tax, Transient Occupancy Tax, Real Property Transfer Tax, and other development-related revenues that can be highly volatile and fluctuate significantly through economic cycles. As such, a thoughtful and disciplined approach to budgeting and spending against these elevated levels is necessary to ensure the City can continue to address many of its growing expenses and long-term liabilities.

Providing stability to the City's fiscal position, Property Tax revenues continue to be steady through economic cycles and have shown healthy gains in the taxable base. The FY 2018/19 secured tax roll grew 11.2% over the prior year, the result of significant new construction activity in the

commercial/industrial sector and the continuation of a robust residential market. Staff included strong growth projections for the next several years in the adopted budget. However, the FY 2018/19 roll growth is 5.7 percentage points higher than the original estimate of 5.5% growth included in the budget. This is the sixth consecutive year in which the property tax roll growth (Secured and Unsecured) has exceeded 7.0%. The Sales Tax revenue category, however, continues to express volatility. Current projections indicate that actual performance will fall short in FY 2018/19. Staff will continue to monitor and analyze FY 2018/19 results and will be adjusting the revenue projections for the FY 2019/20 Recommended Budget.

Just as important as the City's revenue base, expenditure pressures continue to provide challenges to the General Fund. As the largest expense category, addressing personnel expenditure growth remains a priority. For the Public Safety units, where salary adjustments are based on a regional survey, the May 2018 survey resulted in a salary increase of almost half a percentage higher than planned.

In addition to salary, the cost of benefits continues to be a significant area of rising personnel costs. Pension benefits are the largest of these expenses. The City, working together with bargaining units, has taken several actions to control the growth of pension costs as well as fund the known growth through actions like the establishment of a Pension Trust. However, even with the implementation of reduced benefit second and third tier pension plans for new employees, pension costs continue to rise sharply. Currently, the City is projected to pay \$40.2 million for pensions to CalPERS. That is anticipated to increase to \$69.4 million within ten years, growing 73% over that period. The City's two plans (Safety and Miscellaneous) are both approximately 67 percent and 69 percent funded respectively. In addition, due to CalPERS' changes in its amortization and rate smoothing policies, there has been increased short-term volatility in the City's employer payment for pensions, presenting further challenges. Initial CalPERS performance ending June 30, 2018 was reported at 8.6% compared to a 7.0% rate of return assumption. Even with this good news, negative pressure to de-risk the CalPERS plan is expected to continue. CalPERS has recently approved a plan to lower its assumed rate of return over an extended period, which will result in an increase to employer contribution rates.

With these many pressures, it is critical that the City continue manage its costs for total compensation to maintain a sustainable fiscal position.

The City is also experiencing pressures from increasing demand for services including:

Development-Related Demands - the current high level of development also brings with it a demand for services including safety, parks and open space, traffic management, utilities and more. The City has begun to address these demands with funding for additional staff. However, the additional resources are modest and only begin to address the gap between workload and staff capacity. As demands continue to pressure our existing assets, staff will continue to look to strategically address demand through a mix of solutions.

Environmental and Regulatory Demands - increasing regulations in storm water management, wastewater treatment, and efforts to accelerate climate action and reduce greenhouse gas emissions impact costs and resources in many ways across both the General Fund and the Utility Funds.

Demands from aging infrastructure - the City's aging administrative, parks, and utility infrastructure require resources to renovate and modernize to current standards. In the present bidding climate, costs for repairs of infrastructure are rising rapidly due to high demand for qualified contractors.

To the extent possible, these pressures, while manageable, should be taken in context together through the City's budget process. Balancing priorities will be a critical function of the budget going forward to ensure continued balance and fiscal sustainability.

All revenue sources will be evaluated over the next several months to update current year estimates and develop projections for each year of the twenty-year plan. Setting the right revenue baseline will be a significant factor in determining the City's capacity to meet the increasing demands for our services.

A mid-year financial update and more detail on the factors affecting the City's fiscal environment and development of the recommended budget will be presented at the Study and Budget Issues Workshop at the beginning of March 2019. In summary, the City enters Fiscal Year 2019/20 in a sound position financially based on past efforts made to restructure itself to operate more efficiently and better contain costs. It has also benefited from an ongoing economic recovery that drove revenues higher than expected. While vulnerabilities exist, some within the City's control and some not, the City believes it has taken, and will continue to take, the actions necessary to maintain its solid financial foundation. The City is in a positive and stable position and is well situated to meet the future head on.

Sunnyvale Financing Authority Budget Summary

The Joint Exercise of Powers Agreement Creating the Sunnyvale Financing Authority by and between the City of Sunnyvale and the former Redevelopment Agency of the City of Sunnyvale requires that the Sunnyvale Finance Authority Board review and approve the annual budget. The Sunnyvale Financing Authority receives lease payments from the City and makes debt service payments to the fiscal agent when due. The fiscal agent (trustee of the bond reserve funds) handles the transactions for the Sunnyvale Financing Authority. The 2009 Government Center Certificates of Participation is the only outstanding debt of the Sunnyvale Financing Authority. During FY 2017/18, all debt service payments were made as planned. At the end of FY 2017/18, an ending fund balance of \$1.1 million remained in the debt service fund. These funds are restricted for the purposes of meeting future debt service requirements. The outstanding debt of the Sunnyvale Financing Authority totals \$11.0 million.

Comprehensive Annual Financial Report

City Charter Section 1318 requires that "At the end of each fiscal year, a final audit and report shall be submitted by [a Certified Public Accountant] to the City Council. The City's Comprehensive Annual Financial Report (CAFR) is prepared annually to meet this requirement and is submitted to Council as Attachment 3 to this report.

The CAFR, which is prepared in the format prescribed by the Governmental Accounting Standards Board (GASB), contains the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with Notes and Required Supplementary Information, Supplementary Information, and the Statistical Section.

Sunnyvale Financing Authority Report

The Joint Exercise of Powers Agreement creating the Sunnyvale Financing Authority by and between the City of Sunnyvale and the former Redevelopment Agency of the City of Sunnyvale requires that "the Controller of the Authority shall either make, or contract with a certified public accountant or public accountant to make, an annual audit of the accounts and records of the Authority...a report thereof shall be filed as a public record with each of the Member Agencies." The Sunnyvale Financing Authority Report is prepared annually to meet this requirement and is submitted to Council as Attachment 3 to this report.

The Sunnyvale Financing Authority Report, which is prepared in the format prescribed by the Governmental Accounting Standards Board (GASB), contains the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements, and the Notes to Basic Financial Statements.

The City's independent audit was performed by the firm of Macias Gini & O'Connell (MGO) who rendered an unmodified opinion on the City's CAFR. Receiving an unmodified opinion is the optimal result from the independent audit. In addition to the opinion on the CAFR, the independent auditors also issue a Report to the City Council. It contains audit findings including any material weaknesses or significant issues discovered during the audit. The audit found no material weaknesses or significant issues. The report is provided as Attachment 2.

Effective with the FY 2014/15, with the implementation of the GASB Statement No. 68, the City's net pension liability, representing unfunded pension obligations, is now presented as a liability on the statement of net position, previously the information was provided as part of the *Notes to the Basic Financial Statements* section of the CAFR. The Net Pension Liability line totaled \$365.4 million as of June 30, 2018, which increased by 10.9% from the prior fiscal year. The City, like most other local agencies, has had a significant unfunded pension liability for several years; however, the reporting of this liability does not require changes to the City's plans to fund its pension liability. While, through the City's long-term financial planning process, Sunnyvale began to address the liability several years ago, with higher than required contributions to CalPERS and funding of a pension uncertainty reserve to continue to address the liability into the future. In addition, continuing to address the pension liabilities on a long-term basis, a Section 115 Pension Trust was established in May 2018, which received its initial contribution in the amount of \$1.0 million in July 2018 for FY 2018/19. The Trust is managed by investment professionals and owned by the City. The current twenty-year plan includes an annual commitment of \$10.0 million to the Trust to accumulate monies to fund future pension liabilities.

A new reporting standard, the GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* is effective for FY 2017/18. This Statement requires that governmental agencies that provide other post-employment benefits (OPEB) to their employees present the net OPEB liability on the Statement of Net Position. Preparing for implementation of the new OPEB reporting standard, an audited stand-alone report of the Sunnyvale Retiree Healthcare Plan was issued at the end of June 30, 2017. The Report established the beginning OPEB fund balance of \$83.0 million that was used in the calculation of the net OPEB liability. As of June 30, 2018, the outstanding balance of net OPEB liability was \$83.9 million. The OPEB liability reporting standard is parallel to the pension liability reporting standard (GASB Statement No. 68) and does not require changes to the City's plan to fund its OPEB liability. With the requirement to disclose the OPEB liability, the City began funding the OPEB Trust Fund since 2011 and has budgeted to pay the full annual required contribution over the long-term plan until the OPEB liability is fully funded, which is anticipated to occur at the end of the 20-year planning period.

Administrative Budget Modifications

Administrative budget modifications, which are listed below, are a set of specific budget modifications that do not need to be publicly approved and appropriated by City Council. The City Manager may appropriate grants up to \$100,000 that are also free of local match requirements and do not obligate the City to ongoing expenses not already planned in the City's Resource Allocation Plan. The

following table summarizes the Administrative Budget Modifications approved by the City Manager in FY 2017/18.

Admin Budget #	Title	Fund Name	Fund #	\$ Amount
1	Approve Administrative Budget Modification No. 1 to Appropriate \$4,000 of Advanced Micro Devices (AMD) Grant Funds for Family Harvest, Family Fun Day and On-Going Community Outreach at Columbia Neighborhood Center in FY 2017/18	General Fund - Grant	35/100	\$ 4,000
2	Approve Administrative Budget Modification No. 2 to Appropriate \$54,441 of Office of Traffic Safety Grant Funds for FY 2017/18 OTS Selective Traffic Enforcement Program (STEP) Grant	General Fund - Grant	35/100	\$ 54,441
3	Approve Administrative Budget Modification No. 3 to Appropriate \$2,000 of VRS Properties Donation for Tuition Reimbursement Program	General Fund - Grant	35/100	\$ 2,000
5	Approve Administrative Budget Modification No. 5 to Appropriate \$36,402 as a Sub-Grant through Health Trust from Sourcewise Older Americans Act Grant Funds for Disease Prevention and Health Promotion	General Fund - Grant	35/100	\$ 36,402

** Admin Budget #4 was not used*

FISCAL IMPACT

The fiscal impact of each fund's results is discussed in detail in the body of this report. As discussed, the General Fund finished FY 2017/18 more favorably than expected. As the General Fund faces many pressures on both the revenue and expenditure side in the next several years, a rebalancing of the 20-Year Financial Plan, including FY 2017/18 actual performance, will be required and included in the upcoming FY 2019/20 Recommended Budget.

Budget Modification No. 13 has been prepared to restate the FY 2018/19 Budget Stabilization Fund and the Capital Improvement Projects balance based on FY 2017/18 actual results. Additionally, due to the favorable position, staff is recommending appropriation of \$1.0 million each to the Pension and OPEB Trust Funds, an additional payment to CalPERS of \$2.0 million (to pay down the miscellaneous and safety unfunded liabilities at \$1.0 million each), and the appropriation of \$2.0 million to the Capital Improvement Projects Reserve to fund future capital improvements.

**Budget Modification No. 13
FY 2018/19**

	Current	Increase/ (Decrease)	Revised
General Fund			
<u>Expenditures</u>			
Transfer to OPEB Trust	\$3,819,000	\$1,000,000	\$4,819,000
Transfer to Pension Trust	\$1,000,000	\$1,000,000	\$2,000,000
Transfer to CalPERS to reduce unfunded liability	\$0	\$2,000,000	\$2,000,000
<u>Reserves</u>			
Contribution to the General Fund Capital Improvement Projects Reserve	\$3,348,280	\$2,000,000	\$5,348,280
Increase to Budget Stabilization Fund	\$34,546,568	\$11,747,075	\$46,293,643
Revised Budget Stabilization Fund	\$46,293,643	(\$6,000,000)	\$40,293,643

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

City Council:

1. Receive and file the budgetary Year-End Financial Report, the audited Comprehensive Annual Financial Report, and the Report to the City Council issued by the independent auditors, and Approve Budget Modification No. 13 and the list of Proposed Closed Projects.
2. Other action as determined by Council.

Sunnyvale Financing Authority:

1. Receive and file the Sunnyvale Financing Authority Financial Report
2. Other action as determined by the Authority Board

STAFF RECOMMENDATION

Recommendation:

City Council:

1. Receive and file the budgetary Year-End Financial Report, the audited Comprehensive Annual Financial Report, and the Report to the City Council issued by the independent auditors, and Approve Budget Modification No. 13 and the list of Proposed Closed Projects.

Sunnyvale Financing Authority:

1. Receive and file the Sunnyvale Financing Authority Financial Report

Prepared by: Inderdeep Dhillon, Finance Manager

Prepared by: Felicia Silva, Budget Manager

Reviewed by: Grace Zheng, Assistant Director of Finance

Reviewed by: Timothy J. Kirby, Director of Finance

Approved by: Kent Steffens, Interim City Manager

ATTACHMENTS

1. Year-End Budgetary Report by Fund
2. Auditor's Report to the City Council
3. Comprehensive Annual Financial Report
4. Sunnyvale Financing Authority Financial Report

Attachments 3 and 4 are posted on the City website at

[<https://sunnyvale.ca.gov/government/budget.htm>](https://sunnyvale.ca.gov/government/budget.htm)

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 35 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Equipment				
020000 General Equipment	\$ 217,510	\$ 5,254	\$ 212,256	\$ 212,256
020802 Recreation Equipment	161,434	19,269	142,165	142,165
020901 Public Safety Equipment	734,511	600,028	134,483	134,483
Total Equipment	1,113,455	624,551	488,904	488,904
Operating Programs				
City Attorney				
750 Comprehensive Legal Services	1,797,659	1,700,820	96,839	-
Total City Attorney	1,797,659	1,700,820	96,839	-
City Manager				
702 Office of the City Manager	4,840,753	4,093,981	746,772	-
Total City Manager	4,840,753	4,093,981	746,772	-
Community Development				
234 Planning	671,644	531,404	140,241	-
237 Community Development Department Management	544,238	582,631	(38,392)	-
Total Community Development	1,215,883	1,114,034	101,849	-
Finance				
703 Budget Management	1,053,951	865,184	188,767	-
704 Purchasing	1,789,496	1,686,510	102,986	-
705 Financial Management and Analysis	939,262	922,709	16,552	-
706 Accounting and Financial Services	2,132,144	2,209,748	(77,604)	-
707 Treasury Services	1,006,792	810,802	195,991	-
708 Utility Billing	2,735,748	2,913,093	(177,346)	-
Total Finance	9,657,393	9,408,046	249,347	-
Human Resources				
754 Human Resources	4,846,658	4,562,740	283,918	-
Total Human Resources	4,846,658	4,562,740	283,918	-
Library and Community Services				
527 Youth and Family Services	379,013	325,883	53,129	-
620 Library	9,479,444	7,955,462	1,523,982	-
626 Arts and Recreation Programs	9,026,184	8,674,541	351,643	-
Total Library and Community Services	18,884,640	16,955,886	1,928,754	-
Public Safety				
471 Police Services	32,068,922	28,353,776	3,715,146	-
472 Fire Services	32,782,531	33,956,389	(1,173,857)	-
473 Community Safety Services	4,369,109	4,127,832	241,277	-
474 Personnel and Training	2,210,305	2,673,158	(462,853)	-
475 Investigation Services	5,123,761	4,679,586	444,175	-
476 Communication Services	4,301,891	4,218,384	83,507	-
477 Public Safety Administrative Services	6,707,263	7,887,528	(1,180,264)	-
478 Records Management and Property Services	2,246,524	2,277,337	(30,814)	-
479 Fire Prevention and Hazardous Material Services	1,946,581	1,142,965	803,615	-
Total Public Safety	91,756,886	89,316,956	2,439,930	-

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 35 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Public Works				
119 Transportation and Traffic Services	2,743,826	2,713,019	30,808	-
120 Pavement Maintenance, Traffic Signs and Markings	4,433,007	4,214,245	218,762	-
121 Street Lights	1,162,723	1,362,772	(200,050)	-
219 Street Tree Services	2,132,374	2,109,098	23,276	-
267 Neighborhood Parks and Open Space Management	10,188,785	11,129,171	(940,386)	-
308 Public Works Administration	926,238	928,460	(2,222)	-
Total Public Works	21,586,954	22,456,766	(869,812)	-
Projected Savings		-	-	-
Gas Tax Offset for Pavement Program	2,025,000	1,925,070	99,930	-
Total Operating Programs	156,611,827	151,534,299	5,077,528	-
Transfers Out				
7900 Capital Projects Fund-General Assets	22,120,660	18,190,591	3,930,069	3,930,069
7900 General Services Fund - Fleet	1,569,844	1,569,844	-	-
7900 General Services - Fund Tech & Communication Services	13,706,839	4,261,499	9,445,340	9,445,340
7900 General Services Fund - Proj Mgmt Serv	454,690	519,139	(64,449)	-
7900 Infrastructure Fund - General Assets	16,531,196	7,999,128	8,532,069	8,532,069
7900 Liability and Property Insurance Fund	1,095,389	1,095,389	-	-
7900 Youth and Neighborhood Services Fund	597,586	591,212	6,374	6,374
7900 Community Recreation Fund - Golf	1,400,000	1,400,000	-	-
7900 Utilities Fund - Refuse	186,072	1,205	184,867	184,867
7900 Utilities Fund - Sewer	3,146,100	3,146,100	-	-
Total Transfers Out	60,808,376	38,774,106	22,034,270	22,098,718
Lease Payments				
7900 Financial Services	-	7,163	(7,163)	-
7900 Lease Expenditure - Principal	905,000	905,000	905,000	-
7900 Lease Expenditure - Interest	296,625	296,625	296,625	-
Total Lease Payments	1,201,625	1,208,788	(7,163)	-
Non-Departmental Expenditures				
Bad Debt Expense and Inventory Loss	-	27,100	(27,100)	-
Total Non-Departmental Expenditures	-	27,100	(27,100)	-
Projects				
<i>Infrastructure Projects</i>				
831770 Illuminated Street Sign Replacement Project	193,842	3,256	190,586	190,586
832580 City Hall Annex Basement Security/Storage	10,000	-	10,000	-
833750 Public Safety Emergency Generator Replacement	300,000	123,206	176,794	176,794
<i>Outside Group Funding Projects</i>				
803700 Leadership Sunnyvale [GF]	6,000	5,333	667	-
819720 Outside Group Funding Support [GF]	100,000	100,000	-	-
830630 Dispute Resolution Services	45,000	45,000	-	-
832380 Iizuka Sister City Engagement Funding	7,780	6,195	1,585	-
<i>Capital Projects</i>				
802150 Utility Undergrounding Cost Sharing	260,200	-	260,200	260,200
820570 Minor Building Modifications	17,091	4,400	12,691	12,691
831300 Tree Planting and Maintenance within the SNAIL Neighborhood	6,090	6,090	-	-
831320 RDA Counsel Fees	40,000	-	40,000	48,517
831640 Library LED Pilot Project	9,022	-	9,022	-
831650 ADA Transition Plan	43,293	10,213	33,080	33,080
831780 Fire Station 5 Improvements	11,118	1,739	9,379	-
831900 Emergency Vehicle Traffic Signal Preemption	88,243	68,043	20,200	20,200
832320 Implementation of Green Bike Lanes	250,000	132,909	117,091	117,091
832330 Grade Separation Caltrain Crossings at Mary Ave. Study Issue	764,774	302,872	461,902	461,902
832340 Vision Zero Plan - Study Issue	174,855	125,595	49,260	49,260
832590 Installation of Charging Stations for Electric Vehicles	40,800	-	40,800	40,800
832600 Library LED Lighting Conversion	148,000	84	147,916	147,916
832680 Library Plumbing Study	50,000	-	50,000	50,000
832850 Public Safety Headquarters - Security Upgrades	75,000	20,173	54,827	54,827
832880 Bicycle Master Plan Update	-	-	-	350,000
833630 Emergency Operations Center Design	100,000	-	100,000	-

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 35 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
<i>Special Projects</i>				
805150 Library Foundation Program Grant	242,362	10,000	232,362	232,362
821010 Maintenance of City Owned Properties - Downtown	25,574	24,763	810	810
825070 Bicycle Map Revision	59,997	4,357	55,640	55,640
825570 239 - 241 Commercial Street Property Maintenance	18,138	1,555	16,583	16,583
825700 General Plan Updates	152,792	-	152,792	152,792
826300 FY 14-15 Recruitment and Training for Sworn Officers	500,000	313,017	186,983	30,000
826320 FY 15-16 Recruitment and Training for Sworn Officers	919,368	296,954	622,414	50,000
826330 FY 16-17 Recruitment and Training for Sworn Officers	5,048,627	4,217,207	831,420	831,420
826340 FY 17-18 Recruitment and Training for Sworn Officers	3,073,117	3,061,854	11,263	11,263
826350 FY 18-19 Recruitment and Training for Sworn Officers	111,776	37,539	74,237	74,237
826620 Town Center Construction - Public Works Services	133,521	55,595	77,926	77,926
829310 California Environmental Reporting System (CERS) Grant	15,802	-	15,802	15,802
829510 Emergency Medical Dispatch First Responder Incentive Funding	246,768	34,429	212,338	212,338
829620 Downtown Association	30,000	30,000	-	-
829630 Council Set Aside	88,274	-	88,274	-
829670 Lawrence Station Area Plan - Phase II	13,454	7,856	5,598	-
829690 Comprehensive School Traffic Study	74,110	-	74,110	74,110
829810 Peery Park Specific Plan and Environmental Impact Report	31,895	-	31,895	-
830520 ERP System Acquisition, Implementation and Support	656,810	656,810	0	-
830660 EMS Patient Care Data System	88,973	15,906	73,067	73,067
830960 Participate in NLC's Youth, Education and Family Council	10,000	-	10,000	-
830970 Wolfe Road Corridor Traffic Improvement Study	32,350	9,880	22,470	22,470
830980 Comprehensive Update of the Precise Plan for El Camino Real	329,307	85,825	243,481	243,481
831290 Climate Action Plan Implementation	551,107	352,094	199,013	199,013
831310 Minimum Wage Enforcement Agreement	30,000	476	29,524	-
831360 Recreation Fee Waiver	79,741	47,306	32,436	10,000
831380 Fire Department Standards of Response Coverage Study	13,847	8,265	5,581	5,581
831490 Website Redesign Implementation, Upgrades and Maintenance	346,914	168,782	178,132	35,000
831660 DPS Body Worn Cameras	6,398	3,776	2,622	-
831700 Channel 26 Public Access Programming	5,916	13,750	(7,834)	-
831710 Electronic Records Management	80,000	-	80,000	80,000
831720 Arts Master Plan	65,000	38,000	27,000	27,000
831980 Annual State of the City	40,800	35,129	5,671	-
832080 Stevens Creek Fish Passage Improvement Project	9,900	-	9,900	9,900
832160 Eng. Services for Transportation Related Projects/Priorities	589,262	440,536	148,726	148,726
832220 Fire Prevention (Non HazMat) Technology Project	17,200	-	17,200	17,200
832230 Fire Prevention (HazMat) Technology Project	15,262	1,104	14,157	14,157
832260 Office of Emergency Services	260,681	76,784	183,897	183,897
832280 Maintenance for City-owned Property at 1484 Kifer Road	12,240	3,607	8,633	8,633
832290 Safe Routes to School Program	260,206	113,823	146,383	146,383
832310 Silicon Valley Talent Partnership	3,000	-	3,000	-
832350 Murphy Avenue Design Guidelines Comprehensive Update	10,509	2,400	8,109	8,109
832360 Sustainability Speaker Series	44,562	18,261	26,301	-
832390 FY 2016/17 OTS Step Grant	26,429	21,011	5,419	-
832400 Silicon Valley Healthy Aging Partnership	36,402	26,523	9,879	-
832480 FY 2016/17 BSCC City Law Enforcement Grant	59,967	8,132	51,835	51,835
832490 Sunnyvale Library Bike Mobile Project	1,543	1,543	-	-
832550 Sale of City Property - 1050 & 1060 Innovation Wy (Onizuka)	323,834	46,147	277,687	-
832560 Sale of City Property - 1484 Kifer Road (Unilever)	88,818	4,000	84,818	84,818
832570 AMD Grant Funds to Columbia Neighborhood Center	-	4,000	(4,000)	-
832620 Pilot Grant Writer at CNCB	182,235	40,006	142,229	142,229
832630 Administrative Hearing Officer	51,000	-	51,000	-
832640 CAP and Green Building Updates	45,900	-	45,900	45,900
832660 Economic Development Strategy	100,000	-	100,000	100,000
832670 Charter Assessment	102,000	-	102,000	204,000
832830 Fire Station 2 Training Trailer Maintenance	9,636	-	9,636	9,636
832840 DPS Alarm Permitting, Billing and Tracking Software	50,000	-	50,000	50,000
832860 FY 2017/18 DPS Internal Affairs Assessment	95,000	94,577	423	-
833620 Evaluation of New Revenue Strategies	170,000	28,500	141,500	-
833640 2017 Housing Strategy	200,000	-	200,000	200,000
833650 Downtown Development Policies for Parking	60,000	-	60,000	60,000
833660 Develop Wage Theft Enforcement Program	20,000	-	20,000	-
833680 Climate Action Plan (CAP) 2.0 Initiative-Planning Beyond 2020	250,000	-	250,000	250,000
833690 Parkland/Open Space Initiative	250,000	-	250,000	-
833700 Lawrence Station Area Plan - Housing and Sense of Place	200,000	-	200,000	200,000
833710 FY 2017/18 Office of Traffic Safety STEP Grant	54,441	24,235	30,206	30,206
833730 FY 2017/18 Emergency Management Performance Grant (EMPG)	18,180	13,714	4,466	-
833740 FFY 2017 UASI PRND Equipment Grant	128,067	117,641	10,426	10,426
Total Projects	19,610,116	11,572,778	8,037,338	6,520,814

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 35 - General Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Total Appropriations	239,345,399	203,741,622	35,603,777	29,108,436
Equipment Carryover	-	488,904	(488,904)	
Capital Projects Carryover	-	1,646,484	(1,646,484)	
Infrastructure Projects Carryover	-	367,380	(367,380)	
Deferred Transfers Out (Capital and Infrastructure Projects)	-	21,907,477	(21,907,477)	
Special Projects Carryover	-	4,506,950	(4,506,950)	
Deferred Transfers Out (Special Projects)	-	191,241	(191,241)	
Unappropriated Placeholder for Project #833750	-	2,000,000	(2,000,000)	
Total	239,345,399	234,850,058	4,495,341	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 70 - Housing Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Development				
235 Housing and CDBG Program	\$ 877,933	\$ 640,640	\$ 237,293	\$ -
Total Community Development	877,933	640,640	237,293	-
Total Operating Programs	877,933	640,640	237,293	-
Transfers Out				
7900 General Fund	128,552	77,760	50,792	50,792
7900 Housing Fund - Mitigation	300,000	242,000	58,000	58,000
7900 Redevelopment Housing Fund	244,503	-	244,503	244,503
Total Recurring Non-Departmental Expenditures	673,055	319,760	353,295	353,295
Total Transfers Out	673,055	319,760	353,295	353,295
Projects				
<i>Special Projects</i>				
823750 BMR Compliance Enforcement	10,000	-	10,000	10,000
825930 Maintain City-Owned Properties - Downtown/388 Charles Street	16,697	-	16,697	16,697
826520 Pre-Development Costs on Affordable Housing Sites	25,386	-	25,386	25,000
826530 County-wide Homeless Count	9,441	10,131	(690)	(690)
828100 First-Time Homebuyer Loans (81-120% AMI)	409,722	242,000	167,722	167,722
831750 460 Persian Dr. Loan	126,986	-	126,986	126,986
832030 Orchard Gardens Apartments Redevelopment	6,000,000	-	6,000,000	-
832240 Eight Trees Apartments - Urgent Repair	324,492	182,425	142,067	142,067
832410 Stoney Pine Villa Apartments - Rehab	403,000	-	403,000	403,000
833600 Block 15 - Affordable Housing Site	10,000,000	-	10,000,000	10,000,000
833770 Eight Trees Apartments Loan Phase Two	3,300,000	2,554,925	745,075	745,075
Total Projects	20,625,724	2,989,481	17,636,243	11,635,857
Total Appropriations	22,176,712	3,949,882	18,226,830	11,989,152
Project Carryover	-	11,635,857	(11,635,857)	
Deferred Transfers Out	-	353,295	(353,295)	
Total	22,176,712	15,939,034	6,237,679	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 71 - HOME Grant Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Development				
235 Housing and CDBG Program	\$ 103,988	\$ 71,464	\$ 32,524	\$ -
Total Community Development	103,988	71,464	32,524	-
Total Operating Programs	103,988	71,464	32,524	-
Transfers Out				
7900 General Fund	6,461	4,085	2,376	-
Total Transfers Out	6,461	4,085	2,376	-
Projects				
<i>Special Projects</i>				
828750 Tenant Based Rental Assistance (HOME)	473,969	283,668	190,301	190,301
831740 Crescent Terrace Senior Housing Rehabilitation	153,081	153,081	-	-
832010 Benner Plaza: HOME Loan for New Affordable Apartments	60,000	-	60,000	60,000
Total Projects	687,049	436,748	250,301	250,301
Total Appropriations	797,498	512,297	285,201	250,301
Project Carryover	-	250,301	(250,301)	
Total	797,498	762,598	34,900	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 72 - Redevelopment Housing Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Development				
235 Housing and CDBG Program	\$ 41,040	\$ 3,044	\$ 37,996	\$ -
Total Community Development	41,040	3,044	37,996	-
Total Operating Programs	41,040	3,044	37,996	-
Transfers Out				
7900 General Fund	2,556	2,556	-	-
Total Transfers Out	2,556	2,556	-	-
Projects				
<i>Special Projects</i>				
831761 Homeless Prevention and Rapid Re-Housing (HPRR)	366,645	296,949	69,696	69,696
Total Projects	366,645	296,949	69,696	69,696
Total Appropriations	410,240	302,549	107,692	69,696
Project Carryover	-	69,696	(69,696)	
Total	410,240	372,244	37,996	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 110 - Community Development Block Grant Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Development				
235 Housing and CDBG Program	\$ 402,762	\$ 407,076	\$ (4,314)	\$ -
Total Community Development	402,762	407,076	(4,314)	-
Total Operating Programs	402,762	407,076	(4,314)	-
Transfers Out				
7900 General Fund	17,119	17,119	-	-
7900 HOME Fund	153,081	153,081	-	-
Total Transfers Out	170,200	170,200	-	-
Projects				
<i>Special Projects</i>				
803501 CDBG Housing Rehabilitation Revolving Loan Fund	379,247	7,434	371,813	172,566
812701 Home Access, Paint, Emergency Repair, and Energy-Efficiency	40,000	44,573	(4,573)	(4,573)
829560 Sunnyvale Workforce Development Program-DST	404,000	403,663	337	-
<i>Outside Group Funding Projects</i>				
827550 Outside Group Funding Support [CDBG]	175,500	164,054	11,446	-
<i>Capital Projects</i>				
832020 ADA Curb Retrofits (CDBG)	3,538	-	3,538	-
<i>Infrastructure Projects</i>				
832040 Persian Drive Sidewalk Extension (CDBG)	973,000	66,971	906,029	906,029
Total Projects	1,975,285	686,695	1,288,590	1,074,022
Total Appropriations	2,548,246	1,263,971	1,284,275	1,074,022
Project Carryover	-	1,074,022	(1,074,022)	
Total	2,548,246	2,337,993	210,254	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 141 - Park Dedication Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 Capital Projects Fund - General Assets	\$ 7,324,414	\$ 313,537	\$ 7,010,877	\$ 7,010,877
7900 Infrastructure Fund - General Assets	35,148,789	9,386,792	25,761,996	25,761,996
7900 Infrastructure Fund - Community Recreation Assets	1,341,520	740,770	600,750	600,750
7900 General Services Fund - Project Management Services	1,468,944	1,339,989	128,955	-
Total Transfers Out	45,283,666	11,781,088	33,502,578	33,373,623
Total Appropriations	45,283,666	11,781,088	33,502,578	33,373,623
Deferred Transfers Out	-	33,373,623	(33,373,623)	
Total	45,283,666	45,154,712	128,955	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 175 - Asset Forfeiture Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Public Safety				
471 Police Services	\$ 2,009	\$ 2,124	\$ (115)	\$ -
Total Public Safety	2,009	2,124	(115)	-
Total Operating Programs	2,009	2,124	(115)	-
Transfers Out				
7900 General Fund - General	112,415	106,246	6,169	-
Total Transfers Out	112,415	106,246	6,169	-
Projects				
<i>Capital Projects</i>				
819840 Police Services Equipment - Acquisition	136,596	-	136,596	136,596
828150 Police Services Equipment - Cell Phones	64,833	16,319	48,514	48,514
Total Projects	201,429	16,319	185,110	185,110
Total Appropriations	315,853	124,688	191,164	185,110
Project Carryover	-	185,110	(185,110)	
Total	315,853	309,798	6,054	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 190 - Police Services Augmentation Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Public Safety				
471 Police Services	\$ 311,931	\$ 307,918	\$ 4,013	\$ -
Total Public Safety	311,931	307,918	4,013	-
Total Operating Programs	311,931	307,918	4,013	-
Projects				
<i>Special Projects</i>				
832460 FY 2016/17 Police Services Special Project (SLES)	28,746	28,746	-	-
Total Projects	28,746	28,746	-	-
Total Appropriations	340,677	336,664	4,013	-
Total	340,677	336,664	4,013	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 210 - Employment Development Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Employment Development				
510 Employment Development	\$ 11,306,295	\$ 10,804,636	\$ 501,659	\$ -
Total Employment Development	11,306,295	10,804,636	501,659	-
Total Operating Programs	11,306,295	10,804,636	501,659	-
Transfers Out				
7900 General Fund - General	849,949	386,723	463,226	-
Total Transfers Out	849,949	386,723	463,226	-
Total Appropriations	12,156,244	11,191,359	964,885	-
Total	12,156,244	11,191,359	964,885	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 245 - Parking District Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Public Works				
256 Downtown Parking Lot Maintenance	\$ 68,588	\$ 44,640	\$ 23,948	\$ -
267 Neighborhood Parks and Open Space Management	57,305	85,699	(28,394)	-
310 Land Development - Engineering Services	3,591	3,785	(194)	-
Total Public Works	129,483	134,123	(4,640)	-
Total Operating Programs	129,483	134,123	(4,640)	-
Transfers Out				
7900 General Fund - General	10,773	10,773	-	-
Total Transfers Out	10,773	10,773	-	-
Projects				
Infrastructure Projects				
827570 Downtown Parking District Major Maintenance	171,007	7,981	163,026	-
Total Projects	171,007	7,981	163,026	-
Total Appropriations	311,263	152,877	158,385	-
Total	311,263	152,877	158,385	

City of Sunnyvale
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Fund 255 - CFD 3 Estates at Sunnyvale

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Program				
Public Works				
367 Wastewater Collection Systems	\$ 11,851	\$ 8,867	\$ 2,984	\$ -
Total Public Works	11,851	8,867	2,984	-
Total Operating Programs	11,851	8,867	2,984	-
Transfers Out				
7900 General Fund - General	2,023	2,023	-	-
Total Transfers Out	2,023	2,023	-	-
Total Appropriations	13,874	10,890	2,984	-

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Fund 280 - Gas Tax Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Program				
Public Works				
120 Pavement, Traffic Signs and Markings, Street Sweeping, Street Lights, and Roadside Easements	\$ 2,025,000	\$ 1,925,070	\$ 99,930	\$ -
Total Public Works	<u>2,025,000</u>	<u>1,925,070</u>	<u>99,930</u>	<u>-</u>
Total Operating Programs	<u>2,025,000</u>	<u>1,925,070</u>	<u>99,930</u>	<u>-</u>
Transfers Out				
7900 Capital Projects Fund - Gas Tax Funded	464,644	347,294	117,350	117,350
7900 Capital Projects Fund - General Assets	499,649	-	499,649	499,649
7900 Infrastructure Fund - General Assets	3,034,950	1,379,772	1,655,178	1,655,178
7900 General Services Fund - Project Management Service	317,568	313,781	3,787	3,787
Total Transfers Out	<u>4,316,811</u>	<u>2,040,847</u>	<u>2,275,964</u>	<u>2,275,964</u>
Projects				
<i>Infrastructure Projects</i>				
816050 Minor Repair of City Bridges and Culverts	5,100	-	5,100	5,100
<i>Capital Projects</i>				
827690 Evaluation of Bridges and Levees	14,504	-	14,504	-
831590 Intelligent Transportation Systems	406,000	-	406,000	406,000
831870 Preventive Maintenance for Various Bridges	331,500	-	331,500	331,500
Total Projects	<u>757,104</u>	<u>-</u>	<u>757,104</u>	<u>742,600</u>
Total Appropriations	<u>7,098,915</u>	<u>3,965,916</u>	<u>3,132,998</u>	<u>3,018,564</u>
Project Carryover	-	742,600	(742,600)	
Deferred Transfers Out	-	2,275,964	(2,275,964)	
Total	<u>7,098,915</u>	<u>6,984,480</u>	<u>114,434</u>	

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Fund 285 - Transportation Development Act (TDA) Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 Capital Projects Fund - General Assets	\$ 417,946	\$ 332,695	\$ 85,250	\$ 85,250
Total Transfers Out	417,946	332,695	85,250	85,250
Total Appropriations	417,946	332,695	85,250	85,250
Deferred Transfers Out	-	85,250	(85,250)	
Total	417,946	417,946	-	

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Fund 290 - VRF Local Road Improvement Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 Infrastructure Fund - General Assets	\$ 1,000,443	\$ 1,000,443	\$ -	\$ -
Total Transfers Out	<u>1,000,443</u>	<u>1,000,443</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u><u>1,000,443</u></u>	<u><u>1,000,443</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Total	<u><u>1,000,443</u></u>	<u><u>1,000,443</u></u>	<u><u>-</u></u>	

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Fund 295 - Youth and Neighborhood Services Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Library and Community Services				
527 Youth and Family Services	\$ 870,152	\$ 838,894	\$ 31,258	\$ -
Total City Manager	870,152	838,894	31,258	-
Total Operating Programs	870,152	838,894	31,258	-
Total Appropriations	870,152	838,894	31,258	-
Total	870,152	838,894	31,258	

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Fund 385 - Capital Projects Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 General Fund - General	\$ 128,227	\$ 128,227	\$ -	\$ -
7900 Capital Projects Fund - Gas Tax Funded	466,534	347,294	119,240	119,240
7900 Capital Projects Fund - General Assets	6,303,585	842,706	5,460,879	5,460,879
7900 Capital Projects Fund-Project Management Services	31,298	6,004	25,294	25,294
Total Transfers Out	6,929,644	1,324,230	5,605,414	5,605,414
Projects				
Subfund 100 - General Assets				
<i>Capital Projects</i>				
825610 Fair Oaks Avenue Overhead Brdidge	19,892,218	34,476	19,857,742	19,857,742
826710 Washington Community Swim Center	6,646,414	303,937	6,342,477	6,342,477
826730 Underground Overhead Utilities	469,125	-	469,125	469,125
826790 Sunnyvale Avenue Median from Iowa to Washington	1,000,000	-	1,000,000	1,000,000
826820 Town Center Traffic Signal Modifications	744,396	-	744,396	744,396
829370 Safe Routes to School and Neighborhood Guided Bike Routes	263,960	-	263,960	-
830110 Sunnyvale-Saratoga Road Pedestrian Safety Signal	1,037,430	14,125	1,023,306	1,023,306
830120 Pay Parking in Downtown Area	-	2,080	(2,080)	(2,080)
830600 Lakewood Branch Library Facility	11,447,328	75,147	11,372,180	11,372,180
830760 Mary Avenue Bicycle Lanes	943,203	911,430	31,774	31,774
830930 Duane Avenue Roadway Rehabilitation	251,518	-	251,518	-
831110 Fair Oaks Ave Bike Lanes and Streetscape	1,093,413	167,966	925,447	925,447
831120 Maude Ave Streetscape	684,389	30,856	653,533	653,533
831140 Safe Routes to School Pedestrian Safety Improvements	2,078,315	1,800,578	277,737	277,737
831910 E. Washington Ave and E. Evelyn Ave Park Design	51,000	-	51,000	-
831920 Fair Oaks/Highway 237 Preliminary Park Design	102,000	-	102,000	-
832000 East and West Channel Trail Co	500,000	-	500,000	500,000
832060 ITS - Advanced Traffic Management	129,348	77,490	51,858	51,858
832090 W Remington Dr and Michaelangelo	214,135	46,458	167,676	167,676
832100 Intersection of Mathilda Avenue	1,140,869	51,595	1,089,275	1,089,275
832130 Traffic Signal Timing Plans - Mathilda &SV-Saratoga	15,076	8,325	6,751	-
832140 Traffic Signal Timing Plans - Wolfe Road	6,779	5,108	1,671	-
832150 Traffic Signal Timing Plans - Homestead Road	6,376	5,487	889	-
832170 RRFB on Henderson and Lily Avenues	44,950	26,097	18,853	18,853
832180 Green Bike Lanes at Evelyn Avenue	95,682	54,848	40,835	40,835
832450 ATMS Upgrades - Data Collection and Display Enhancements	347,061	345,768	1,293	1,293
832510 Traffic Signals Timing Plan - Fremont Avenue	55,321	39,315	16,006	16,006
832520 Traffic Signals Timing Plan - Hollenbeck Avenue	59,869	42,890	16,979	16,979
832530 Traffic Signals Timing Plan - Mary Avenue	98,724	69,695	29,029	29,029
832540 Traffic Signals Timing Plan - Remington Drive	38,897	26,806	12,091	12,091
832910 Bernardo Avenue Bicycle Undercrossing Environmental Analysis	1,665,069	210,216	1,454,853	1,454,853
832920 East Sunnyvale Area Transportation Improvements	3,857,500	-	3,857,500	3,857,500
832930 Fair Oaks Avenue Bike Lanes and Streetscape - Phase 2	990,500	-	990,500	990,500
832940 Fremont Avenue Bikeway and Streetscape Improvements	1,575,000	-	1,575,000	-
832950 Java Drive Road Diet and Bike Lanes	632,911	-	632,911	632,911
832960 Lawrence Station Area Sidewalks and Bicycle Facilities	632,911	-	632,911	632,911
832970 Peery Park Area Transportation Improvements	3,400,000	-	3,400,000	3,400,000
832990 Sunnyvale Traffic Signal Upgrades	2,898,453	-	2,898,453	2,898,453
833000 Sunnyvale SNAIL Neighborhood Improvements - ATP	6,059,100	-	6,059,100	6,059,100
833610 Downtown Pedestrian Traffic Signal Systems	250,000	-	250,000	250,000
833720 Bicycle, Pedestrian, & Safe Route to School	382,000	-	382,000	382,000
833760 Central Expressway Auxiliary Lanes	1,148,461	62,489	1,085,972	1,085,972
833790 Pedestrian and Bicyclist Infrastructure Improvements	1,163,000	-	1,163,000	1,163,000
833800 Pedestrian/Bicycle Improvement-Homestead Rd at Homestead HS	1,265,000	-	1,265,000	1,265,000
833890 Mary Ave Caltrain Tracks Cross Safety	698,625	-	698,625	-
833900 Advanced Dilemma Zone Detection at Various Intersections	844,800	309	844,491	844,491
<i>Infrastructure Projects</i>				
829440 Land Acquisition Due Diligence	25,000	9,600	15,400	15,400
Total Subfund 100 - General Assets	76,946,126	4,423,091	72,523,036	69,571,622
Project Carryovers	-	69,571,622	(69,571,622)	
Total Subfund 100 - General Assets	76,946,126	73,994,712	2,951,414	

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Fund 385 - Capital Projects Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Subfund 600 - Gas Tax				
<i>Infrastructure Projects</i>				
826850 Calabazas Creek Bridge at Old Mt. View-Alviso Rd	8,120,133	5,091,446	3,028,687	50,000
Total Subfund 600 - Gas Tax	<u>8,120,133</u>	<u>5,091,446</u>	<u>3,028,687</u>	<u>50,000</u>
Project Carryovers	-	50,000	(50,000)	
Total Subfund 600 - Gas Tax	<u>8,120,133</u>	<u>5,141,446</u>	<u>2,978,687</u>	
Subfund 950 - Traffic Mitigation Projects				
<i>Capital Projects</i>				
816000 Future Traffic Signal Construction	161,133	-	161,133	161,133
Total Subfund 950 - Traffic Mitigation Projects	<u>161,133</u>	<u>-</u>	<u>161,133</u>	<u>161,133</u>
Project Carryovers	-	161,133	(161,133)	
Total Subfund 950 - Traffic Mitigation Projects	<u>161,133</u>	<u>161,133</u>	<u>-</u>	
Subfund 960 - Transportation Impact Fees				
<i>Capital Projects</i>				
825530 Transportation Model Update	16,478	16,478	-	-
826890 Mathilda/237/101 Interchange Improvements	35,510,447	2,826,438	32,684,009	32,684,009
826900 Washington Avenue/Mathilda Avenue Intersection Widening	336,814	-	336,814	336,814
832440 Mary Avenue Overcrossing Environmental Impact Report	456,711	240,922	215,789	215,789
833010 Bicycle and Pedestian Safety Improvements	400,000	-	400,000	400,000
833910 1010 Sunnyvale Saratoga Road Traffic Signal	417,831	-	417,831	417,831
Total Subfund 960 - Transportation Impact	<u>37,138,280</u>	<u>3,083,837</u>	<u>34,054,443</u>	<u>34,054,443</u>
Project Carryovers	-	34,054,443	(34,054,443)	
Total Subfund 960 - Transportation Impact	<u>37,138,280</u>	<u>37,138,280</u>	<u>-</u>	
Total Projects	<u>122,365,673</u>	<u>12,598,374</u>	<u>109,767,299</u>	<u>103,837,198</u>
Total Appropriations	<u>129,295,318</u>	<u>13,922,604</u>	<u>115,372,713</u>	<u>109,442,612</u>
Total Project Carryover	-	103,837,198	(103,837,198)	
Total Deferred Transfers Out	-	5,605,414	(5,605,414)	
Total	<u>129,295,318</u>	<u>123,365,216</u>	<u>5,930,101</u>	

City of Sunnyvale
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Fund 460 - Water Supply and Distribution Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Debt Service				
11705 2010 Water Revenue Bonds	\$ 477,975	\$ 477,975	\$ -	\$ -
11707 2017A Water Revenue Refunding Bonds	299,712	299,712	-	-
11708 2017A-T Water Revenue Refunding Bonds	1,152,805	1,152,805	-	-
11603 Government Center COP	63,763	63,763	-	-
Total Debt Service	1,994,256	1,994,256	-	-
Operating Programs				
Environmental Services				
360 Water Resources	7,225,920	6,465,065	760,855	-
366 Regulatory Programs	20,966	11,229	9,737	-
369 Wholesale Water Purchases	32,526,056	31,740,698	785,358	-
799 Non-Programmatic	3,975,923	3,240,497	735,426	-
Total Environmental Services	43,748,865	41,457,489	2,291,376	-
Total Operating Programs	43,748,865	41,457,489	2,291,376	-
Transfers Out				
7900 Liability and Property Insurance Fund	212,570	212,570	-	-
7900 General Fund - General	66,761	66,761	-	-
7900 Transfers Out-Utilities Fund - Refuse	945,103	3,319	941,784	941,784
7900 Transfers Out-Utilities Fund - Sewer	497,145	497,145	-	-
7900 Infrastructure Fund - General Assets	46,211	17,094	29,118	29,118
7900 General Services Fund - Tech & Communications	464,205	464,205	-	-
7900 General Services Fund - Fleet Serv	133,735	133,735	-	-
7900 General Services Fund - Project Managment Services	363,707	363,707	-	-
Total Transfers Out	2,729,437	1,758,535	970,901	970,901
Projects				
<i>Capital Projects</i>				
806351 Land Development and Capital Construction	408,000	209,871	198,129	100,000
<i>Infrastructure Projects</i>				
815203 Replacement of Water/Sewer Supervisory Control System	20,519	-	20,519	20,519
825231 Cleaning of Water Tanks	18,000	13,800	4,200	-
825301 Pressure Reducing Valve Replacement & Relocation for SCADA	122,400	77,984	44,416	-
825391 Wolfe/Evelyn Plant Mechanical Reconstruction	3,872,705	2,663,797	1,208,908	1,208,908
825451 City-wide Water Line Replacement	4,076,671	54,596	4,022,075	4,022,075
827180 Automation of Water Meter Reading	535,261	9,810	525,451	9,000
830170 Refurbishment of Water Tanks	3,246,514	225,397	3,021,117	3,021,117
831550 Adjust Water Utilities in Supp	116,671	64,200	52,471	52,471
831840 Cathodic Protection SFPUC Turnouts and Transmission Pipeline	900,203	3,147	897,056	897,056
<i>Special Projects</i>				
824281 Leak Detection and Condition Assessment Program	212,260	378	211,882	-
831480 Water Conservation and Drought Response	31,663	927	30,736	30,736
Total Projects	13,560,867	3,323,907	10,236,960	9,361,882
Total Appropriations	62,033,424	48,534,186	13,499,238	10,332,783
Project Carryover	-	9,361,882	(9,361,882)	
Deferred Transfers Out	-	970,901	(970,901)	
Total	62,033,424	58,866,970	3,166,454	

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Fund 465 - Wastewater Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Debt Service				
11706 2010 Wastewater Revenue Bonds	\$ -	\$ 675,963	\$ (675,963)	\$ -
11709 2017A Wastewater Revenue Refunding Bonds	165,022	339,954	(174,932)	-
11710 2017A-T Wastewater Revenue Refunding Bonds	1,881,613	1,881,613	-	-
11604 Government Center COP	41,791	43,772	(1,981)	-
Total Debt Service	2,088,426	2,941,302	(852,876)	-
Operating Programs				
Environmental Services				
365 Wastewater Management	10,601,381	10,724,194	(122,812)	-
366 Regulatory Programs	5,176,914	4,424,315	752,599	-
367 Wastewater Collection Systems	3,265,515	3,152,535	112,979	-
Total Environmental Services	19,043,811	18,301,044	742,766	-
Total Operating Programs	19,043,811	18,301,044	742,766	-
Transfers Out				
7900 Liability and Property Insurance Fund	266,520	266,520	-	-
7900 General Fund	4,903,126	6,304,574	(1,401,448)	-
7900 CDBG Fund	90,000	-	90,000	-
7900 Gas Tax	3,636	5	3,631	-
7900 Utilities Fund - Refuse	364,777	2,362	362,415	362,415
7900 Infrastructure Fund - General Assets	37,512	7,357	30,155	30,155
7900 General Services Fund - Tech & Communication	1,102,487	1,102,487	-	-
7900 General Services Fund - Project Management Services	766,083	619,850	146,233	-
Total Transfers Out	7,534,141	8,303,154	(769,014)	392,570
Equipment				
20201 Wastewater Equipment	1,856,889	744,450	1,112,439	1,112,439
Total Equipment	1,856,889	744,450	1,112,439	1,112,439
Projects				
Infrastructure Projects				
805253 Sewer Emergency Repair and Replacement	214,119	43,343	170,776	170,776
822752 Storm Pump Station Number 1 Rehabilitation	1,411,332	35,598	1,375,735	1,375,735
822762 Storm Pump Station Number 2 Rehabilitation	3,039,066	2,443,095	595,970	595,970
824301 Rehabilitation of Digesters	505,123	(70,105)	575,227	-
824771 Primary Process Design and Construction	61,660,122	16,881,877	44,778,245	44,778,245
825141 Air Flotation Tanks Rehabilitation	313,829	260,031	53,798	-
825331 Replacement/Repair/Rehabilitation of Sanitary Sewer System	789,176	33,298	755,878	755,878
825361 Replacement/Repair/Rehabilitation of Storm Drain System	100,505	-	100,505	100,505
825521 WPCP Biosolids Processing	2,533,000	1,116,548	1,416,452	1,300,000
825751 Sewer Lift Stations Rebuild	14,881	14,785	95	-
827020 Emergency Flow Management Infrastructure	1,291,763	166,817	1,124,946	-
829070 Lawrence Expressway Sanitary Sewer Rehabilitation	1,013,654	103,313	910,341	910,341
830190 Repairs to the Primary Process	56,876	-	56,876	55,000
830200 Repairs to the Secondary Process	210,000	-	210,000	110,000
830210 Repairs to the Power Generation Facility	107,402	12,782	94,620	94,620
830220 Repairs to the Tertiary Process	255,374	-	255,374	255,374
830240 WPCP Program Management	1,502,624	2,308,168	(805,544)	(805,544)
830250 WPCP Master Plan	53,345	22,694	30,650	30,650
831470 WPCP Construction Management	5,037,473	1,181,343	3,856,130	3,856,130
831620 Repairs to WPCP Support Facility	287,404	63,776	223,628	175,000
831630 Repairs to Solids/Dewatering Facility	37,409	24,609	12,800	12,800
831680 Adjust Sewer Utilities in Support of Paving Projects	89,840	37,400	52,440	52,440
832430 Recycled and Potable Water Plan Development	250,000	-	250,000	250,000
833080 WPCP Waste Gas Burner Replacement	175,000	-	175,000	175,000
833110 SCWP Oversight	390,000	381,815	8,185	8,185
833150 SCWP Existing Plant Rehabilitation - Split Flow	620,000	591,280	28,720	28,720
833160 SCWP Caribbean Drive Parking and Trail Access Enhancements	370,000	166,381	203,619	203,619
833210 SCWP Secondary Treatment Improvements-Split Flow CAS Stage 1	260,000	-	260,000	260,000
833240 SCWP Administration and Lab Building	100,000	222,786	(122,786)	(122,786)

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Fund 465 - Wastewater Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
<i>Capital Projects</i>				
828210 Inspection Data Mgmt and Handheld Data Entry Device Project	250,000	-	250,000	250,000
829080 Storm System Trash Reduction Programs and Devices	733,580	145,922	587,658	587,658
829100 Sanitary Sewer Siphon Cleaning and Assessment	101,000	-	101,000	101,000
829430 WPCP Chlorine Conversion	2,438,697	803,983	1,634,714	-
830230 Laboratory Information Management System (LIMS)	30,000	1,875	28,125	28,125
831150 Solar Installation Procurement	11,768	830	10,938	-
831510 Green Streets for Stormwater	1,201,582	101,916	1,099,665	1,099,665
831670 Asset Management Program	328,127	322,098	6,029	6,029
831730 WPCP Oxidation Pon Levee Rehabilitation	456,000	185,490	270,510	270,510
831471 SRF WPCP Construction Management	323,491	-	323,491	-
833060 Annual Digester Cleaning	174,724	-	174,724	174,724
833070 WPCP Electronic Operations & Maintenance Manual	306,000	-	306,000	306,000
833090 Sanitary and Storm System Hydraulic Model Update	765,000	7,228	757,772	757,772
<i>Special Projects</i>				
824341 Wastewater Cost of Service Study	20,400	14,699	5,701	5,000
825961 SCVURPPP Contracting and Fiscal Agent	55,539	39,456	16,083	-
831690 Storm System Trash Reduction Programs and Devices	357,000	5,030	351,970	-
Total Projects	90,242,224	27,670,163	62,572,061	58,213,141
Total Appropriations	120,765,490	57,960,114	62,805,377	59,718,150
Project Carryover	-	58,213,141	(58,213,141)	
Equipment Carryover	-	1,112,439	(1,112,439)	
Deferred Transfers Out	-	392,570	(392,570)	
Total	120,765,490	117,678,263	3,087,227	

City of Sunnyvale
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Fund 485 - Solid Waste Management Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Debt Service				
11605 2001 Government Center COP Dbt Srv Fund	\$ 61,864	\$ 64,797	\$ (2,933)	\$ -
11803 SV Share of Solid Waste Revenue	404,410	404,410	-	-
Total Debt Service	466,274	469,207	(2,933)	-
Operating Programs				
Environmental Services				
363 Solid Waste Management	37,341,694	36,144,812	1,196,881	-
366 Regulatory Programs	13,710	-	13,710	-
Total Environmental Services	37,355,404	36,144,812	1,210,592	-
Total Operating Programs	37,355,404	36,144,812	1,210,592	-
Transfers Out				
6606 Long Term Rent - 301 Carl Rd (SMaRT)	545,450	545,450	-	-
6610 Long Term Rent-Landfill	339,965	339,965	-	-
7900 Liability and Property Insurance Fund	19,674	19,674	-	-
7900 General Fund - General	6,516,342	6,765,167	(248,825)	-
7900 Utilities Fund - Sewer	12,061	2,008	10,053	10,053
7900 Infrastructure Fund - General Assets	28,997	28,997	-	-
7900 General Services Fund - Project Management Services	145,064	11,347	133,717	-
Total Transfers Out	7,607,553	7,712,608	(105,055)	10,053
Projects				
<i>Infrastructure Projects</i>				
830180 Landfill Post-Closure Erosion Prevention	665,866	245,718	420,148	420,148
833040 Landfill South Hill Drainage Correction	204,000	5,465	198,535	198,535
<i>Capital Projects</i>				
831600 Solar Installations on City Facilities	2,763,457	6,886	2,756,571	500,000
<i>Special Projects</i>				
801351 Sunnyvale Contribution to SMaRT Station Equipment Rep.	138,200	138,200	-	-
830910 Zero Waste Strategic Plan	3,720,447	799,837	2,920,610	2,920,610
831540 Landscape Improvement on Caribbean	670,883	607,163	63,720	63,720
833780 Plan Post-2021 Solid Waste Collection	50,000	39,960	10,040	-
Total Projects	8,212,853	1,843,229	6,369,624	4,103,013
Total Appropriations	53,642,084	46,169,856	7,472,228	4,113,066
Project Carryovers	-	4,103,013	(4,103,013)	
Deferred Transfers Out	-	10,053	(10,053)	
Total	53,642,084	50,282,923	3,359,162	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 490 - SMaRT Station Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Debt Service				
11807 Solid Waste 2014 Refunding Note Payable	\$ 560,047	\$ 560,047	\$ -	-
Total Debt Service	560,047	560,047	-	-
Operating Programs				
Environmental Services				
364 SMaRT Station	26,914,053	24,934,365	1,979,688	-
Total Environmental Services	26,914,053	24,934,365	1,979,688	-
Total Operating Programs	26,914,053	24,934,365	1,979,688	-
Projects				
Infrastructure Projects				
811250 SMaRT Station Equipment Replacement	1,890,291	925,166	965,125	965,125
828260 Replace SMaRT Station	293,497	108,263	185,234	185,234
Total Projects	2,183,788	1,033,430	1,150,359	1,150,359
Total Appropriations	29,657,889	26,527,842	3,130,047	1,150,359
Project Carryover	-	1,150,359	(1,150,359)	
Total	29,657,889	27,678,201	1,979,688	

City of Sunnyvale
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Fund 510 - Development Enterprise Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Development				
233 Building Safety	\$ 4,082,326	\$ 4,560,611	\$ (478,285)	\$ -
234 Planning	2,563,075	2,931,111	(368,035)	-
Total Community Development	<u>6,645,402</u>	<u>7,491,722</u>	<u>(846,320)</u>	<u>-</u>
Public Works				
119 Transportation and Traffic Services	654,369	404,040	250,329	-
219 Street Tree Services	44,103	41,604	2,499	-
310 Land Development - Engineering Services	2,157,500	1,771,365	386,135	-
Total Public Works	<u>2,855,971</u>	<u>2,217,009</u>	<u>638,962</u>	<u>-</u>
Environmental Services Department				
360 Water Resources	68,957	21,616	47,341	-
366 Regulatory Programs	6,829	1,824	5,006	-
367 Wastewater Collection Systems	46,867	53,685	(6,818)	-
Total Environmental Services	<u>122,653</u>	<u>77,124</u>	<u>45,529</u>	<u>-</u>
Library and Community Services				
626 Arts and Recreation Programs	34,809	31,842	2,968	-
Total Library and Community Services	<u>34,809</u>	<u>31,842</u>	<u>2,968</u>	<u>-</u>
Office of the City Attorney				
750 Comprehensive Legal Services	458,812	333,896	124,917	-
Total Office of the City Attorney	<u>458,812</u>	<u>333,896</u>	<u>124,917</u>	<u>-</u>
Public Safety				
479 Fire Prevention and Hazardous Material Services	1,230,237	431,947	798,290	-
Total Office of the City Attorney	<u>1,230,237</u>	<u>431,947</u>	<u>798,290</u>	<u>-</u>
Total Operating Programs	<u>11,347,884</u>	<u>10,583,539</u>	<u>764,345</u>	<u>-</u>
Transfers Out				
7900 General Fund - General	1,451,859	1,451,859	-	-
7900 Property and Liability Insurance Fund	6,672	3,602	3,070	3,070
7900 General Services Fund - Technology and Communicati	1,808,840	922,048	886,792	886,792
Total Transfers Out	<u>3,267,371</u>	<u>2,377,509</u>	<u>889,862</u>	<u>889,862</u>
Projects				
<i>Special Projects</i>				
829751 Fire Prevention Construction	942,004	442,302	499,702	499,702
829761 Fire Prevention Construction	503,000	-	503,000	503,000
830901 Transportation and Traffic Services	332,280	261,673	70,607	70,607
831350 Temporary Planning Staffing	135,381	37,483	97,898	97,898
831450 Public Works Development Engineering Staffing	71,400	-	71,400	-
831530 One Stop Permit Center Renovation	50,000	-	50,000	50,000
Total Projects	<u>2,034,065</u>	<u>741,458</u>	<u>1,292,607</u>	<u>1,221,207</u>
Total Appropriations	<u>16,649,320</u>	<u>13,702,506</u>	<u>2,946,814</u>	<u>2,111,069</u>
Project Carryover	-	1,221,207	(1,221,207)	
Deferred Transfers Out	-	889,862	(889,862)	
Total	<u>16,649,320</u>	<u>15,813,575</u>	<u>835,746</u>	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 525 - Golf and Tennis Operations Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Community Services				
647 Golf Course Operations	\$ 3,885,287	\$ 3,908,174	\$ (22,887)	\$ -
Total Community Services	<u>3,885,287</u>	<u>3,908,174</u>	<u>(22,887)</u>	<u>-</u>
Total Operating Programs	<u>3,885,287</u>	<u>3,908,174</u>	<u>(22,887)</u>	<u>-</u>
Transfers Out				
7900 Liability and Property Insurance Fund	44,290	44,290	-	-
7900 General Fund	421,991	421,991	-	-
7900 General Service Fund - Tech and Communication Services	319,141	319,141	-	-
Total Transfers Out	<u>785,422</u>	<u>785,422</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>4,670,709</u>	<u>4,693,596</u>	<u>(22,887)</u>	<u>-</u>
Total	<u>4,670,709</u>	<u>4,693,596</u>	<u>(22,887)</u>	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 595 - General Services Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Equipment				
20600 Furniture	\$ 344,494	\$ 61,698	\$ 282,796	\$ 282,796
20700 Fleet Equipment	5,047,277	865,572	4,181,705	4,181,705
21300 Equipment Building Maintenance	664,684	154,878	509,806	509,806
21600 Information Processing Hardware	3,377,932	1,308,496	2,069,436	2,069,436
21601 Information Processing Software/ HR/Payroll System	266,628	341,741	(75,113)	-
21603 Communications and Office Equipment	220,388	416,487	(196,099)	-
21604 Telecommunications Equipment	-	9,906	(9,906)	-
Total Equipment	9,985,855	3,158,779	6,827,076	7,108,194
Operating Programs				
Finance				
704 Purchasing	636,129	656,117	(19,987)	-
706 Accounting and Financial Services	33,546	19,882	13,664	-
Total Finance	669,676	675,999	(6,323)	-
Community Development				
234 Planning	95,862	26,962	68,900	-
Total Community Development	95,862	26,962	68,900	-
Information Technology				
746 IT Services and Support	9,099,053	9,032,061	66,992	-
Total Information Technology	9,099,053	9,032,061	66,992	-
Public Works				
309 Capital Project Management and Environmental Sustainability	3,501,790	3,210,292	291,498	-
709 Facilities Services	4,714,253	4,982,361	(268,108)	-
763 Provision of Vehicles and Motorized Equipment	3,609,021	3,747,788	(138,768)	-
Total Public Works	11,825,064	11,940,441	(115,377)	-
Total Operating Programs	21,689,655	21,675,463	14,191	-
Transfers Out				
7900 Sunnyvale Office Center	110,794	110,794	-	-
7900 General Fund	294,262	294,262	-	-
7900 Infrastructure Fund - General Assets	762,133	54,890	707,243	707,243
7900 2009 Government Center COP	647,150	689,327	(42,177)	-
7900 General Services Fund - Project Management	15,476	3,714	11,762	-
Total Transfers Out	1,829,815	1,152,987	676,828	707,243
Projects				
<i>Infrastructure Projects</i>				
824780 Upgrading of Fuel Stations	325,264	133,979	191,285	191,285
824980 Sunnyvale Office Center Site Improvements	38,568	33,079	5,489	5,489
<i>Special Projects</i>				
830540 Replace Customer Relationship Management System	156,880	96,716	60,164	-
832270 Permitting System Replacement	1,300,000	153,208	1,146,792	1,146,792
830520 ERP System Acquisition, Implementation and Support	13,275,638	-	13,275,638	13,275,638
Total Projects	15,096,350	454,691	14,641,659	14,619,204
Total Appropriations	48,601,675	26,441,921	22,159,754	22,434,641
Equipment Carryover	-	7,108,194	(7,108,194)	
Project Carryover	-	14,619,204	(14,619,204)	
Deferred Transfers Out	-	707,243	(707,243)	
Total	48,601,675	48,876,561	(274,886)	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 610 - Infrastructure Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 General Services Fund - Project Management Services	\$ 45,680	\$ 119,506	\$ (73,826)	\$ -
7900 Capital Projects Fund - General Assets	2,440,922	3,954	2,436,967	2,436,967
Total Transfers Out	2,486,602	123,461	2,363,141	2,436,967
Projects				
Subfund 100 - General Assets				
<i>Infrastructure Projects</i>				
818100 Public Safety Buildings - Roofs	177,692	21,261	156,431	-
818550 Park Buildings - Rehabilitation	3,338,530	1,038,132	2,300,398	2,300,398
818600 Senior Center Buildings - Rehabilitation	26,214	3,080	23,134	23,134
818700 Corporation Yard Buildings - Rehabilitation	231,035	34,548	196,487	196,487
820000 Corporation Yard Buildings - HVAC Replacement	24,492	-	24,492	24,492
820120 Repaint Street Light Poles	381,602	8,396	373,206	373,206
820130 Routine Resurfacing of City Owned Parking Lots	211,008	-	211,008	211,008
820140 Computer/Radio Controlled Landscape Median Irrigation	102,000	-	102,000	102,000
820180 Traffic Signal Controller Replacement	530,318	169,531	360,786	360,786
820190 Traffic Signal Hardware & Wiring	815,957	101,180	714,777	714,777
820200 Traffic Signal Light Emitting Diode (LED) Array Replacements	256,869	-	256,869	256,869
820240 Park Tennis/Basketball Court Reconstruction	451,000	415,707	35,293	35,293
820270 Playground Equipment Replacement	-	1,484,412	(1,484,412)	77,439
820280 Park Furniture and Fixtures Replacement	112,200	110,120	2,080	2,080
825290 Pavement Rehabilitation	7,308,764	3,876,310	3,432,454	3,432,454
825340 Street Lights Conduit Replacement	150,287	116,120	34,167	34,167
825730 Pedestrian Lighted Crosswalk Maintenance and Replacement	60,846	-	60,846	60,846
825740 Battery Backup System for Traffic Signals Maintenance	46,020	4,208	41,812	41,812
825850 Swim Pools Infrastructure	596,388	16,704	579,684	579,684
828030 Annual Slurry Seal of City Streets	510,000	578,004	(68,004)	(68,004)
828290 Parks Parking Lot Rehabilitation	899,248	2,934	896,315	375,000
829150 Swimming Pool Buildings Infrastructure	32,057	-	32,057	32,057
829190 Community Center Comprehensive Infrastructure	5,773,110	5,353,889	419,220	419,220
829400 Sidewalk, Curb and Gutter Replacement	2,489,386	826,278	1,663,108	1,663,108
830280 Sunnyvale Baylands Park Infrastructure	326,739	9,275	317,464	317,464
830340 Fair Oaks Park Renovation	5,759,000	163,346	5,595,654	5,595,654
830480 Orchard Heritage Park	1,486,423	516,377	970,046	970,046
830490 Fremont Pool Infrastructure Improvements	60,343	14,786	45,557	45,557
830560 Fremont Pool House Infrastructure Improvements	68,785	-	68,785	-
830580 Emergency Generator Installation	899,709	37,140	862,569	862,569
831340 Civic Center Modernization	1,313,933	991,954	321,979	321,979
831520 Lakewood Park Renovation and Enhancement	-	1,502	(1,502)	(1,502)
831570 Park Irrigation & Pump Systems	606,020	72,766	533,254	533,254
831580 ADA Projects and Emergency Con	219,900	75,900	144,001	144,001
831830 Lakewood Park Renovation and Enhancement	13,161,374	-	13,161,374	13,161,374
831860 John W. Christian Greenbelt Pathway Rehabilitation	145,350	-	145,350	145,350
832070 LED Streetlights Conversion Project	2,726,429	2,561,489	164,940	164,940
832720 Washington Pool Infrastructure Replacement and Renovation	7,186	-	7,186	-
832740 Upgrade Park Pathway Lighting to LED	20,000	-	20,000	20,000
832760 Serra Park Spray Pool Renovation	75,000	-	75,000	75,000
832780 All Inclusive Playground	250,000	250,000	-	-
832800 Performing Arts Center Infrastructure	66,300	-	66,300	66,300

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 610 - Infrastructure Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
<i>Special Projects</i>				
832790 Baylands Park Condition Assessment Study	75,000	-	75,000	75,000
832810 Park Design Standards for Construction	100,000	-	100,000	100,000
<i>Capital Projects</i>				
829140 Fire Station Electrical System	368,218	4,724	363,495	363,495
830590 Corporation Yard Building Replacement	209,442	109,136	100,306	100,306
831880 Preschool Outdoor Play Area	382,806	-	382,806	382,806
832610 Fire Stations Exterior Window Upgrades	85,000	-	85,000	85,000
832870 Fire Station Master Plan	382,500	-	382,500	382,500
Total Subfund 100 - General Assets	<u>53,320,480</u>	<u>18,969,208</u>	<u>34,351,272</u>	<u>35,159,408</u>
Project Carryovers	-	35,159,408	(35,159,408)	
Total Subfund 100 - General Assets	<u>53,320,480</u>	<u>54,128,616</u>	<u>(808,136)</u>	
Subfund 500 - Golf and Tennis				
<i>Infrastructure Projects</i>				
820311 Golf Course Irrigation System Replacement	244,800	-	244,800	-
827160 Tennis Center Court Rehabilitation	119,060	-	119,060	119,060
828390 Sunken Gardens Golf Course Clubhouse Paving	33,375	-	33,375	33,375
828400 Golf Buildings Renovations	855,565	708,600	146,965	146,965
828420 Tennis Center Building Infrastructure	4,845		4,845	4,845
<i>Special Projects</i>				
829160 Golf Course Tree Trimming and Removal	83,877	32,171	51,707	51,706
Total Subfund 500 - Golf and Tennis	<u>1,341,521</u>	<u>740,770</u>	<u>600,751</u>	<u>355,951</u>
Project Carryovers	-	355,951	(355,951)	
Total Subfund 500 - Golf and Tennis	<u>1,341,521</u>	<u>1,096,721</u>	<u>244,800</u>	
Total Projects	<u>54,662,001</u>	<u>19,709,978</u>	<u>34,952,023</u>	<u>35,515,359</u>
Total Appropriations	<u>57,148,603</u>	<u>19,833,438</u>	<u>37,315,164</u>	<u>37,952,327</u>
Total Project Carryover	-	35,515,359	(35,515,359)	
Total Deferred Transfers Out	-	2,436,967	(2,436,967)	
Total	<u>57,148,603</u>	<u>57,785,765</u>	<u>(637,162)</u>	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 640 - Employee Benefits Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Human Resources				
781 Employee Leave Benefits - Leave Earned	\$ 17,545,772	\$ 18,180,177	\$ (634,405)	\$ -
784 Retirement, Insurances, and Taxes	61,348,148	60,865,022	483,126	-
785 Workers' Compensation Program	5,018,035	4,818,064	199,972	-
799 Non-Programmatic Transfer	-	(1,023)	-	-
Total Human Resources	83,911,955	83,862,240	49,715	-
Total Operating Programs	83,911,955	83,862,240	49,715	-
Total Appropriations	83,911,955	83,862,240	49,715	-
Total	83,911,955	83,862,240	49,715	

City of Sunnyvale
Year-end Appropriations Budget
Fiscal Year Ending June 30, 2018

Fund 645 - Liability and Property Insurance Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Operating Programs				
Human Resources				
754 Human Resources	\$ 500,976	\$ 602,041	\$ (101,065)	\$ -
787 City Liability and Property Insurance and Claim Costs	1,275,539	1,297,822	(22,283)	-
Total Human Resources	<u>1,776,515</u>	<u>1,899,863</u>	<u>(123,348)</u>	<u>-</u>
Total Operating Programs	<u>1,776,515</u>	<u>1,899,863</u>	<u>(123,348)</u>	<u>-</u>
 Total Appropriations	 <u>1,776,515</u>	 <u>1,899,863</u>	 <u>(123,348)</u>	 <u>-</u>
Total	<u>1,776,515</u>	<u>1,899,863</u>	<u>(123,348)</u>	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 727 - Fremont Pool Permanent Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 General Fund - General	\$ 13,105	\$ 14,386	\$ (1,281)	\$ -
Total Transfers Out	13,105	14,386	(1,281)	-
Total Appropriations	13,105	14,386	(1,281)	-
Total	13,105	14,386	(1,281)	

City of Sunnyvale
Year-end Appropriations Budget
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Fund 730 - Swirsky Youth Opportunity Fund

Description	Final Budget	Actual Expenditures	Variance Favorable (Unfavorable)	Carryover to FY 2018/19
Transfers Out				
7900 General Fund - General	\$ 6,900	\$ 7,565	\$ (665)	\$ -
Total Transfers Out	6,900	7,565	(665)	-
Total Appropriations	6,900	7,565	(665)	-
Total	6,900	7,565	(665)	

CITY OF SUNNYVALE

Report to the City Council

For the Year Ended June 30, 2018



Certified
Public
Accountants

CITY OF SUNNYVALE
Report to the City Council
For the Year Ended June 30, 2018

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Honorable Mayor and the Members of
the City Council of the City of Sunnyvale
Sunnyvale, California

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sunnyvale, California (City) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 26, 2018. Professional standards also require that we communicate to you other information related to our audit as discussed in the accompanying Required Communications section.

We would like to thank City management and staff for the courtesy and cooperation extended to us during the course of our engagement.

This communication is intended solely for the information and use of the Mayor and City Council, management and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Macias Gini & O'Connell LLP

Walnut Creek, California
December 13, 2018

CITY OF SUNNYVALE
Report to the City Council
For the Year Ended June 30, 2018

REQUIRED COMMUNICATIONS

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the City's basic financial statements. The City implemented six new Governmental Accounting Standards Board pronouncements, consisting of Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*; No. 81, *Irrevocable Split-Interest Agreements*; No. 85, *Omnibus 2017*; No. 86, *Certain Debt Extinguishment Issues*; No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*; and No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were:

- *Fair value of investments.* The City's investments are generally carried at fair value, which is defined as the amount that the City could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller and is generally measured by quoted market prices.
- *Estimated allowance for losses on notes and loans receivable.* The allowance for losses on notes and loans receivable was based on management's estimate regarding the likelihood of collectability.
- *Useful life estimates for capital assets.* The estimated useful lives of capital assets were based on management's estimate of the economic lives of capital assets.
- *Accrued landfill postclosure care costs.* The City has estimated the postclosure care costs of the Sunnyvale Landfill based on what it would cost to perform all currently mandated closure and postclosure care. Actual postclosure care costs may be different due to inflation variances, changes in technology, or changes in State or Federal regulations.
- *Actuarial valuation of the pension plan and other postemployment benefits plans.* The actuarial valuation for the pension and other postemployment benefits plans, including the funded status and required contributions of the plans, are based on actuarial calculations performed by the City's independent actuaries, which incorporate actuarial methods and assumptions.
- *Claims loss reserve.* The City is exposed to a variety of risks of loss due to general liability, workers' compensation and other claims, and records an estimate of these losses based on actuarial studies performed by third-party actuaries. These studies are prepared based on the City's prior claims history, which is used as a basis for extrapolating losses for known and incurred but not reported claims. Actual loss experience may vary from these estimates.

CITY OF SUNNYVALE
Report to the City Council
For the Year Ended June 30, 2018

REQUIRED COMMUNICATIONS (Continued)

We evaluated the key factors and assumptions used to develop the accounting estimates described above in determining that they are reasonable in relation to the City's basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures of the City's Pension Plans in Note 16, the Other Postemployment Benefits in Note 17, Cumulative Effect of a Change in Accounting Principles in Note 20, and the Redevelopment Successor Agency Trust in Note 21.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 13, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

CITY OF SUNNYVALE
Report to the City Council
For the Year Ended June 30, 2018

REQUIRED COMMUNICATIONS (Continued)

Other Matters

We applied certain limited procedures to the management's discussion and analysis, the budgetary comparison schedules, information on the modified approach for City streets infrastructure capital assets, and the schedules related to the pension and other postemployment benefits plans which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.



City of Sunnyvale

Agenda Item

18-1073

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Regional Housing Needs Allocation (RHNA) Subregion Participation

BACKGROUND

The Regional Housing Needs Allocation (RHNA) is the process by which the State of California Department of Housing and Community Development (HCD), in coordination with the jurisdiction's Council of Governments (COG), determines a city's share of the regional housing need. Pursuant to State law, the Association of Bay Area Governments (ABAG) is the COG assigned the task to allocate and distribute the RHNA for the counties and cities in the entire nine county Bay Area region. The regional housing need is determined by estimating both the existing need and the projected need for housing. The City's Housing Element must contain enough capacity to meet the determined housing allocation during each eight-year planning cycle. State law enables the formation of subregions where a portion of ABAG's role in the RHNA process is delegated.

In March 2016, a subcommittee was formed by the Cities Association of Santa Clara County (Cities Association) to develop a framework and processes necessary to form and implement a subregion within Santa Clara County for the next RHNA cycle (2023-2031), and to review potential options for further regional response to housing related issues. On October 11, 2018, the Cities Association Board of Directors adopted the framework and voted to begin formation of the RHNA subregion; in order to participate, the county and any interested cities must adopt a resolution indicating interest and commitment to the subregion. As of December 10, 2018 seven cities (Los Altos Hills, Los Gatos, Monte Sereno, Mountain View, Morgan Hill, Palo Alto, and Santa Clara) have adopted resolutions of intent to support the formation of a subregion.

EXISTING POLICY

Goal HE-1: Adequate Housing. *Assist in the provision of adequate housing to meet the diverse needs of Sunnyvale's households of all income levels.*

Policy HE-1.1: Encourage diversity in the type, size, price, and tenure of residential development in Sunnyvale, including single family homes, townhomes, apartments, mixed use housing, transit oriented development and live work housing.

Policy HE-1.3: Utilize the Below Market Rate housing requirements as a tool to integrate affordable units within market rate developments, and increase the availability of affordable housing throughout the community.

ENVIRONMENTAL REVIEW

Choosing to participate in the RHNA subregion does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Any future development shall be subject to the CEQA requirements.

DISCUSSION

Sunnyvale has long been a regional leader in addressing housing issues, enacting its Below Market Rate (BMR) ordinance in 1980, followed by its Housing Mitigation Program in 1983. Housing is one of the most difficult challenges facing cities in Silicon Valley. The need for more affordable housing is critical: its symptoms surface in the shape of congested highways, the number of homeless people, an exodus of young people and retirees from the area, and challenges faced by local businesses in attracting new employees.

In the last Housing Element planning cycle, Sunnyvale issued building permits for approximately 80% of its total below market rate RHNA, and over 100% of its total market rate housing RHNA. Sunnyvale continuously creates and implements comprehensive housing programs and policies.

What is a RHNA Subregion?

The California Department of Housing and Community Development (HCD), as permitted by the Housing Element Law, allows certain combinations of local governments to form a subregion to implement the RHNA process and determine the allocation of housing units within its jurisdictions, instead of the COG. State law allows for the formation of a subregion by two or more contiguous cities and a county; the subregion can then develop its own methodology, issue draft allocations and conduct the revision and appeals process, while meeting its statutory requirements per State law. The subregion can also facilitate and approve trades between jurisdictions as long as the overall numbers and ratio required income levels are maintained.

The Cities Association subcommittee and task force developed a series of informational materials to help guide cities towards a better understanding of the purpose of a subregion. These documents include: 1) Overview of a Subregion; 2) Pros and Cons of RHNA Subregion Formation; 3) Guiding Principles (May 2018); 4) Draft Resolution of Intent to Support Formation of a Housing Subregion; and, 5) By-laws of the Santa Clara County Subregional RHNA Process (Attachments 1-5 respectively). Highlights of these documents are presented below.

Pros and Cons for Subregion Formation (Attachment 2)

1. The most significant pros of creating a subregion include the following:
 - a. Creates flexibility and allows cities to trade for housing units.
 - b. Increases local control and allows for alignment between local and regional needs.
 - c. Creates a forum for collaboration.
 - d. Creates awareness.
2. The most significant cons of creating a subregion include the following:
 - a. No similar ‘role model’ county with large population differences between jurisdictions comparable to Santa Clara County.
 - b. Time, effort and resources which may end in same result as what the City would have

received from the State/ABAG.

- c. Lack of trust and clarity within the subregion.
- d. Trading and negotiating of housing units can result in unequal allocations.
- e. Costs associated with administering the subregion, publishing notices, legal issues that may arise, and additional staff time required which may end in the same result.

Features listed as pros, such as sharing information and techniques, are possible without the formation of a subregion. City managers, planning officials and housing officials already meet regularly to share information and discuss items of mutual interest; each agency could expand these efforts to assure that elected officials are kept informed of discussion topics. Features listed as cons, such as potential lack of trust (e.g. some cities not accepting housing) appear exaggerated as all cities must include housing for all incomes levels in the final RHNA in order to be consistent with state law.

Guiding Principles

The Guiding Principles (Attachment 3) of the subcommittee focus mainly on conforming with all State objectives, including that allocation among subregion participants is equitable; allocating housing growth around major transportation and employment centers; and to facilitate open dialog between jurisdictions.

By-Laws

The by-laws (Attachment 5) would serve to provide for the orderly conduct of all subregion affairs. Included in the by-laws is a discussion of the purpose of the subregion, establishing a Policy Committee ("PC") made up of Council members or Supervisor from participating jurisdictions, and clarifying the ability for a jurisdiction to remove itself from the subregion via resolution with written notice. Alternates and the appointment of officers to the PC are set out in the by-laws. Meetings, schedules and conduct of business in accordance with the Brown Act are included as well as how business will be conducted and decisions will be made by the PC.

The by-laws also provide for a technical advisory committee consisting of senior staff who are technical experts in the field of housing and land use, from each participating jurisdiction. The specific staff member can change based on the topics being discussed.

FISCAL IMPACT

There is no fiscal impact with opting out of a RHNA Santa Clara County subregion. Opting in to the RHNA subregion could result in unanticipated costs (unknown at this time). The subregion process could require additional time commitment from City staff compared with the traditional process of reviewing RHNA allocations and participation directly with ABAG. This time commitment would need to be absorbed into other operating programs, or augmented with supplemental funding.

PUBLIC CONTACT

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

ALTERNATIVES

1. Adopt a Resolution indicating intent to support formation of a housing subregion of Santa

Clara County and implement countywide housing production consistent with the Regional Housing Needs Allocation formula currently assigned by the Association of Bay Area Governments (ABAG) (Attachment 4).

2. Do not participate in the Santa Clara County subregion, and continue to receive the Regional Housing Needs Allocation directly from ABAG for future Housing Element planning cycles.

STAFF RECOMMENDATION

Alternative 2: Do not participate in the Santa Clara County subregion, and continue to receive the Regional Housing Needs Allocation directly from Association of Bay Area Governments for future Housing Element cycles.

While the staff agrees that creation of a RHNA subregion could be attractive to some cities, Sunnyvale believes that it is important to continue to provide a variety of housing options at a variety of affordability levels, expressed by several goals in the Housing Element. Factors involved in the formation of a RHNA subregion can be extremely complicated; and while County wide collaboration and a regional viewpoint on certain topics are supported by the City, staff does not find a subregion to be the best approach for Sunnyvale, potentially diverting attention from other ongoing efforts such as the Housing Strategy and update of area land-use plans.

Staff supports regular forums for sharing information on how agencies are addressing housing needs in their community.

Prepared by: Jenny Carloni, Housing Officer

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Cities Association RHNA Subregion Overview
2. Pros and Cons of RHNA Subregion Formation
3. Guiding Principles (May 2018)
4. Draft Resolution of Intent to Support Formation of a Housing Subregion
5. By-laws of the Santa Clara County Subregional RHNA Process

Santa Clara County
Regional Housing Needs Allocation (RHNA) Subregion Overview

What is a RHNA subregion? (Government Code Section 65584.03)

In recognition of the common interests and mutual challenges and opportunities associated with providing housing, **two or more contiguous cities and a county** may form a **subregional entity** for the purpose of **allocation** of the subregion's existing and projected need for **housing among its members** in accordance with the allocation methodology established pursuant to Government Code Section 65584.04.

All decisions of the subregion shall be approved by vote as provided for in the rules adopted by the local governments comprising the subregion, or shall be approved by vote of the county and the majority of the cities with the majority of population within the county.

What are the steps to create a subregion, following the prescribed timelines in State law?

1. Each participating jurisdiction adopts a resolution indicating its commitment to participating in the subregional entity.
2. For Santa Clara County, the subregional entity could be a committee of the Cities Association with participating cities and the County.
3. The Cities Association (or other entity) would enter into an agreement with the Council of Governments (COG, in our case ABAG/MTC) that sets forth the process, timing, and other terms and conditions of the delegation of responsibility by the COG to the subregion.

What does the subregion do, following the prescribe timelines in State law?

1. The subregion determines the methodology for allocating housing need to its participating jurisdictions according to State law (or accepts the methodology factors from the COG as a starting point for further distribution), providing opportunity for public comment and modification prior to adoption of the methodology.
2. The COG allocates a share to the subregion based on a proportion consistent with the distribution of households assumed for the comparable time period of the applicable regional transportation plan.
3. The subregion allocates the distribution of the RHNA to the participating jurisdictions according to the adopted methodology, providing an opportunity for public comment and modification prior to finalizing the distribution.

What is the estimated cost of a subregion versus typical participation in the RHNA process?

Assuming that the subregion does not hire a consultant to create a separate methodology, the costs would be:

1. Administrating and documenting the subregion meetings and decisions;
2. Conducting the required outreach prior to the subregion making its decisions;
3. Communicating with ABAG/MTC as needed; and
4. Publishing the required notices.

The Planning Departments of the participating jurisdictions typically absorb the RHNA evaluation without additional staffing or consultant assistance.

Santa Clara County
Regional Housing Needs Allocation (RHNA) Subregion Overview

What are other activities that the subregion could assume outside of the RHNA process and State law?

- Foster collaboration between cities within Santa Clara County
 - Focus on Measure A implementation
 - Facilitate an open dialogue between the jurisdictions, public, and interested organizations on housing issues and opportunities
 - Share best practices regarding rehabilitating existing housing stock, addressing gentrification/displacement, etc.
- Work together to obtain and commit more financial resources to affordable housing production
 - Support for 2018 ballot measure for affordable housing funding
 - Consider potential legislative efforts to seek meaningful tax credits and other mechanisms

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE
PROS & CONS OF RHNA SUBREGION FORMATION

Pros	Cons	Example
Creates flexibility & allows cities to trade		Distribute the subregion's numbers or can use ABAG's distribution
Empowers cities to have a say in the regional planning process		Self-determination: a city is able to accept or not accept allocation from another city.
Allows better alignment between local and regional needs		Ability to plan along on transit corridors and near employment.
Can find innovative solutions		Collective problem-solving which may include negotiating credits and creative financing
May facilitate the production of more housing		Utilizes economies of scale and eliminates duplication. Siting housing near supportive services.
Creates a forum for collaboration that leads to innovative solutions		San Mateo County Trade Woodside/Redwood City & Daly City/Colma/County
Creates awareness (and healthy competition)		Creates a forum to share knowledge and success. When one city is doing the heavy lifting, may encourage other jurisdictions to step up to the plate.
If success, may create additional opportunities for collaborative work		Success may be housing or spill over to other technical areas (transportation). May use collaboration for legislative advocacy.
Better development		Cities can work together to build near transit and not

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE
PROS & CONS OF RHNA SUBREGION FORMATION

		necessarily confined by a city boundary.
Creates a forum to discuss sharing of planning resources		Share resources - - may share in cost to pay consultants for housing element preparation or program ideas (for those who want to share).
	Time, effort & resources which may end in same result.	What if subregion fails to produce a different allocation?
	Lack of trust for fair and equitable process.	Some cities may shirk their responsibility to step up and accept housing.
Increases local control		Ability to control own numbers and improve county-wide performance.
	Loss of political distance from MTC and ABAG	Pressure on community to produce additional housing.
	Lack of clarity of the benefits to accept someone's numbers/housing	City worried about allocation dumping
Still need to plan for housing for all income levels		Can't go to zero. Every jurisdiction still has an allocation in every income level.
	No role model	No other subregion has such large population variances.
Increased use of ADUs		ADUs more feasible with cities with large residential lots.

SANTA CLARA COUNTY RHNA SUBREGION TASK FORCE

GUIDING PRINCIPLES - May 2018

Vision

For Santa Clara County and its cities to work collaboratively to produce more housing in the Region. have a unified voice in responding to the area's housing needs-- a problem that transcends jurisdictional barriers.

Benefits

1. By working together to plan for housing growth, the stage is set for implementing housing, and more housing will ultimately be built.
2. Housing will be planned in the right places, near transportation, jobs, and services.
3. Santa Clara County jurisdictions can work together to share resources.
4. Collaboration enables collective advocacy on regional and Statewide issues.
5. Partnership sets the stage for other cooperation, including sharing Housing Element consultants, sharing expertise, analyses, and policies, and potentially enabling a shared review by the California Housing and Community Development (HCD) Department.
6. Collective agreement is reached on strategies and tools to meet the region's housing need, including the potential for trading RHNA numbers.
7. Greater flexibility.

Guiding Principles

1. Conform with all State objectives included in Section 66584(d), including ensuring that the allocation of affordable homes is allocated to all jurisdictions in the region in an equitable manner.
2. Allocate housing growth strategically around major transportation corridors and near employment and services, while respecting infrastructure constraints and the unique natural resources of Santa Clara County.
3. Foster collaboration between jurisdictions and develop collective strategies that provide a framework for addressing housing need, including the potential for resource / housing allocation trade-offs.
4. Facilitate an open dialogue between jurisdictions, the general public, and interested organizations, including transportation agencies and land use bodies.
5. Utilize existing forums for discussion (e.g., Cities Association, City Managers' Association, SCCAPO, etc.).

Keys to Success

1. Taking responsibility for the process and the resulting housing shares.
2. Taking into consideration other communities' interests as well as your own.
3. Being willing to accept a reasonable housing share, not just the lowest.
4. Being willing to consider negotiating trades.
5. Recognizing that working together locally is better than abdicating the responsibility to the region and the state.
6. Elected leaders in all jurisdictions willing to compromise for regional benefit.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE OF INTENT TO SUPPORT FORMATION
OF A HOUSING SUBREGION OF SANTA CLARA
COUNTY LOCAL AND COUNTY GOVERNMENTS TO
FACILITATE AND IMPLEMENT COUNTYWIDE
HOUSING PRODUCTION CONSISTENT WITH THE
REGIONAL HOUSING NEEDS ALLOCATION (RHNA)
FORMULA CURRENTLY ASSIGNED BY THE
ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)**

WHEREAS, the Housing Element Law (California Gov. Code §§ 65580–65589.8) provides for a Regional Housing Need Allocation process (“RHNA”); and

WHEREAS, to implement such RHNA process in the San Francisco Bay Area, the State of California has delegated to the Association of Bay Area Governments (“ABAG”) responsibility to adopt an allocation methodology, then use the adopted methodology to assign to each jurisdiction in the Bay Area the obligation to zone enough housing development capacity to accommodate production of a specific number of housing units during the period from 2023 through 2031; and

WHEREAS, Gov. Code § 65584.03 provides that certain combinations of local governments may form a subregion to perform RHNA for themselves in order to allocate among themselves the total number of housing units assigned to them collectively by ABAG; and

WHEREAS, the City is interested in exploring the formation of a RHNA subregion consistent with Gov. Code § 65584 et seq. and acceptable to ABAG and the California Department of Housing and Community Development (“HCD”) to facilitate collaboration with the county and all cities in the County of Santa Clara, to efficiently and effectively deliver housing production goals; and

WHEREAS, the Board of the Cities Association of Santa Clara County has directed the review of the benefits of such a subregion and subsequently representatives of the Cities Association of Santa Clara County (“CASCC”) have formed a committee to evaluate and make recommendations regarding the importance of and opportunities for success through shared housing strategies which could be facilitated by a subregional effort; and

WHEREAS, housing is a countywide challenge, and housing production types, numbers, density, appropriateness and affordability levels can vary in different communities, and the Cities’ recognize all production types are important to the housing supply of the County and its related economic and social health; and

WHEREAS, Cities are individually accountable for, and retain full local authority for, identifying sites for housing development and for adopting and implementing housing policies intended to facilitate production of housing to meet local, regional and state policy objectives embodied in the numbers prescribed by ABAG the Sustainable Community Strategy that will be adopted by ABAG and the Metropolitan Transportation Commission (“MTC”) in 2021; and

WHEREAS; through mutual cooperation and planning, the production of these housing units may be enhanced through collective efforts and resources, therefore creating a forum for developing countywide policy consensus on matters related to the Sustainable Community Strategy.

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

1. It is in the best interest of the City to join with other cities in Santa Clara County to explore creation of the RHNA subregion and that by working together to plan for housing growth, the stage is set for implementing housing and more housing will ultimately be built to meet the needs of the entire County and its residents.
2. The City Manager is hereby authorized and directed to enter into discussions regarding the formation of a RHNA subregion and the development of a workplan and budget, and schedule of actions leading to the countywide, self-administration of the housing needs allocation process, allocating the countywide total housing needs allocation among all the Cities and unincorporated County by consensus; and to bring back a recommendation and resolution for action to join a RHNA subregion, or in the alternative, an explanation detailing the decision not to participate in the RHNA subregion.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

By-laws of the Santa Clara County Subregional RHNA Process

PURPOSE & BYLAWS

The cities within the County of Santa Clara, and the County of Santa Clara, have adopted resolutions to participate as a Subregion (hereinafter referred to as “Subregion”) in the Regional Housing Needs Allocation (RHNA) Process. The Cities Association of Santa Clara County (hereinafter referred to as “CASCC”) will act as the representative for the Subregion. The Subregion hereby adopts the following bylaws for the purpose of providing for the orderly conduct of its affairs.

ARTICLE I NAME

The name of the separate entity established by the resolutions is the “Santa Clara County Sub-Regional RHNA Process” and may be referred to as “Subregion”.

ARTICLE II PURPOSES

Section 1. Subregion shall have the following purposes:

- (a) Plan, organize, and maintain the work of the Subregion and be responsible for its overall operation;
- (b) Advise City Managers, City Councils and the Board of Supervisors of all significant activities of the Subregion;
- (c) Prepare, review, monitor, present to the cities and the County, and facilitate a consensus on the Regional Housing Needs Allocation housing shares for all the cities and the County for the 2021 Housing Element;
- (d) Submit to the Association of Bay Area Governments (ABAG) for approval the housing shares for Santa Clara County (cities and County).
- (e) Provide a forum for developing a countywide policy consensus, to the greatest extent possible, on matters related the Sustainable Communities Strategy process of which the Regional Housing Needs Allocation is a part; and a channel for communicating such consensus to the Joint Policy Committee of the Metropolitan Transportation Commission and the Association of Bay Area Governments overseeing the Sustainable Communities Strategy process from time to time when such a consensus is requested or required by the Joint Policy Committee.

Section 2. Subregion shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

ARTICLE III MEMBERS

Section 1. The County of Santa Clara and each city which has adopted a resolution of participation shall be members of the Subregion.

Section 2. The RHNA Policy Committee (PC) of the Subregion shall consist of a member of the City Council of each participating city to be selected by that city, and one member of the Board of Supervisors to be selected by the Board of Supervisors.

Section 3. Each member City Council and the Board of Supervisors may select one alternate member from its body who shall participate when the regular member is absent.

Section 4. If both the member and the alternate will be absent, the City or County, respectively, may designate a substitute for that meeting and notify CASC, in writing, of the designation.

Section 5. Any member may withdraw from the Subregion by adopting a resolution and providing a written notice of intention to do so to the chairperson of the PC. The rights and obligations of any such member shall terminate 30 days after acceptance by the PC.

Section 6. If any member, or designated representative, fails to attend two consecutive meetings, without notification of the Chairperson or the Executive Director, the Chairperson will notify the City Council or Board of Supervisors to encourage future participation.

ARTICLE IV- OFFICERS

Section 1. The officers of the PC shall consist of a chairperson and vice chairperson.

Section 2. The chairperson and vice chairperson shall be elected by the PC and shall serve at the will of the PC.

Section 3. Nomination for officers of the PC shall be made from the floor. Nominations shall be made by voting members of the PC only.

Section 4. The chairperson and vice chairperson must be voting members of the PC.

Section 5. Nominations and election of the chairperson shall precede nominations and election of the vice chairperson. Voting shall be public.

Section 6. The chairperson shall preside at all meetings and may call special meetings when necessary.

Section 7. The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson.

Section 8. A special election shall be called by the Board of Directors if the chairperson and/or vice chairperson is unable to serve.

Section 9. All officers shall serve without compensation.

Section 10. The chairperson or vice chairperson may be removed from office at any time by a majority vote of those members present.

ARTICLE V STAFF SUPPORT

Section 1. The CASC Executive Director, CASC staff and contractors shall provide support to the Subregion and all the established committees.

Section 2. The PC shall have dealings with staff and contractors through the CASC Executive Director.

Section 3. All participating jurisdictions will share in the cost.

ARTICLE VI COMMITTEES/ STAKEHOLDER REVIEW

Section 1. The following standing committees shall assist in accomplishing the goals of the SANTA CLARA COUNTY SUB REGIONAL RHNA PROCESS:

- RHNA Policy Committee
- RHNA Technical Advisory Committee
- City Managers Association
- City Councils and Board of Supervisors
- Association of Bay Area Governments

Section 2. RHNA Policy Committee (PC) - 16 Members, one member from each city and the county, composed of elected officials. The primary role is to provide initial policy input to the process, review the RHNA TAC recommendations and adopt a policy consensus for transmittal to the cities and the County for ratification.

Section 3. RHNA Technical Advisory Committee (RHNA TAC) - 16 Members - One member from each city and the county. Composed of senior staff technical experts in the field of housing and land use. Member agencies may flexibly assign different technical experts as a function of the

subject being discussed. However, it is important that there be good communications between the different representatives such that issues do not need to be repeated or there are no conflicting positions from the representatives. Primary role is technical development of the issues and solutions.

Section 4. City Managers Association - Monthly reports will be provided to the City Managers through the City Managers Association. This will allow ongoing input by the City Managers in the process. The final product will be presented to the City Managers for their recommendation to the RHNA PAC for approval of the final product. Primary role of the City Managers is practical assessment of the issues and solutions.

Section 5. City Councils/ Board of Supervisors - Primary role is ratification of the RHNA Final Allocation prior to submittal to Association of Bay Area Governments (ABAG).

Section 6. Association of Bay Area Governments (ABAG) - Final approval of RHNA Final Allocation.

Section 7. An appeals process will be established by the PC in conjunction with ABAG to hear appeals by any cities or the County that disagree with their housing share as allocated by the Subregion.

ARTICLE VII MEETINGS

Section 1. The PC shall establish by resolution the date, time, and place for regular PC meetings.

Section 2. The PC may hold special meetings called in accordance with Article IV, Section 6.

Section 3. All meetings of the PC shall be held in accordance with the Brown Act, Government Code section 54950 Ct seq.

ARTICLE VIII CONDUCT OF BUSINESS

Section 1. A quorum shall consist of at least a majority of the members and shall be required for all meetings of the PC.

Section 2. Except as state otherwise in these by-laws, all decisions of the PC shall be by majority vote of those present.

Section 3. Adoption of the Final Regional Housing Needs Allocation shall require:

1. consent of a majority of all cities and the County participating in the Subregion, **and**
2. consent of each jurisdiction that has been allocated a greater share of housing than the ABAG default allocation.

Section 4. Upon adoption of the final regional housing numbers, the subregion will share support for outcome and support each other, for example the subregion releasing a resolution, annual report, and press event.

Section 5. Except as provided in these bylaws, or by a majority vote of those present, Roberts Rule of Order Revised shall constitute the parliamentary authority for the PC.

Section 6. These by-laws may be amended by a two-thirds majority vote of members present and who represent a majority of all cities and the County.

ARTICLE IX OTHER MATTERS

Section 1. No member shall receive compensation or reimbursement from PC or CASC for expenses incurred in attending any meeting or other function.



City of Sunnyvale

Agenda Item

18-0910

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Solid Waste & Recycling Collection Franchisee Performance Review Findings and Initiation of a Process for Selection of Post-2021 Franchisee

BACKGROUND

Solid waste and recycling collection services are provided to residents and businesses by a contractor, currently Bay Counties Waste Services (BCWS), through the grant of an exclusive franchise by the City Council, as allowed by Sunnyvale Municipal Code Chapter 8.16. In the context of solid waste and recycling, a franchise is the mechanism for granting the right to a company or individual to perform solid waste and recycling collection services for Sunnyvale residents and businesses. A franchise for solid waste and recycling services cannot exceed thirty years pursuant to Sunnyvale City Charter Section 1604. The term of the current solid waste collection franchise with BCWS began on July 1, 1991 and will expire on June 30, 2021, a period of thirty years.

Given the public and environmental health significance of the work performed under this contract, it is important to plan for the continuation of these services in advance of the expiration of the current franchise.

Council Study Issue ESD18-02 (Attachment 1), Planning for Post-2021 Solid Waste & Recycling Collection Franchise, was created at the request of Councilmembers Griffith and Melton, and ranked by the Council for study. The study issue paper identified three basic options:

1. Place a Charter amendment on a future ballot that would modify the current 30-year franchise term limit if approved by voters
2. Conduct a competitive process to select a vendor; then award a new franchise and new agreement without changing the Charter
3. Conduct a single source process, then award a new franchise and agreement to the incumbent without changing the Charter

With research and assistance from HF&H Consultants, LLC and the City Attorney, staff presented study issue findings on the three options to Council in a June 12, 2018 study session. Key findings were that both Option 2 and Option 3 could be carried out without modifying the Charter.

At the Study Session Council was advised that if Option 3 was selected, that there was enough time between the Study Session and 2021 to initiate a sole source process and, if an outcome beneficial to the City was not apparent, switch to a competitive process for selection of the post-2021 franchisee. The Council was also advised there was enough time to conduct a review of the incumbent franchisee's performance prior to a Council decision on selecting one of the options.

On July 31, 2018, Council considered the options and voted unanimously to:

1. Find that the actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 and 15738(b)(5);
2. Adopt communications guidelines that will govern interactions between potential service providers (including the incumbent) and Council;
3. Direct staff to proceed with assessment of the performance of the current franchisee (Bay Counties Waste Services);
4. Direct staff to provide the performance review results and ask Council for direction on whether to conduct a single source or a competitive process for an award of a new franchise and agreement.

EXISTING POLICY

GOAL EM-12 SAFE and HEALTHY SOLID WASTE COLLECTION

Ensure that Municipal Solid Waste is collected in a safe and healthy manner.

ENVIRONMENTAL REVIEW

The actions being considered are exempt from environmental review pursuant to Section 15262 of the CEQA Guidelines (feasibility and planning studies for projects that have not been approved, adopted, or funded) and Section 15738(b)(5) (organizational and administrative activities). Adoption of a new franchise agreement will likely be subject to a Class 1 CEQA exemption for operation of existing facilities (CEQA Guidelines Section 15301). However, the appropriate CEQA analysis will be included at the time that the City Council is asked to adopt a new agreement.

DISCUSSION

After Council direction was received, HF&H Consultants, LLC, was awarded an \$85,915 contract to conduct the performance review of BCWS. Key areas for examination included:

- Management Practices
 - Generational Transition
 - Management and Supervisory Staffing
 - Financial Data Tracking and Reporting
- Collection Operations
 - Driver Hiring
 - Number and Type of Routes
 - Collection Quality
 - Collection Equipment Inventory
 - Disposition of Old Equipment
 - Maintenance and Safety
- Customer Service
 - Complaint Management Process
 - Customer Satisfaction
 - Work Order Management
 - Customer Service Training

The full performance review is found in the Bay Counties Waste Services Collection Performance Review (Attachment 2). Key findings and recommendations contained in the HF&H Consultants review are as follows.

Key Findings and Recommendations

The provision of solid waste services in Sunnyvale is atypical due to the degree in which City and BCWS staff share several key areas of responsibility. The City bills customers, remits billing revenues as compensation to BCWS, is active in developing and implementing collection programs, and reviews and approves major expenditures (such as adding routes). While individually, these City responsibilities may not be unusual, taken together they are atypical.

In general, City staff perceive BCWS to be a good partner. Most aspects of service have worked well and continue to do so. For example:

- Collection trucks are well maintained and clean, presenting a positive image in the community. Containers are maintained in good condition, with quick graffiti removal and repainting as needed.
- BCWS has a low rate of turnover, both among drivers and among management and supervisory staff. In general, staffing continuity is beneficial to the provision of quality service.
- BCWS is flexible in developing and implementing programs to meet City needs. Following early difficulties during implementation, FoodCycle is proving to be an effective food scraps program that is capturing large amounts of material with minimal contamination relative to similar programs in nearby communities.
- BCWS is a proactive, early adapter of new, beneficial technology. BCWS was one of the first collection contractors to convert its fleet to compressed natural gas (CNG) and is in the forefront of adding “smart” technology to collect data that can enhance service performance, efficiency, and safety.
- Customers benefit from access to local customer service staff, providing assistance specific to Sunnyvale services.
- BCWS has a strong safety record as measured by state workers’ compensation claims for both the collection and SMaRT Station operations.

There are some areas in which improvement is necessary. A key area is a need to ensure effective, ongoing communication between BCWS and City staff. The findings and recommendations in this section focus on the interaction of BCWS and City staff, drawing in part on more specific findings and recommendations discussed in the Review in the areas of Management Systems, Collection Operations, Customer Service and Regulatory Compliance.

Findings

1. BCWS has provided quality collection service for nearly 30 years.
2. Providing the high level of customer and billing services Sunnyvale residents and businesses have come to expect requires that BCWS and City staff work closely together in collecting, sharing and using data to address customer issues.
3. Maintaining this close working relationship is an ongoing challenge for both parties. At times, the City and BCWS have different perceptions regarding specific issues.

Performance Review Recommendations

1. In general, City and BCWS staff should meet no less than monthly. We also suggest City and BCWS management staff schedule a standing twice monthly or even weekly call to check on the status of issues, to anticipate problems and to air any concerns.
2. City and BCWS staff should discuss their respective obligations, responsibilities and constraints in order to gain a mutual appreciation for each party's role.
3. Both parties should gain a fuller understanding of key shared data systems and, to the degree possible, ensure consistency in how they are used. This may involve working with information technology staff to ensure software systems and data can be utilized to their full capability.

The City should continue to ensure sufficient contract oversight and direction, while avoiding creating any potential for a "co-employment" situation in which both BCWS and the City might have potential legal rights and duties with respect to the same employee.

Staff Conclusions and Process Recommendations

Staff finds that the HF&H Performance Review represents a fair and reasonable assessment of BCWS performance as the City's refuse collection franchisee. Taking all factors into account, staff is recommending that Council review and accept the performance review findings and direct that staff initiate selection of a post-2021 franchisee using a negotiated, single-source process with a timeline that allows for a subsequent open, competitive process if negotiations do not provide an outcome favorable to the City and ratepayers.

A single-source process could consist of a Request for Proposals (RFP) that is issued to BCWS only. Due to its ongoing oversight of the BCWS franchise agreement, the City already has detailed knowledge of the company's financial, physical and human resources. Thus, a single-source RFP could require less time and expense for the City to prepare, issue and evaluate. On this path, if BCWS were to fail to provide an acceptable proposal and/or subsequent negotiations did not reach a conclusion that Council felt met the City's needs, the City could then move to a competitive process. This decision would need to be made by mid-2019 to allow enough time to carry out a competitive process and transition to a new contractor by July 1, 2021, if the process selected a service provider other than BCWS.

In a competitive process, a RFP would be issued in a process open to any potential service provider that met experience and qualification standards detailed in the RFP. A substantial (e.g. \$100,000) bid bond or cash deposit is typically required as part of the proposal submittal to assure that proposers are serious and have access to financial resources. The RFP document itself would be brought to Council for review and approval prior to being issued.

FISCAL IMPACT

Funding is provided in the Solid Waste Program budget by Project 833830 (Procure Post-2021 Solid Waste Collection Franchise). That budget provides \$156,060 in funding for Fiscal Year 2018/19 and \$233,466 the following year.

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. Find that the actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 and 15738(b)(5);
2. Accept the findings of the HF&H review of BCWS performance
3. Direct staff to initiate selection of a post-2021 franchisee using a negotiated, single-source process with a timeline that allows for a subsequent open, competitive process if negotiations do not provide an outcome favorable to the City and ratepayers.
4. Direct staff to initiate a competitive process and issue a Request for Proposals to qualified potential post-2021 franchisees.

STAFF RECOMMENDATION

Alternatives 1, 2 and 3: 1) Find that the actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 and 15738(b)(5); 2) Accept the findings of the HF&H review of BCWS performance; and 3) Direct staff to initiate selection of a post-2021 franchisee using a negotiated, single-source process with a timeline that allows for a subsequent open, competitive process if negotiations do not provide an outcome favorable to the City and ratepayers.

There are advantages and disadvantages to using either a competitive or single-source process to selecting a post-2021 franchisee for solid waste collection services. The capital-intensive nature of the solid waste collection business requires relatively long contract terms to amortize the capital costs and thus minimize ratepayer costs. Based on past experience and customer surveys, collection customers typically value reliability and quality of service more than they value a low price. By the end of a multi-year contract, a low, initial cost arising from a competitive process typically rises with the passage of time.

The services provided by the franchisee touch the lives of each resident and business of Sunnyvale at least once a week. Given that fact, switching service providers is a complex and disruptive process, no matter how carefully it is done. Thus, the decision to go directly to a competitive procurement is best justified if the City and its customers are dissatisfied with the incumbent service provider. The independent performance review concluded that the current franchisee is reasonably well managed and delivers collection services that are relatively reliable and cost-effective. Given that, staff recommends initiating a negotiated, single-source process with BCWS with the intent to provide Council the option of approving a new exclusive franchise term and updated franchise agreement.

Prepared by: Mark A. Bowers, Solid Waste Programs Division Manager

Reviewed by: Ramana Chinnakotla, Director of Environmental Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENT

1. Council Study Issue ESD 18-02 (RTC 18-0415)
2. Bay Counties Waste Services Collection Performance Review (HF&H Consultants, LLC, November 28, 2018)



City of Sunnyvale

Agenda Item

18-0415**Agenda Date: 7/31/2018**

REPORT TO COUNCIL

SUBJECT

Planning for Post-2021 Solid Waste & Recycling Collection Franchise (Study Issue ESD 18-02)

BACKGROUND

Solid waste and recycling collection services are provided to residents and businesses by a contractor, currently Bay Counties Waste Services (BCWS), through the grant of an exclusive franchise by the City Council, as allowed by Sunnyvale Municipal Code Chapter 8.16. In the context of solid waste and recycling, a franchise is the mechanism for granting the right to a company or individual to perform solid waste and recycling collection services for Sunnyvale residents and businesses. A franchise for solid waste and recycling services cannot exceed thirty years pursuant to Sunnyvale City Charter Section 1604. The term of the current solid waste collection franchise with BCWS began on July 1, 1991 and will expire on June 30, 2021, a period of thirty years.

Sunnyvale Municipal Code Chapter 8.16 sets forth terms and conditions for the provision of solid waste and recycling collection services in the City. While the solid waste and recycling collection franchise grants the right to BCWS to provide the services, it is the franchise agreement between the City and BCWS, or any future franchisee, that imposes the legal obligation to perform the services in a specific manner. The franchise agreement describes in detail the services to be provided and the quality standards for that work (e.g. allowable work hours and customer service requirements).

Given the public and environmental health significance of the work performed under this contract, it is important to plan for the continuation of these services in advance of the expiration of the current franchise.

Two other 2021-related Solid Waste Program projects related to the Sunnyvale Materials Recovery and Transfer Station (SMaRT Station®) are underway or planned.

Project 828260 (Replace SMaRT Station) is a multi-year project with funding extending through Fiscal Year 2022/23. Work is underway on the first phase, which focuses on the 2021 expiration of the current SMaRT Station Memorandum of Understanding among Mountain View, Palo Alto, and Sunnyvale. The current phase involves interjurisdictional partnership planning, facility assessment and conceptual design development. This is being done with consultant team assistance provided under a contract awarded to HDR Engineering, Inc. on October 17, 2017 (RTC No. 17-0866).

In future years, this Project ramps up into design, then construction of facility updates to support the future recycling and waste disposal needs of Sunnyvale and its future partners.

Project 821170 (SMaRT Station Operations Contract RFP) funds the development, issuance and evaluation of a Request for Proposals (RFP) process to operate the SMaRT Station after the current

contract expires on December 31, 2021. The next seven-year operating term would cover calendar years 2022-2028.

Currently, the same contractor, BCWS, holds the refuse collection franchise and the contract for operation of the SMaRT Station.

The collection franchise and SMaRT Station operation contracts differ as shown in Table 1 below.

Table 1.

	Collection Franchise	SMaRT Station Operation
Work Performed	Collecting various recyclables and discarded materials and delivering them to SMaRT Station	Processing, recycling, and disposing of recyclable materials, then transporting residues to landfill
Typical Term	Up to 30 years	Seven years
Compensation Structure	Actual allowable costs reviewed by City, with various components adjusted by one of four inflation indices	Fixed annual payment adjusted by change in consumer price index
Contractor Incentives	50% return on savings from efficiency proposals approved by City	Recycling revenue shared based on percentage of garbage diverted from disposal

There are some potential efficiency benefits from close coordination between the collection operator and SMaRT Station operator. For example, if the collection operator were to diligently identify and separately collect from commercial waste generators whose waste includes dry, recyclable materials, the SMaRT Station operator could see a more efficient recovery of recyclables from those trucks loads of waste and more clean, marketable, recyclable materials. Some of these efficiencies would benefit the operator itself, others might provide some benefit to the City of Sunnyvale and its ratepayers. It is important to keep in mind, however, that the SMaRT Station serves three cities, not just Sunnyvale, and that about half of the waste currently received comes from haulers serving the other two cities.

Council Study Issue ESD18-02, Planning for Post-2021 Solid Waste & Recycling Collection Franchise, was created at the request of Councilmembers Griffith and Melton, and ranked by the Council for study. The study issue paper identified three basic options:

1. Place a Charter amendment on a future ballot that would modify the current 30-year franchise term limit if approved by voters
2. Conduct a competitive process to select a vendor; then award a new franchise and new agreement without changing the Charter
3. Conduct a single source process, then award a new franchise and agreement to the incumbent without changing the Charter

With research and assistance from HF&H Consultants and the City Attorney, staff presented study issue findings on the three options to Council in a June 12, 2018 study session. Key findings included:

- Either Option 2 and Option 3 could be carried out without modifying the Charter. If Option 3 was selected, there is probably enough time between now and 2021 to initiate a sole source process and, if an outcome beneficial to the City was not apparent, switch to a competitive process for selection of the post-2021 franchisee.
- Staff proposed to return to Council in July 2018 with options for formal consideration, in the form of this report.

EXISTING POLICY

GOAL EM-12 SAFE and HEALTHY SOLID WASTE COLLECTION

Ensure that Municipal Solid Waste is collected in a safe and healthy manner.

ENVIRONMENTAL REVIEW

The actions being considered are exempt from environmental review pursuant to Section 15262 of the CEQA Guidelines (feasibility and planning studies for projects that have not been approved, adopted, or funded) and Section 15738(b)(5) (organizational and administrative activities). Adoption of a new franchise agreement will likely be subject to a Class 1 CEQA exemption for operation of existing facilities (CEQA Guidelines, Section 15301). However, the appropriate CEQA analysis will be included at the time that the City Council is asked to adopt a new agreement.

DISCUSSION

The City Attorney has opined that the current language of City Charter Section 1604 allows Council to direct that either a competitive or single-source process be used to select the post-2021 franchise service provider. A new or incumbent service provider may be awarded a new franchise subject to a new 30-year term limitation. Thus, there is no compelling reason to propose a ballot measure to amend this Charter provision.

After the June 12 City Council Study Session regarding “Planning for Post 2021 Solid Waste and Recycling Collection Franchise,” Councilmember Melton had asked staff to provide a copy of the Sunnyvale Charter language that imposes the 30-year time limit on franchises. Sunnyvale Charter Section 1604, entitled “Term of Franchise” imposes the 30-year limitation on the term of solid waste and recycling franchises (see Attachment 4). In part, it states, “Every franchise shall state the term for which it is granted, which, unless it be indeterminate as provided for herein, shall not exceed thirty years.”

Councilmember Melton also requested clarification as to what actions the City would need to take to start a new 30-year franchise. Pursuant to the provisions of Charter section 1604, the term for any solid waste and recycling franchise will always be a fixed term, which means that it ends on an agreed upon date. Absent an extension of a fixed term prior to the agreed upon date for expiration, then upon the expiration of the term it would be necessary to award a new franchise. The City’s ability to enter into a new franchise for a maximum of 30 years would be possible regardless of whether the new franchise is awarded to the existing franchisee or to a new franchisee.

There are advantages and disadvantages to using either a competitive process or a single-source process to select the post-2021 service provider, but either process can accomplish the goal of

maintaining recycling and refuse collection services beyond the end of the current franchise term.

Staff recommends that Council's selection of competitive vs. single-source be preceded and informed by an independent performance review of the incumbent service provider. A similar process was used in 2004 prior to Council in 2005 granting an extension of the franchise. The 2004 review suggested cost-saving efficiencies that included providing garbage carts to all customers and eliminating one residential garbage and one commercial garbage route. New customer service training requirements were added to the contract standards to improve the experience of customers contacting the company.

Building on the contract changes introduced in 2005 after the previous performance review, key areas for examination in an updated 2018 review could include:

- Management Systems
- Operations
- Customer Service
- Financial Practices
- Environmental Management
- Collection Quality
- Customer Satisfaction

See Attachment 2 for an outline of the performance topics proposed for review. It is anticipated that the cost of the performance review will be less than \$100,000 and can be awarded by the City Manager pursuant to Sunnyvale Municipal Code Section 2.08.040(c)(1).

If so directed by Council, staff proposes to contract for the independent performance review, with a goal of returning to Council with the findings in October 2018. At that time, Council will be asked to review the findings and select either a competitive or single-source procurement process.

Regardless of which approach is used, staff recommends that Council adopt communication guidelines that will govern interactions between potential service providers (including the incumbent) and Council. This approach has been found to promote communication clarity and minimize confusion in previous, similar procurement processes for the SMaRT Station operations contract, which has gone through a competitive process every seven years. Proposed communication guidelines are shown in Attachment 1.

FISCAL IMPACT

There is no fiscal impact from the actions recommended by staff. Funding is provided in the Solid Waste Program budget by Project 833830 (Procure Post-2021 Solid Waste Collection Franchise). That budget provides \$156,060 in funding for Fiscal Year 2018/19.

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. Find that the actions are exempt from CEQA pursuant to CEQA Guidelines Section 15262 and 15738(b)(5).
2. Adopt the communications guidelines shown as Attachment 1.
3. Direct staff to proceed with assessment of the performance of the current franchisee (Bay Counties Waste Services).
4. Direct staff to return to Council following the assessment for direction on whether to conduct a single source or a competitive process for an award of a new franchise and agreement.
5. Take other action as directed by the City Council.

STAFF RECOMMENDATION

Alternatives 1, 2, 3 and 4:

Alternative 1: Find that the actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 and 15738(b)(5).

Alternative 2: Adopt the communications guidelines shown as Attachment 1 to the report.

Alternative 3: Direct staff to proceed with assessment of the performance of the current franchisee (Bay Counties Waste Services).

Alternative 4: Direct staff to provide the performance review results and ask Council for direction on whether to conduct a single source or a competitive process for an award of a new franchise and agreement.

Prepared by: Mark A. Bowers, Solid Waste Programs Division Manager

Reviewed by: Ramana Chinnakotla, Director of Environmental Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Solid Waste and Recycling Collection Franchise Process Communications Guidelines
2. Performance Assessment Scope of Work Outline
3. Study Issue Paper, ESD 18-02
4. Sunnyvale Charter, Article XVI Franchises, Section 1604



City of Sunnyvale

Bay Counties Waste Services Collection Performance Review



Final Report
November 28, 2018



HF&H Consultants, LLC

This document is formatted for double-sided printing



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November 28, 2018

Mr. Mark Bowers
Solid Waste Programs Division Manager
Environmental Services Department
City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

Transmitted via email

Subject: Bay Counties Waste Services - Collection Performance Review

Dear Mr. Bowers,

It is with pleasure that we transmit the "Bay Counties Waste Services - Collection Performance Review" report to the City of Sunnyvale. It is our hope that the report will assist the City Council and senior staff in understanding and assessing its options for contracting for solid waste, recycling and organics collection services beyond 2021. We appreciate the opportunity to assist with this key aspect of the Post 2021 effort, and look forward to discussing our findings and recommendations with staff and Council.

* * * * *

Please contact Peter Deibler at (925) 977-6968 or pdeibler@hfh-consultants.com; or, Marva Sheehan at (925) 977-6961 or msheehan@hfh-consultants.com to discuss our report.

Very truly yours,
HF&H CONSULTANTS, LLC

A handwritten signature in blue ink that reads "Marva M. Sheehan".

Marva M. Sheehan, CPA
Vice President

A handwritten signature in black ink that reads "Peter Deibler".

Peter Deibler
Senior Manager

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EXECUTIVE SUMMARY

Overview

Bay Counties Waste Services (BCWS) provides exclusive collection services to City of Sunnyvale's (City) residents and businesses under the terms of a franchise agreement scheduled to terminate on June 30, 2021. Solid waste agreements are commonly the largest, or one of the largest, municipal contracts. The annual value of the City's agreement with BCWS is currently in excess of \$22 million. The City has also contracted with BCWS to operate the SMaRT Station® under an agreement that also terminates in 2021.

On July 31, 2018, the City Council directed staff to review BCWS' performance, and to return to Council with the results of the review to request direction on whether to conduct a single source process (negotiation with the current franchisee) or a competitive process.

City-Company Interaction

The provision of solid waste services in Sunnyvale is atypical due to the degree in which City and BCWS staff share several key areas of responsibility. The City bills customers, remits billing revenues as compensation to BCWS, is active in developing and implementing collection programs, and reviews and approves major expenditures (such as adding routes). While individually, these City responsibilities may not be unusual, taken together they are atypical.

In general, City staff perceive BCWS to be a good partner. Most aspects of service have worked well and continue to do so. For example:

- Collection trucks are well maintained and clean, presenting a positive image in the community. Containers are maintained in good condition, with quick graffiti removal and repainting as needed.
- BCWS has a low rate of turnover, both among drivers and among management and supervisory staff. In general, staffing continuity is beneficial to the provision of quality service.
- BCWS is flexible in developing and implementing programs to meet City needs. Following early difficulties during implementation, FoodCycle is proving to be an effective food scraps program that is capturing large amounts of material with minimal contamination relative to similar programs in nearby communities.
- BCWS is a proactive, early adapter of new, beneficial technology. BCWS was one of the first collection contractors to convert its fleet to compressed natural gas (CNG) and is in the forefront of adding "smart" technology to collect data that can enhance service performance, efficiency, and safety.
- Customers benefit from access to local customer service staff, providing assistance specific to Sunnyvale services.
- BCWS has a strong safety record as measured by state workers compensation claims for both the collection and SMaRT Station operations.

There are some areas in which improvement is necessary. A key area is a need to ensure effective, ongoing communication between BCWS and City staff. The findings and recommendations in this section focus on the interaction of BCWS and City staff, drawing in part on more specific findings and recommendations

discussed later in the Review in the areas of Management Systems, Collection Operations, Customer Service, and Regulatory Compliance.

Findings

1. BCWS has provided quality collection service for nearly 30 years.
2. Providing the high level of customer and billing services Sunnyvale residents and businesses have come to expect requires that BCWS and City staff work closely together in collecting, sharing, and using data to address customer issues.
3. Maintaining this close working relationship is an ongoing challenge for both parties. At times, the City and BCWS have different perceptions regarding specific issues.

Recommendations

1. In general, City and BCWS staff should meet no less than monthly. We also suggest City and BCWS management staff schedule a standing twice monthly or even weekly call to check on the status of issues, to anticipate problems, and to air any concerns.
2. City and BCWS staff should discuss their respective obligations, responsibilities and constraints in order to gain a mutual appreciation for each party's role.
3. Both parties should gain a fuller understanding of key shared data systems and, to the degree possible, ensure consistency in how they are used. This may involve working with information technology staff to ensure software systems and data can be utilized to their full capability.

SECTION 1 BACKGROUND

Bay Counties Waste Services (BCWS) provides exclusive collection services to City of Sunnyvale's (City) residents and businesses under the terms of a franchise agreement scheduled to terminate on June 30, 2021. Solid waste agreements are commonly the largest, or one of the largest, municipal contracts. The annual value of the City's agreement with BCWS is currently in excess of \$22 million. The City also contracts operation of the SMaRT Station® to BCWS under an agreement that terminates in 2021. This Performance Review (Review) does not address the SMaRT Station.

In February 2018, the City Council prioritized Study Issue ESD18-02 regarding options for solid waste collection contracting after 2021. Council requested staff conduct a study addressing the costs, implications, and mechanics of the three options for addressing the expiration of the current franchise agreement, including:

1. Seeking voter approval of an amendment to the City Charter to remove or change the existing 30-year limit on franchises.
2. Implementing a competitive process to select a franchisee for collection services beyond 2021. The time required for such a process, including potential transition to a new franchisee, is approximately 36 months.
3. Negotiating a new franchise agreement with the incumbent franchisee, including a work plan option that preserves the City's opportunity to implement a competitive process for the award of a new franchise if needed.

The Environmental Services Department contracted with HF&H Consultants, LLC (HF&H) to conduct the study. HF&H staff presented its findings at a June 12, 2018 Council study session, which included in part:

- The City cannot *extend* the current franchise term with BCWS without modifying the Charter, but can award a new franchise with a new agreement.
- The City likely has adequate time for a competitive process, a single source process, or a competitive process following an unsuccessful single source process.
- A new, short "bridge" agreement with BCWS of 1 to 3 years may be needed, depending on the selected approach.
- Neither a competitive nor a single source process is inherently superior; Council should select whichever best meets City goals.

On July 31, 2018, the Council approved the staff recommendations, which included in part:

- Direct staff to review the performance of the current franchisee.
- Direct staff to return following the review to request direction on whether to conduct a single source process (negotiation with the current franchisee) or a competitive process.

There is precedent for City review of BCWS' collection operations. Prior to extending the agreement with BCWS in 2005, the City conducted a review of BCWS' performance. Among the results was a recommendation that routes be consolidated to improve efficiency and reduce costs. As a result, the agreement as extended in 2005, eliminated two garbage routes and required changes in the process of developing residential routes. The 2004 review also resulted in the addition of new requirements for customer service training and reporting.

SECTION 2 OVERVIEW

The City contracted with HF&H to conduct the Review. The draft scope for the Review was provided to Council as an attachment to the staff report for the July 31, 2018 meeting. The Review is a targeted, high-level assessment addressing performance in four key areas:

- Management Systems
- Collection Operations
- Customer Service
- Regulatory Compliance

2.1 Techniques

HF&H's Review team conducted the following activities:

- Initial and follow-up information requests to BCWS and the City, with a total of five requests to BCWS.
- Onsite and phone interviews with BCWS Board members and management staff.
- Onsite observation at BCWS' offices.
- Limited fieldwork to observe collection quality and container condition.
- Calls and meetings with City staff.
- Calls to regulatory agency staff to confirm compliance with regulatory requirements.

BCWS was very helpful in arranging interviews with Board members and management staff, who were quite open in sharing information. BCWS' General Manager (GM) participated in two interviews and a number of phone calls. BCWS' responses to our requests for information were timely, and our information requests were never questioned.

2.2 Limitations of the Analysis

The primary limitation of the Review was the rapid seven week schedule for collecting information, conducting the analysis, and preparing the findings and recommendations. There are a number of other areas of performance covered by the agreement that were not within the scope of work, and that we did not address. We appreciate the efforts of both City and BCWS staff to help us in meeting the timeline.

Our limitations include:

- The Review covered a wide range of topics at a relatively high level. The recommendations thus include several areas for suggested follow-up analysis related to specific issues.
- The information provided in the Review is, to the best of our understanding, accurate based on the data and information as provided, and was reviewed for reasonableness within industry standards.

- The Review did not entail independent verification of the accuracy or completeness of all of the source documents provided by BCWS.
- While the recommendations identify potential areas for improvement, the Review scope of work did not include development of specific remedies.
- Other matters might have come to our attention that would have been reported to the City had we addressed additional topic areas, additional issues within topic areas, and/or performed additional procedures.
- The Review team generated random numbers to select samples for testing, but did not use procedures that would provide statistically-valid results.

SECTION 3 FINDINGS AND RECOMMENDATIONS

Findings and recommendations are organized in four areas:

1. Management Systems
2. Collection Operations
3. Customer Service
4. Regulatory Compliance

3.1 Management Systems

Scope of Work

- A. Review Transition – Review recent generational transition in management to ensure continuity of strong management practices.
- B. Review Management and Supervisory Staffing – Review management and supervisory staffing levels relative to those of similar operations. Review roles and responsibilities, reporting lines, and coordination between management, supervisory, and line staff.
- C. Financial Data Tracking and Reporting – Review quality assurance and quality control practices and mechanisms to ensure the accuracy of financial information reported to the City.

The analysis of management systems, and the resulting findings and recommendations, are based on review of information requested from BCWS, interviews with BCWS Board members and management staff, and comparative industry productivity data. Findings and recommendations for this task are addressed below, grouped as key issues identified and discussed during the interviews.

Management Structure and Transition

The following findings and recommendations are based on individual interviews with a majority of BCWS' Board members and BCWS' GM.

Findings

1. BCWS has been providing continuous service for nearly 30 years, through several generational changes among the families in the ownership group. The current General Manager (GM) has been in the position for most of the current ten year agreement.
2. Since its inception, BCWS' owners have been shareholders from two locally-owned Bay Area collection operations, located in Pleasanton and South San Francisco.
3. There are four Board members. In the event of a tie vote or potential tie vote, BCWS' contract attorney acts to mediate, or to break ties if necessary.
4. The Board intends to continue to draw future Board members and key management staff from the shareholders and family members associated with the current ownership group.
5. The GM is an employee with relative autonomy in running daily operations. The GM reports to, and receives direction from, the Board on larger substantive issues.

Recommendations

1. Should the Council choose to enter into single source negotiations with BCWS for a new agreement, the City should review current agreement assignment language to ensure that it provides the City with state-of-the-art protections to address changes in ownership structure or sale to a third party.
2. Should the Council choose to enter into single source negotiations with BCWS for a new agreement, the City should consider including a provision providing it the opportunity to review and comment on pending BCWS decisions regarding hiring or reassignment of staff to key management positions.

Communication and Documentation**Findings**

1. BCWS provided documentation indicating provision of harassment training for management and union staff.
2. BCWS management has not documented activity related to major decisions with significant cost impacts, such as the sale of used equipment with remaining useful life (Collection Operations).

Recommendations

1. BCWS staff should be more proactive in communicating with the City, and should actively work to keep City staff apprised of important issues in a timely manner, anticipating problems and minimizing surprises.
2. BCWS staff should document formats, processes, and procedures including for data generation, management, access, and retention; verbal, written and electronic communications; and, complaint and work order management and resolution (Collection Operations and Customer Service).
3. BCWS management should fully document activity related to major decisions such as the sale of used equipment with remaining useful life (Collection Operations).

FoodCycle Cart Rollout

While the new FoodCycle program is working effectively now, initial provision of service was problematic. Based on our interviews, City and BCWS staff have different understandings of how the cart delivery and removal process worked, and why. A related issue, cart labeling and inventory, is discussed in Collection Operations.

According to City staff:

1. Of the five new service roll-outs completed by BCWS, this was the first with substantial problems.
2. City staff were diverted from focusing on crucial, time-sensitive messaging to residents regarding the new service by the need to intervene with BCWS' management to address serious service disruptions created by BCWS' cart delivery contractor, and especially its non-performing cart removal subcontractor.

3. The actions of the cart delivery contractor and cart removal subcontractor were not properly coordinated and that BCWS management did not closely monitor their activities. BCWS management did not know of the unscheduled cart removals until it began hearing from customers, and that until informed by City staff, was unaware that the cart removal subcontractor was using a street adjacent to a public park rather than BCWS' corporation yard to disassemble the old carts. City staff finally directed BCWS to have the subcontractor cease its activities and to have them immediately replaced.
4. The cart removal subcontractor was compensated with a flat, per-cart payment that provided an incentive for carts to be removed from outside of the daily planned area, including areas in which new carts were not yet scheduled to be delivered.
5. BCWS did not have a contingency plan to anticipate and address difficulties in cart delivery and removal.

According to BCWS management:

1. The City staggered the cart delivery and removal process over several weeks to reduce customer disruption, but that it would have been preferable to use a standard one week roll-out such as BCWS has used in past. With a one week process for delivery and removal, all Monday routes would have been addressed on one Monday, etc. The next week could then have been used to address any cart delivery and removal issues.
2. BCWS' route supervisors were in the field and had the phone numbers for lead contractor and subcontractor staff. The role of the route supervisors was not to "oversee so much as to assist as needed", and in particular in helping contractor and subcontractor staff identify the areas in which cart delivery and removal were to be occurring. However, each firm had multiple crews, and the route supervisors could not "cover them all at once".
3. City and BCWS staff heard simultaneously from customers about unscheduled cart removals.
4. BCWS' GM stopped disassembly of old carts adjacent to the public park "as soon as it was brought to my attention" by City staff.
5. The cart removal subcontractor was paid a flat per-cart rate, which is standard practice. There was no incentive to collect the carts more quickly, or in a different order than planned.
6. For future cart roll-outs, BCWS intends to require that the cart delivery contractor use its own staff for cart removal rather than allowing that activity to be subcontracted.

Findings

1. The level of route supervision was inadequate to ensure that the contractor and subcontractor performed as required. BCWS management was unaware of cart removal problems until informed by customers and the City.
2. We did not evaluate how the cart removal subcontractor compensated its own staff.

Recommendations

1. Prior to finalizing plans for any future service roll-out, BCWS should develop a detailed plan for all aspects of implementation for review and comment by City staff. The plan should identify all activities that require coordination with, or approval from the City.

2. City staff should review and comment on any proposed BCWS contractors and contracts related to significant future program roll-outs.

Management and Supervisory Staffing Levels and Responsibilities

City staff expressed a lack of clarity regarding the roles and responsibilities of BCWS management and staff. HF&H requested BCWS provide a management organization chart with accompanying job descriptions for key staff. During subsequent management staff interviews, supervisory and reporting roles were discussed in greater detail.

Findings

1. BCWS' management and supervisory staffing levels are reasonable for the size and type of the collection operation.
2. Job descriptions were provided by BCWS upon receipt of our request. One supervisor had not seen their own description prior to discussing it during an interview with the Review team. One Board member and officer voluntarily provided a more detailed job description for their role.

Recommendations

1. BCWS should provide detailed job descriptions, and additional related information as requested, and should submit a revised organization chart, updated job descriptions, and related information no less than annually. [See related discussion of route supervision under Collection Operations.]
2. City staff should have a clear and current understanding of the roles, responsibilities, and reporting functions for all BCWS management and supervisory staff. City and BCWS management should review the organization chart and the job descriptions together.

Compliance with the Agreement

While the Review does not include a task specific to assessing compliance with the agreement, we identified several important areas in which BCWS is not in compliance, or in strict compliance with relation to issues addressed in the Review. The following addresses the agreement itself, BCWS compliance with the agreement, and penalties for failure to comply.

Findings

1. The agreement requires all BCWS staff receive periodic training on the requirements of the agreement. Based on interviews with BCWS management and staff, staff are not consistently trained on the requirements of the agreement. Most importantly, customer service staff do not receive this training.
2. BCWS is not in compliance, or may be in partial compliance, with requirements to sequence residential collection routes (Collection Operations), submit route maps (Collection Operations), complete scheduled bin maintenance (Collection Operations), and train customer service staff regarding the provisions of the agreement (Customer Service).
3. City assessment of liquidated damages has been quite small in recent years, for instance just \$1,200 from June 2017 through September 2018. On October 29, 2018, the City sent BCWS a letter indicating its intent to assess damages totaling \$7,800 for missed collection of 26 recycling carts, most of which were on the same street (Collection Operations). BCWS' GM states that this was the result of a new driver missing part of the route.

Recommendations

1. The current agreement is structured in a manner that can make it difficult to find specific provisions. Thus we suggest City staff prepare a summary of the key provisions of the current agreement in a simple, tabular form, with references to detailed text where needed. City and BCWS staff should use the same summary as the primary reference to the provisions of the agreement.
2. BCWS should identify for City review and discussion any areas of the agreement, including those discussed in the Review, for which it believes it is in compliance with the spirit, if not the letter of the agreement.
3. BCWS should identify the key provisions of the agreement it believes BCWS staff should be trained in, and develop for City review and approval a written protocol for ensuring that such trainings are conducted and documented.
4. Should the Council choose to enter into single source negotiations with BCWS for a new agreement, City staff should provide the company an opportunity to review and provide comment on draft City changes to the agreement.

Quality Control for BCWS Financial Submittals

The City annually adjusts BCWS' compensation as provided in the agreement. BCWS staff prepare and submit a compensation adjustment package to document allowable costs, resulting compensation, and related information in support of the adjustment. The following findings and recommendations are based on interviews with BCWS' Chief Financial Officer (CFO), GM, and Controller, as well as with City and HF&H staff involved in review of BCWS' annual compensation adjustment submittal.

Findings

1. BCWS' compensation package submittal is the basis for determining company compensation, currently about \$22 million annually, and is the company's most important financial submittal to the City.
2. BCWS' compensation represents approximately 40 percent of the City's total costs to provide solid waste related services, and of solid waste rates paid by City residents and businesses.
3. The Controller prepares the package primarily on her own, with some assistance from an accounting firm. This activity is in addition to her day-to-day fiscal responsibilities.
4. BCWS does not have sufficient backup staff, should the Controller be unavailable to prepare the submittal or to respond to questions during review of the package.
5. BCWS' annual compensation adjustment packages are often found to contain mathematical errors
6. BCWS staff do not have a clear, independent, and documented process for ensuring the accuracy of the data and the mathematical formulas contained in the submittal. The GM stated he reviews the packages and checks formulas. The CFO stated that he assumes quality control has been completed before he reviews the package.

Recommendations

1. BCWS should ensure adequacy of trained staff to assist the Controller during preparation of the package, to prepare the package should the Controller be unavailable, and to assist the Controller with other duties during review of the package.
2. The Controller should receive additional training or other assistance as needed to help ensure preparation of error-free submittals to the City.
3. BCWS should document practices to ensure accuracy of all future financial submittals.

3.2 Collection Operations**Scope of Work**

- A. Review Driver Hiring - Review driver hiring practices, assess potential cost and safety impacts of projected increased use of overtime, and compare the number of spare drivers to best industry practice.
- B. Assess Number and Type of Routes – Review the number and type of routes relative to those of similar operations.
- C. Collection Quality - Review quality of collection on randomly selected routes by observing placement of containers following collection, and observing the condition of carts and bins. Review and document company procedures for addressing container damage, repair and replacement issues.
- D. Inventory Collection Equipment – Review the remaining useful life trucks and containers in anticipation of the end of the current agreement. Compare the ratio of spare trucks to regular trucks relative to best industry practice.
- E. Assess Disposition of Old Equipment – Assess company practice for disposition of old equipment relative to the goal of maximizing ratepayer benefit.
- F. Review Maintenance and Safety – Compare level of maintenance supervision and staffing to that of similar operations. Assess average percent of time trucks are out of service relative to best practices. Review adequacy of preventive maintenance practices. Review safety record as measured by state rates for workers compensation insurance coverage.

The analysis of collection operations, and the resulting findings and recommendations, are based on review of information requested from BCWS, interviews with BCWS and City utilities staff, comparative industry productivity data, route observations, and onsite observations at BCWS. Findings and recommendations for this task are addressed below, grouped by topic.

Staffing - Driver Hiring and Retention

With a strong economy and high cost of living, finding and retaining qualified drivers is a systemic problem for collection contractors. Inadequate staffing can result in increased overtime, with added cost and potentially reduced safety.

Findings

1. BCWS management state they have no difficulty in hiring drivers, and have a list of applications on file to fill vacancies as needed.
2. In general, BCWS appears to have no significant difficulty retaining drivers; 77 percent of drivers have a tenure greater than 10 years with BCWS, and the average tenure of drivers is in excess of 17 years.
3. City staff noted that some new drivers do not stay with the company very long. BCWS states that new drivers may find the job “is not for them”. Some drivers anticipate being assigned immediately to automated routes, in which the drivers generally do not need to leave the truck. These drivers may be unhappy to find that with low seniority, they are initially assigned to multi-family routes which require spending significant time out of the truck positioning wheeled bins for collection.
4. City staff and BCWS management have different perspectives on whether, and how residential routes are “sequenced”, with collection occurring in a specified and consistent order as required by the agreement. This issue is discussed below under Routing.

Recommendations

Recommendations related to the fourth finding are provided under Routing. We have no other recommendations at this time.

Staffing - Driver Training

A strong driver training program is important for driver retention, collection efficiency, and safety.

Findings

BCWS provided documentation to demonstrate use of training process. Drivers are trained and certified for one type of truck and route at a time. During this period they spend 30 days on-route with a trainer before driving the route on their own. At the end of each day, a route supervisor discusses that day's training with the perspective driver to obtain an independent understanding of how training is progressing.

Recommendations

We have no recommendations at this time.

Staffing - Driver Casual Pool and Overtime

Collection operations require a pool of spare or casual drivers to fill in for sick and vacationing drivers, and to meet spikes in demand for roll-off or other subscription services.

Findings

1. BCWS has a relatively high number of drivers designated as “casual”. However, a number of drivers designated as “casual” worked more than 2,080 hours per year and in some cases had substantial amounts of overtime, presumably due to taking weekend shifts. If these drivers are instead classified as “regular”, the casual pool is significantly smaller, with the number of casual drivers being low relative to the mean and median for the industry.

2. Overtime data provided in BCWS' recent annual compensation adjustment packages shows consistent growth in overtime cost. BCWS states that higher levels of overtime are primarily on residential recycling routes, which are experiencing growth in the number of customer set-outs and in tonnage, and are semi-automated in nature; drivers must manually dump cardboard, oil, and batteries. This issue is discussed below with regard to Routing. BCWS states that having drivers on disability is also contributing to overtime.

Recommendations

1. The City should discuss regular and casual pool designations with BCWS management to ensure all parties have the same understanding of how BCWS assigns casual drivers.
2. The City should continue to monitor the use of overtime during annual review of compensation.
3. Should the City decide to expand residential recycling routes, it should monitor the resulting impact on use of the casual pool and on overtime hours.

Routing - Route Mapping and Sequencing

Field observations during the 2004 performance review resulted in a recommendation to require residential route sequencing to maximize safety by minimizing left turns and reversing. Routing software to maximize efficiency and safety was then coming into wide use. The current agreement requires BCWS develop route maps, and sequence the order of collection on residential routes using route software to optimize safety and efficiency.

Findings

1. BCWS provided residential maps that outline the area for collection without specifying the sequence by which streets should be collected. BCWS provided a single City-wide handwritten commercial route map.
2. BCWS has not regularly generated, or submitted updated route maps to the City as required by the agreement. BCWS states that given data requirements route maps must be generated by the City, not the company.
3. BCWS is not sequencing residential routes in full compliance with the provisions of the agreement. BCWS states that it tested route sequencing software several years ago, but found that routes were better prepared by creating maps based on driver and supervisor knowledge, using Air-Trak and ongoing driver feedback. Several years ago, BCWS management created hand-drawn maps with arrows to show sequencing and right turns, to minimize backing, left turns, and U-turns, where possible. Each driver had input in creating the maps.

Recommendations

1. City staff should review BCWS' current residential route sequencing practices in consultation with BCWS to determine if they are sufficient or need revision. It may be advantageous for morale to allow some flexibility for drivers to alter routes, as well as provide some variation in ways to avoid high use residential areas, such as schools at opening and closing. Any changes to sequencing procedures should reference the agreement language, and be documented in writing.
2. BCWS should train drivers as necessary to meet City-approved procedures for sequencing, and retrain on an approved schedule.

Routing - Efficiency of Collection

Efficiency of collection is in part a function of having a sufficient, but not excessive, number of routes for each type of service such as residential recycling and commercial organics. Field observations during the 2004 review resulted in a recommendation to eliminate two routes, which was adopted by the City. Comparing the number of accounts per route to that of other collection operations provides a high-level means of assessing efficiency.

Findings

1. A sampling of BCWS' residential routes indicate level of productivity that is a slightly higher than the average, and ten percent higher than the median.
2. Accounts on BCWS' commercial routes are about 30 percent higher than the average and more than double the median. The City has recently approved expanding commercial organics collection to additional days.

Recommendations

We have no recommendations at this time.

Routing - Route Rebalancing; Addition of Routes

Over time, routing efficiency is affected by factors such as population and commercial growth, changes in services and increased participation in recycling and organics programs. As a result, there is a need to balance route size. These types of changes can ultimately lead to the need for added routes.

Findings

1. BCWS documented a sequential process it uses to evaluate whether it needs to request City approval to add one or more routes. A first step is assessing to what extent existing routes can be rebalanced with small changes in the number of accounts. BCWS recently used this process to obtain approval for expanded commercial organics collection. BCWS is now using this process to request an expansion of residential recycling routes.
2. Residential route boundaries have not been significantly revised in a number of years.

Recommendations

1. BCWS should continue to use best practices to rebalance routes day-to-day and over the longer term.
2. The City should review BCWS' process for documenting any request for City authorization for additional routes to ensure the information as provided fully addresses the City's evaluation needs. As part of the evaluation, the City should compare proposed route efficiencies with industry data, with a focus on total container lifts.
3. BCWS and the City should conduct an assessment of whether current route boundaries need revision given substantial changes in current and planned residential housing, mixed-use developments, and campus complexes in Sunnyvale. A key objective in doing so should be to avoid, or to minimize, changing collection days for residential customers.

Routing - Route Supervision

Route supervisors perform a key function by monitoring collection activity, and serving as a bridge between collection operations on the street and the customer service activities performed by BCWS and City staff. The route supervisors perform a range of activities such as monitoring driver safety and efficiency, addressing customer complaints including missed pickups, ensuring work orders are completed, and managing equipment breakdowns.

Findings

1. BCWS has two route supervisors; the agreement requires a minimum of one. The agreement requires that the route supervisors spend a minimum of 50 percent of their time in the field. The two route supervisors have staggered shifts in order to cover a twelve hour day from early morning to late afternoon, with an overlap at mid-day.
2. City staff stated they would like to be able to access route supervisor(s) in the field in order to better address complaints in real-time.

Recommendation

BCWS and City staff should meet to determine how to best address City's interest in having real-time information regarding route supervisor location and activity.

Collection Quality

To assess collection quality and container conditions, HF&H staff conducted post-collection spot observations over two days. The field work focused primarily on residential routes, with observations for portions of multifamily and commercial routes. The observations were anecdotal in nature and involved spot sampling of a number of routes to provide a general sense of post-collection conditions, to note good practices, and to identify areas for potential improvement. The observations did not result in data that allows for comparison to totals, such as the percentage of carts with open lids relative to all carts on the route, and were not intended to provide statistically significant results.

HF&H staff observed post-collection conditions (such as placement of containers, open lids, and knocked over carts) as well as maintenance issues (such as broken or missing lids, graffiti, and lack of paint). At City staff request, HF&H staff also noted whether there were still old black carts (solid waste only) left on the residential routes. All black carts were to have been replaced by split carts for solid waste and food scraps as part of the FoodCycle rollout; drivers are supposed to note any remaining black carts as the first step in ensuring they are switched out for split carts.

Findings

1. With regard to post-collection placement of containers, containers generally appeared to be near where they had been placed for collection.
2. The most common issue observed in the residential sector was carts with open lids with 100 instances, followed by 19 instances of carts on their sides. By comparison, the agreement provides for assessment of liquidated damages for in excess of fifteen instances per year, per customer for these types of infractions.

3. There were seven observed instances of litter that appeared to be left following collection. The agreement provides for assessment of liquidated damages for in excess of ten instances per year, per customer for litter.
4. Most carts appeared to be in relatively good condition.
5. Most bins appeared to be in excellent condition, with recent coats of paint.
6. There were five instances of residential carts with broken or missing lids.
7. There were two instances in which multifamily bins visibly needed paint or repairs.

Recommendations

1. Route supervisors should communicate and reinforce with drivers the need to meet the collection standards specified in the agreement.
2. BCWS needs to take further steps to ensure drivers report the need for cart replacements for broken or missing lids, and bin painting and repair needs.
3. Route supervisors should directly monitor routes to ensure driver compliance with collection quality standards.

Container Maintenance

The container maintenance review focused on multifamily and commercial bins, which are generally from one to 8 cubic yards in size.

Findings

1. The agreement provides a high standard for bin appearance. Most bins appear to be recently painted and in good repair. However, we observed several instances of bins in poor condition.
2. Full compliance with the container maintenance requirements of the agreement requires a proactive process for monitoring bin painting and repair. The process as documented by BCWS is primarily reactive, based on receipt of customer complaints and reliance on reports from drivers.
3. Based on our field observations, drivers are not consistently reporting carts that need lid replacement and bins requiring painting or repair.

Recommendations

1. City staff should review the specific procedures for monitoring and completing bin maintenance contained in the agreement to determine whether they meet current City needs.
2. BCWS should develop for City review, detailed, proactive procedures for monitoring and completing bin maintenance as required by the agreement.
3. Route supervisors should communicate and reinforce with drivers the need to report cart and bin painting and repair needs.
4. Route supervisors should monitor routes to ensure reporting of maintenance and repair needs.

Equipment Inventory

This Review task entailed reviewing BCWS' stock of in-place, spare, and inventoried trucks and containers, any extant purchase orders, as well as any plans to acquire additional trucks, containers or other equipment prior to the end of the current agreement on July 1, 2021. One objective of the task is to document the remaining undepreciated life of applicable equipment with relation to the City's right to direct BCWS to make equipment available for sale at book value at the end of the current agreement. We also compared the ratio of spare trucks to regular trucks, relative to best industry practice and reviewed a FoodCycle-related issue regarding cart labeling and inventory tracking.

BCWS provided the following explanation regarding labeling and inventory issues related to FoodCycle carts. The ID labels on a group of carts were labeled incorrectly, in a way that was not compatible with the barcode scanners that were used by the delivery crews. To facilitate cart delivery, these carts were relabeled with a temporary paper barcode sticker to allow the ID to be correctly scanned and associated with an address. The incorrect molded numbers still referenced the correct cart size for inventory purposes. Once the bulk deliveries were complete, either number, molded or decal, could be used for inventory and billing purposes, as both numbers reference which size cart the resident has. BCWS completed several site checks to confirm serial numbers and associated cart sizes, after the initial deliveries were complete.

Findings

1. BCWS documented undepreciated value as of July 1, 2021 of \$4.1 million for existing trucks, and \$2.9 million related to planned purchase of five new trucks during FY 2019-20.
2. BCWS documented undepreciated value as of July 1, 2021 of \$4.9 million for existing containers, and \$460,000 of projected undepreciated value related to planned purchases of new containers.
3. BCWS' ratio of spare trucks to regular trucks, is relatively high compared to industry practice. Several factors may contribute to this. First, BCWS' GM noted that converting from yardwaste trucks to more specialized split compartment FoodCycle trucks eliminated the ability to use yardwaste trucks as spares for garbage service, and vice versa. Second, near the end of a contract term, such as is the case for BCWS, it is common to keep older trucks in lieu of buying new trucks. This is generally advantageous for the City.
4. Regarding FoodCycle cart inventory tracking, BCWS notes that the molded number and the decal are not linked, each customer is only allowed one garbage cart, and the City system does not allow duplicate numbers. Thus, either number showing the correct size will show the correct inventory. The linking of numbers can be accomplished by programming an RFID with either number.

Recommendations

1. The City should review BCWS' plans for maintenance, repairs, and life extending procedures for existing trucks, including the degree to which such expenses should be amortized.
2. The City should review BCWS' plans for purchase of five new trucks as part of evaluating the compensation request for FY 2019-20.
3. City staff should review FoodCycle cart inventory tracking with BCWS staff to ensure the process as described by BCWS is workable.

Disposition of Old Equipment

The scope of work for the Review calls for analysis of company practice for disposition of old equipment relative to the goal of maximizing ratepayer benefit. Subsequent to finalizing the scope of work for the Review, City staff separately requested that HF&H conduct a more detailed analysis specific to this issue. The analysis, and resulting findings and recommendations are contained in a recent HF&H memo provided under separate cover for City review.

Maintenance and Safety

HF&H compared the reported level of maintenance supervision and staffing to that of similar operations, reviewed BCWS' preventive maintenance procedures, and reviewed BCWS' recent safety record as measured by state rates for workers compensation insurance coverage. BCWS' collection and SMaRT Station operations are covered by a single workers compensation policy.

Findings

1. BCWS' maintenance supervision relative to the number of route trucks is low, while maintenance staffing relative to the number of route trucks is at or above the average and median for other operations.
2. BCWS has documented procedures for conducting and tracking preventive and routine maintenance.
3. BCWS has a good worker injury record resulting in relatively low premiums for state workers compensation insurance. The insurance covers both the collection and the SMaRT Station operations, with quite different types of work – collection truck driving and material recovery sorters.
4. BCWS documented property damages claims as follows: for FY 2018/19, eight incidents with two claims totaling less than \$6,000; for FY 2017/18, 29 claims with 17 settled for a total of \$115,000. Total claims for FY 2016/17 were about \$30,000, and for FY 2015/16 about \$55,000.

Recommendation

BCWS should suggest a means for separately tracking and worker injury rates for the collection and the SMaRT Station operations.

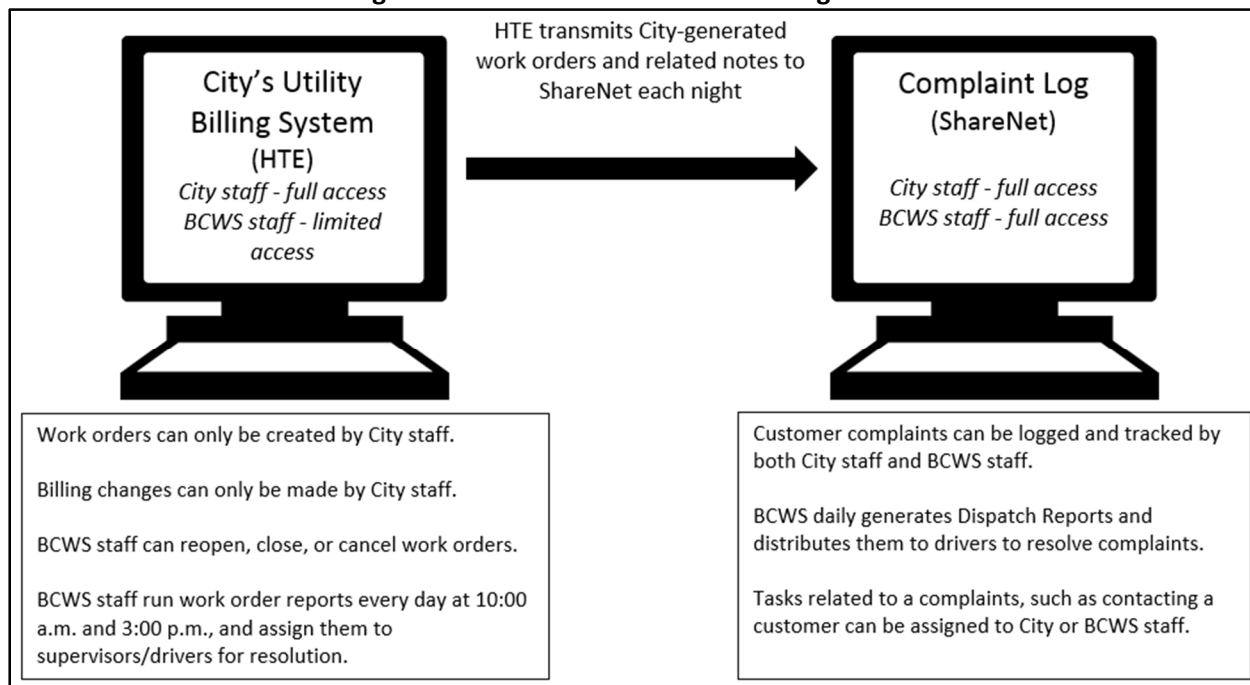
3.3 Customer Service

Scope of Work

- A. Review Complaint Management Process – Review complaint management process and randomly selected complaints/requests to determine if complaints were properly resolved and documented. Assess customer satisfaction over time.
- B. Review Work Order Management - Interview City utility billing and BCWS staff; summarize BCWS process for ensuring work orders (e.g. customer request for change in cart size) are completed and properly documented.
- C. Review Customer Service Training - Review training of CSRs (customer service representatives) relative to agreement standards and company procedures.

The analysis of customer service, and the resulting findings and recommendations are based on review of information requested from BCWS and the City Finance Department's utilities staff, interviews with BCWS and City utilities staff, and onsite observations at BCWS. Findings and recommendations for this task are addressed below, grouped by topic. Figure 1 provides a simplified picture of data flows and responsibilities for reference in reviewing the customer service issues discussed below.

Figure 1: Customer Service Data Management



Complaint Management

HF&H observed use of the complaint data management system to develop an understanding of the complaint management process used by BCWS and the City. HF&H reviewed BCWS complaint logs, and tested resolution of specific complaints to verify resolution within the allowed timeframes, and to determine whether the City can verify resolution.

Findings

1. HF&H reviewed a sample of 15 randomly selected customer complaints to test whether, and how the complaints were resolved. Based on the provided documentation, we were only able to verify that six of 15 (40 percent) of the sampled complaints were resolved.
2. For complaints that involve transmitting information to, or from drivers and/or route supervisors BCWS does not consistently document information in a manner that would be necessary to ensure such complaints are resolved. Verbal communication to drivers without electronic documentation is inadequate. When written documentation is available, it is filed in hard copy but is not maintained in digital form. As a result, the City has no direct means to verify completion of these types of complaints.
3. BCWS' GM noted that the "customer is always right" and that residential complaints such as missed pickups are addressed by the company without question. BCWS provides Airtrak data and video to City staff to verify provision of service, as needed.

Recommendations

1. City and BCWS staff should review the complaint resolution process, and modify as necessary to ensure that resolution can be independently verified in a manner that meets City needs and the requirements of the agreement.
2. BCWS should establish a consistent methodology to document that a complaint has been resolved and the elapsed time to do so for instances in which the driver is verbally notified of a complaint.
3. BCWS should maintain digital documentation of written materials to verify complaints have been resolved. This could be easily accomplished by scanning and entering them in the system.
4. BCWS staff should fully document, and be more transparent regarding sharing customer service procedures related to complaint management and resolution with City staff.
5. BCWS staff should be proactive in identifying any areas related to complaint management and resolution in which its customer service staff need information or assistance from City staff.

Customer Satisfaction

HF&H analyzed the number of complaints for the months of July 2016, October 2017, and April 2018 to determine whether complaints increased, decreased, or stayed consistent over time. The three months were selected to be prior to, during, and well after the FoodCycle program roll-out in September 2017.

Findings

1. Total complaints more than doubled during the FoodCycle roll-out, from 157 complaints in July 2016 to 378 complaints in October of 2017. Customer satisfaction, as measured by the number of complaints is returning to historic levels, with total 208 complaints in April 2018. The percentage of complaints requiring resolution in the field, such as missed pickups, is also moving towards the 2016 level. Complaints requiring resolution in the field totaled 130 in July 2016, 323 in October 2017, and 165 in April 2018.
2. BCWS customer service representatives classify the priority of incoming complaints in four categories from “low” to “urgent”. The City uses a similar, but not identical approach. Subjective measures are subject to individual interpretation.

Recommendations

City and BCWS staff should review the priority categories used to classify complaints, to determine if they are being used in an appropriate and consistent manner by all parties.

Completion of Work Orders

City utility billing staff generate work orders daily for implementation by BCWS, addressing service-related issues such as providing service to a new customer or changing cart size for an existing customer. Work orders are primarily used to direct BCWS to provide customers with new services or changes to service. Work orders must be addressed within the timeframes required by the agreement, and City staff must be able to verify completion in a timely manner in order to commence or modify customer billing as appropriate.

Findings

1. BCWS staff assign and complete work orders in a consistent manner.

2. We were able to verify that a sample of ten work orders were all resolved within five working days.
3. BCWS staff generate reports of open work orders every six months to identify work orders that have yet to be resolved.

Recommendations

1. BCWS staff should generate reports of open work orders on a more frequent basis, such as monthly, so City staff are updated more frequently on the number and status of work orders awaiting resolution.
2. BCWS staff should fully document, and be more transparent regarding sharing customer service procedures related to work order management and resolution with City staff.
3. BCWS staff should be proactive in identifying any areas related to work orders in which its customer service staff need information or assistance from City staff.

Customer Service Training

Customer service representatives (CSRs) must provide customers with consistent and accurate information regarding services and billing information.

Findings

1. BCWS does not provide structured customer service training to CSRs, as required by the agreement.
2. One BCWS CSR stated that CSR's do not review the provisions of the agreement on a regular basis. The agreement contains broad language regarding "training on the agreement", although many aspects of the agreement are not relevant to CSR information needs.

Recommendations

1. City staff should share City training materials and methods with BCWS staff to ensure CSRs from BCWS and the City have the same knowledge of the agreement, and are logging information in a consistent manner.
2. BCWS customer service staff should meet on a regular and frequent basis to discuss relevant service and billing issues and to ensure consistency in messaging.
3. City and BCWS staff should agree on which portions of the agreement must be covered in CSR trainings.

3.4 Regulatory Compliance

Scope of Work

The scope of work for this task includes review of compliance with key local, county and state regulatory and permitting requirements. The Review Team requested verification from BCWS of permit/regulatory compliance in eight areas, such as business licensing, driver licensing and medical certification, truck safety, fire permitting, and hazardous materials management. The Review Team randomly selected six of the eight areas for review. We were able to verify compliance for five of the six areas based on review of compliance documents, inspection reports and related information, and interviews of regulatory agency

staff. We were awaiting confirmation of compliance for the CNG facility as the final draft report was completed.

Findings

BCWS is in compliance with requirements in the five sampled regulatory areas for which we received adequate documentation.

Recommendations

We have no recommendations at this time.



City of Sunnyvale

Agenda Item

18-1071

Agenda Date: 12/18/2018

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, January 8, 2019 - City Council

Special Order of the Day

- 19-0001** Certification of November 6, 2018 Election Results - Council Seats 1, 2 and 3
- 19-0002** SPECIAL ORDER OF THE DAY - Recognition of Outgoing Councilmember
- 19-0003** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Council-Elect

Public Hearings/General Business

- 19-0004** Selection of Mayor for a Two-Year Term Effective January 8, 2019
- 19-0005** Selection of Vice Mayor for a One-Year Term Effective January 8, 2019
- 19-0006** Adopt a Resolution Approving the City Council Regular Meeting Calendar for 2019 through February 2020
- 19-0009** Appoint Councilmembers to Intergovernmental Assignments; Ratify Appointments of Councilmembers made by Outside Agencies; Take action to Modify, Create, or Terminate Council Subcommittees
- 19-0010** Determine the 2019 Seating Arrangements for City Council

Tuesday, January 15, 2019 - City Council

Closed Session

- 18-1062** 6 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section 54956.95(b):
CONFERENCE WITH LEGAL COUNSEL-SETTLEMENT OF WORKER'S COMPENSATION CLAIM
Name of case: Howard, Robin v. City of Sunnyvale (WCAB ADJ10510068)
- 18-1070** Closed Session held pursuant to California Government Code Section 54956.95(b):
CONFERENCE WITH LEGAL COUNSEL-SETTLEMENT OF WORKER'S COMPENSATION CLAIM
Name of case: Sims, Kathryn v. City of Sunnyvale (WCAB ADJ1Q588424; WCAB ADJ10586100; and ADJ10584213)

Presentation

18-0952 PRESENTATION - Santa Clara County Update on Pilot Program for Year Round Homeless Shelter

Public Hearings/General Business

19-0007 Annual Public Hearing - Discussion of Potential Council Study Issues and Budget Issues for Calendar Year 2019

18-1064 Approve the Proposed 2019 Priority Advocacy Issues, Short-term and Long-term Legislative Advocacy Positions (LAPs)

Tuesday, January 29, 2019 - City Council

Public Hearings/General Business

18-1126 Proposed Project: Amend Sunnyvale Municipal Code Chapter 19.44 to add sign code provisions for theaters on the second floor.
Location: Citywide
File #: 2018-7131
Applicant / Owner: STC Venture LLC
Environmental Review: The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a).
Project Planner: Noren Caliva-Lepe, (408) 730-7659,
ncaliva-lepe@sunnyvale.ca.gov

Tuesday, February 5, 2019 - City Council

Study Session

18-0462 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

18-0187 2018 4th Quarterly Consideration of General Plan Amendment Initiation Requests

19-0008 Introduction of an Ordinance to Authorize Designated City Staff to Issue Administrative Subpoenas in Connection with Code Enforcement Investigations

Thursday, February 7, 2019 - City Council

Public Hearings/General Business

18-0035 8:30 A.M. SPECIAL COUNCIL MEETING

Strategic Session - Policy Prioritization Workshop
Location: Sunnyvale Community Center - Community Room, 550 East
Remington Drive

Tuesday, February 26, 2019 - City Council

Public Hearings/General Business

- 18-0463** Appoint Applicants to Boards and Commissions
- 18-0978** CONTINUED FROM DECEMBER 4, 2018
Consideration of Useable Open Space in Required Front Yards: Introduce an Ordinance to Amend Section 19.37.100 (Usable Open Space Design Requirements) of Chapter 19.37 (Landscaping, Irrigation and Useable Open Space) of the Sunnyvale Municipal Code, and Find that the Action is Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b)(3). (Study Issue)

Thursday, March 7, 2019 - City Council

Public Hearings/General Business

- 18-1019** 8:30 A.M. SPECIAL COUNCIL MEETING
Study/Budget Issues Workshop

Date to be Determined - City Council

Study Session

- 18-0740** 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of Draft Climate Action Plan 2.0 (CAP 2.0)

Public Hearings/General Business

- 18-0289** Updates to the Murphy Station Heritage Landmark District Design Guidelines
- 18-0416** Eco-district Feasibility and Incentives (Study Issue ESD 13-05C)
- 18-0653** Approve the Bernardo Avenue Undercrossing Design Options and Selection of a Preferred Design Alternative



City of Sunnyvale

Agenda Item

18-1072

Agenda Date: 12/18/2018

Information/Action Items

Information/Action Items - Council Directions to Staff

Date	Directive/Action Required	Dept	Due Date	Completed
5/8/18	Staff to research any other available off road parking for the Bay Trails and provide an update by the end of the year.	DPW	2/5/19	
5/8/18	Provide information report to Council on the findings when the speed survey for Caribbean is complete.	DPW	Jan 2019	
5/8/18	Update Council Policy 7.1.1 – Fiscal – Long Range Goals and Financial Policies and bring back for Council adoption.	FIN	Jan 2019	
5/25/18	Provide more information on the connection between sales tax generation and land uses	OCM	Spring 2019	
5/25/18	Bring back the sales tax chart by City when the Council considers the El Camino Real Precise Plan update	CDD	Spring 2019	
7/17/18	Staff to work with the Chamber of Commerce in gathering information or making a recommendation on what options may be available to the hotels to encourage occupancy on the weekend.	OCM	Feb 2019	
8/28/18	Staff to provide quarterly updates to Council on ERP implementation progress	OCM	Jan 2019	

New Study/Budget Issues Sponsored by Council

Date Requested	Study Issue Topic	Requested By	Dept	Approved by City Manager
11/13/18	Consider ways to improve traffic operations at Fremont, Bernardo and State Route 85.	Melton , Hendricks, Goldman, Klein	DPW	
11/27/18	Adopt a responsible construction ordinance.	Melton , Hendricks, Smith, Klein, Griffith Larsson, Goldman	OCM	
12/4/18	Charter amendment modification from lowest bid to best value bid.	Griffith , Melton, Smith, Klein	FIN	



City of Sunnyvale

Agenda Item

18-1092

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Notice of Public Works Director's Decision on Final Maps (Information Only)

BACKGROUND

In accordance with Sunnyvale Municipal Code Section 18.20.270, this is notice of the Public Works Director's pending approval on the following Final Map(s):

Tract	10477
Location	160 Persian Drive
Developer	D.R. Horton Bay, Inc., a Delaware Corporation
Lots/Units	22 lots (18 developable, 4 common lots)/18 townhouse units

ENVIRONMENTAL REVIEW

Approval of final subdivision map is a ministerial action exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15268(b)(3).

PUBLIC CONTACT

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

Prepared by: Bennett Chun, Civil Engineer

Reviewed by: Jennifer Ng, Assistant Director of Public Works

Reviewed by: Charles Taylor, Director of Public Works



City of Sunnyvale

Agenda Item

18-1084

Agenda Date: 12/18/2018

Study Session Summary of November 27, 2018 - Encouraging Heat Pump Water and Space Heating (Study Issue ESD 18-01)

Summary

Call to Order:

Vice Mayor Klein called the meeting to order at 6:00 p.m.

City Councilmembers Present:

Mayor Glenn Hendricks

Vice Mayor Larry Klein

Councilmember Jim Griffith

Councilmember Gustav Larsson

Councilmember Nancy Smith

Councilmember Russ Melton

Councilmember Michael S. Goldman

City Councilmembers Absent:

None.

Study Session Summary:

Melody Tovar, Regulatory Programs Division Manager, Environmental Services Department, in collaboration with Aimee Bailey, Director of Decarbonization and Grid Innovation, and John Supp, Manager of Account Services, of Silicon Valley Clean Energy (SVCE), delivered a PowerPoint slide presentation on the findings of Study Issue ESD 18-01 entitled Encouraging Heat Pump Water and Space Heating.

The presentation covered an overview heat pump technologies; their potential to reduce greenhouse gas emissions in Sunnyvale; their cost-effectiveness for different building types, appliances, and scenarios; methods to encourage the adoption of heat pump technology including outreach, incentives, and policy approaches; and SVCE's proposed pilot program design.

The presentation also included staff's proposed next steps: 1) Include Decarbonizing Buildings as a Climate Action Playbook Strategy; 2) Evaluate electrification and heat pump technology as a component of the Green Building Program Update; and 3) Work with SVCE on pilot program, potential "reach code", and outreach approaches

Ms. Tovar noted that Trudi Ryan, Director of Community Development, Don Bray, Director of Account Services and Community Relations at SVCE, and Girish Balachandran, Chief Executive Officer (CEO) of SVCE, were in attendance.

Councilmembers asked questions and made comments on the information presented.

Comments provided by City Council (Note: some comments which were made by more than one councilmember are only listed once):

- Council interest in exploring possibility of requiring heat pumps or having all-electric requirements for new construction.
- Suggestion to update Eichler design guidelines.
- Questions regarding timing of Green Building Program Update and CAP 2.0. Both are expected in 2019 and do not have fixed dates at this time.
- Questions about whether heat pump water heaters are comparable to gas water heaters in terms of consumer experience and environmental impact (e.g., water conservation).
- Questions and suggestions for refinement of SVCE's proposed pilot program, including funding source, education and outreach focus, and high quality white glove service to provide solutions tailored for different scenarios, building types, and situations.
- Suggestion to work with existing green job workforce development groups on training.
- Suggestion to consider organizing a group-buy for interested customers.
- Suggestion to leverage outreach on induction cooking to enhance acceptance of all-electric buildings.
- Discussion of usefulness of rebates and pre-emptive readiness for heat pump retrofits.
- Question and discussion about the possibility of funding heat pumps with Property Assessed Clean Energy (PACE) financing.
- Suggestion to encourage and educate permit applicants on heat pump technology when doing other upgrades such as solar.
- Support expressed for staff's proposed next steps.

Public Comment:

Nine members of the public addressed the Council and provided the following comments:

- Expressed interest in participating in SVCE's pilot program.
- Provided suggestions for pilot program considerations (e.g., equity, funding, target audiences, contractor engagement).
- Provided testimonials of heat pump performance, as several owned them.

Adjournment:

Vice Mayor Klein adjourned the meeting at 6:55 p.m.



City of Sunnyvale

Agenda Item

18-1012

Agenda Date: 12/18/2018

REPORT TO COUNCIL

SUBJECT

Mayoral Announcement of Mayor- Appointed Ad Hoc Committee on Citizen Advisory Committee Selection Process (Information Only)

BACKGROUND

Per Council Policy 7.4.13, ad hoc advisory committees are created and appointed by the Mayor with a fixed, limited assignment for a particular purpose. No more than three Councilmembers may serve on an ad hoc advisory committee. The policy requires that any action to create or modify a committee must be placed as an item on the Council agenda.

EXISTING POLICY

Council Policy 7.4.13 *Council Subcommittees and Council or Mayor-Created Advisory Task Forces*

DISCUSSION

The Community Engagement and Outreach Plan regarding City Council By-District Elections and the California Voting Rights Act approved by Council on December 11, 2018 calls for the formation of a Citizen's Advisory Committee ("CAC") of seven or nine members. The CAC will serve in an advisory role to staff and the Council and help promote outreach for both phases of the project. The Council authorized the Mayor to appoint three City Councilmembers, which the Mayor announces as follows: Vice Mayor Klein, Councilmember Gustav Larsson and Councilmember Russ Melton, to serve on an ad hoc subcommittee to work with the City Manager's office in a process to develop an application, solicit applications from community members, review applicants and make a recommendation to the City Council, which would make the final CAC appointments at a regular meeting. The Councilmember appointments to this subcommittee will be reviewed by the Mayor upon the City Council's election of a new Mayor on January 8, 2019.

PUBLIC CONTACT

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

Prepared by: Jennifer Nuñez, Executive Assistant
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

18-0974

Agenda Date: 12/18/2018

Board/Commission Meeting Minutes



City of Sunnyvale

Meeting Minutes - Draft Arts Commission

Wednesday, November 14, 2018

7:00 PM

Laurel Room - Senior Center
Sunnyvale Community Center
550 E. Remington Dr., Sunnyvale, CA
94087

Special Meeting

CALL TO ORDER

Chair Vaughan called the meeting to order at 7:05 p.m. in the Sunnyvale Senior Center, Laurel Room.

SALUTE TO THE FLAG

Chair Vaughan led the salute to the flag.

ROLL CALL

Present: 5 - Chair Susannah Vaughan
Vice Chair Dawna Eskridge
Commissioner Jeremie Gluckman
Commissioner Julie Rogers
Commissioner Sue Serrone

Commissioner Jeremie Gluckman arrived at 7:35 p.m.
Council Liason Glenn Hendricks (absent)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1 [18-0780](#) Approve the Arts Commission Meeting Minutes of October 17, 2018

Vice Chair Eskridge moved and Commissioner Rogers seconded the motion to approve the Arts Commission meeting minutes of October 17, 2018 as submitted. The motion carried by the following vote:

Yes: 4 - Chair Vaughan
Vice Chair Eskridge
Commissioner Rogers
Commissioner Serrone

No: 0

Absent: 1 - Commissioner Gluckman

PUBLIC HEARINGS/GENERAL BUSINESS

2 [18-0781](#) Final Month to Approve 2019 Master Work Plan

Community Services Manager Trenton Hill provided the Commission with an overview of the 2019 Master Work Plan Annual Calendar. Commissioner Serrone inquired if the Commission would be provided with a Master Plan for Public Art (MPPA) update prior to the January 9 Special Meeting. Staff indicated that a Report to Commission is currently being prepared and will be shared with the Commission as soon as the report is available. Prior to the January meeting, staff will provide an overview of the project to date by consolidating MPPA related reports, commission meeting minutes and other related documents to the Commissioners via email for their review.

Commissioners provided feedback and/or suggestions on the work plan:

- Work plan items are sparse
- Creation of a City of Sunnyvale mobile application highlighting City artwork
- A City of Sunnyvale webpage highlighting City artwork

Superintendent Damon Sparacino commented that staff is currently focused on the MPPA project. He reminded the Commission that presentations may be added to agendas during the year to provide the Commission with an opportunity to discuss future projects. Staff will add "Creation of a webpage highlighting City artwork" to the work plan for the September Commission meeting.

Staff noted that the meeting dates indicated on the work plan calendar, with the exception of the January and May meeting dates, will need to be revised to reflect the third Wednesday of each month.

Chair Vaughan opened the public hearing, and there being no public testimony, closed the public hearing.

Vice Chair Eskridge moved, and Commissioner Rogers seconded, to approve the work plan as ammended to reflect meetings on the third Wednesday of each month and adding "creation of a webpage highlighting City artwork" to the September meeting. The motion carried by the following vote:

Yes: 3 - Chair Vaughan
Vice Chair Eskridge
Commissioner Rogers

No: 0

Absent: 1 - Commissioner Gluckman

Abstain: 1 - Commissioner Serrone

Commissioner Serrone spoke towards her vote. She stated that she would support approving the work plan if the Commissioner suggested work plan items were incorporated.

3 [18-0790](#) Friends of Sunnyvale Pottery

Community Services Manager Trenton Hill informed the Commission that the annual Friends of the Pottery sale event is scheduled for Saturday, Nov. 17, 2018 and Sunday, Nov. 18, 2018 in the Creative Arts Center.

Commissioner Gluckman arrived at 7:35 p.m.

Commissioners shared positive feedback regarding the event.

Chair Vaughan opened the public hearing, and there being no public testimony, closed the public hearing.

4 [18-0797](#) Hands on the Arts Commission Project

Chair Vaughan inquired if Commissioners were interested in hosting a table and/or overseeing a project at the Hands on the Arts event. Community Services Manager Trenton Hill provided the Commission with an overview of the event and about past Hands on the Arts Commission projects. Commissioners expressed their interest in hosting a table and suggested activities, such as:

- Participants create their own emoji
- Portable community mural that can be displayed around Sunnyvale

- Participants create art using recyclable items
- Digital art, creating murals using the computer

"Hands on the Arts Commission Project" will be added to the next Arts Commission agenda for further discussion.

Chair Vaughan opened the public hearing, and there being no public testimony, closed the public hearing.

5 [18-0895](#) Consideration of Scavenger Hunt/Photo Contest

Chair Vaughan gave a brief overview on the scavenger hunt/photo contest proposal and asked if there was any interest from Commissioners in proceeding with the contest. Commissioners expressed their interest in having the contest conclude in the Spring. Commissioner Serrone commented that the Leadership Sunnyvale cohort is currently in the process of identifying their next project and suggested that this idea be presented to the group.

Staff commented that the City of Sunnyvale hosts an annual photo contest. Commissioner Rogers volunteered to propose a "public art" themed photo contest to the City of Sunnyvale's Communications Office.

Chair Vaughan opened the public hearing, and there being no public testimony, closed the public hearing.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

Commissioners commented they would support Study Issues related to:

- Multicultural and/or diversity events
- Ongoing developer and/or business "fee" to be applied to an art fund

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Chair Vaughan provided the Commission with an overview of the Joint Meeting between City Council and Chairs and Vice Chairs. The purpose of the meeting was to discuss how to make communication effective and how to raise study issues.

Commissioners provided their availability to attend the December Arts Commission meeting.

-Staff Comments

Community Services Manager Trenton Hill spoke about:

- New art pieces have been installed at the intersections of Fair Oaks and El Camino.
- Friends of the Pottery Studio event on Saturday, Nov. 17 and Sunday, Nov. 18.
- Evening of Cultural Arts Performance in the Theatre by the Country Line Trio, tribute to Kingston Trio on Saturday, Nov. 24.

ADJOURNMENT

Chair Vaughan adjourned the meeting at 8:29 p.m.