



City of Sunnyvale

Notice and Agenda City Council

Tuesday, August 27, 2019

5:00 PM

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

**Special Meeting: Closed Session - 5 PM | Special Meeting: Study Session - 6 PM
Regular Meeting - 7 PM**

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

1 Call to Order in the West Conference Room

2 Roll Call

3 Public Comment

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

4 Convene to Closed Session

[19-0833](#)

Closed Session held pursuant to California Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager

Unrepresented employee groups: Pay Plan Category D

Unrepresented Classified Management and Pay Plan

Category K Unrepresented Unclassified Management

appointed directly by the City Attorney.

[19-0918](#)

Closed Session held pursuant to California Government Code Section 54956.9: **LEGAL COUNSEL - ANTICIPATED**

LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of

subdivision (d) of Section 54956.9: Related to Notice of

California Voting Rights Act Violation by Samir Kalra, Galen

Kim Davis, Kathy Higuchi, and Bowman Ching

5 Adjourn Special Meeting**6 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**[19-0171](#)

Sunnyvale Clean Water Program Administration and Lab
Building Site and Architecture Update

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 [19-0444](#) Approve City Council Meeting Minutes of August 13, 2019

Recommendation: Approve the City Council Meeting Minutes of August 13, 2019 as submitted.

1.B [19-0786](#) 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 [19-0752](#) Award a Contract to Hexagon Transportation Consultants, Inc. for the Preparation of a Transportation Impact Analysis for the Proposed Lawrence Station Area Plan (LSAP) Plan Update (F20-006)

Recommendation: Take the following actions:

- Award a contract in substantially the same form as Attachment 2 to the report in the amount of \$112,100 to Hexagon Transportation Consultants, Inc.,
- Authorize the City Manager to execute the contract when all necessary conditions have been met, and
- Approve of a 10% contingency in the amount of \$11,210.

1.D [19-0896](#) Authorize the City Manager or His Designee to Destroy Recreation Records Damaged by Sewage Before Completion of the Full Record Retention Period

Recommendation: Authorize the City Manager or His Designee to Destroy Recreation Records Damaged by Sewage Before Completion of the Full Retention Period

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.

- 2 [19-0823](#) CONTINUED FROM AUGUST 13, 2019 TO AUGUST 27, 2019.
Proposed Project: General Plan Amendment Initiation request to study changing the General Plan designation of the site from Low Medium Density Residential to High Density Residential.
Location: 828 Morse Avenue & 560 E. Ahwanee Avenue (APN: 204-08-027 & 204-08-029)
File #: 2019-7301
Zoning: R-3/PD
Applicant / Owner: FNZ Architects Inc. (applicant) / Sia Vassoughi (owner)
Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).
Project Planner: Ryan Kuchenig, (408) 730-7431, rkuchenig@sunnyvale.ca.gov

Recommendation: Alternative 1: Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application.

- 3 [19-0592](#) Approve the Schematic Design, the Highly Recommended and Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1

Recommendation: Staff recommends Alternative 1 - Approve the Schematic Design, the Highly Recommended and Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1.

- 4 [19-0850](#) Award a Contract to Sierra-Cedar, Inc. in the amount of \$4,025,000 for Implementation Services for an Oracle Cloud

Enterprise Resource Planning System (F19-221)

Recommendation: Staff recommends Alternative 1: Award a Master Services Agreement and Statement of Work in substantially the same form as Attachment 1 and 2 to the report in the amount of \$4,025,000 (\$3,842,500 in base services and \$182,500 in optional services) to Sierra Cedar Inc. for Implementation Services for an Oracle Cloud Enterprise Resource Planning System; Authorize the City Manager to execute the Master Services Agreement and Statement of Work when all conditions have been met; and Approve a 10% contingency in the amount of \$384,250.

- 5 [19-0649](#) Approve amendments to Council Policy 7.2.19 Boards and Commissions as Recommended by the Council Subcommittee on Board and Commission Bylaws

Recommendation: Staff makes no recommendation. This report was prepared to facilitate a discussion and direction to staff by Council, as well as to report the findings of the Council Subcommittee on Board and Commission Bylaws.

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

NON-AGENDA ITEMS & COMMENTS

-Council

-City Manager

INFORMATION ONLY REPORTS/ITEMS

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

- | | |
|-------------------------|--|
| 19-0126 | Tentative Council Meeting Agenda Calendar |
| 19-0339 | Board/Commission Meeting Minutes |
| 19-0340 | Information/Action Items |
| 19-0733 | Notice of Public Works Director's Decision on Final Maps |

(Information Only)

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's website at sunnyvale.ca.gov after 7 p.m. on Thursdays or 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 at Sunnyvale.ca.gov/PublicComments

Planning to provide materials to Council?

If you wish to provide the City Council with copies of your presentation materials, please provide 12 copies of the materials to the 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

19-0833

Agenda Date: 8/27/2019

Closed Session held pursuant to California Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Tina Murphy, Director of Human Resources; Kent Steffens, City Manager

Unrepresented employee groups: Pay Plan Category D Unrepresented Classified Management and Pay Plan Category K Unrepresented Unclassified Management appointed directly by the City Attorney.



City of Sunnyvale

Agenda Item

19-0918

Agenda Date: 8/27/2019

Closed Session held pursuant to California Government Code Section 54956.9: LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
Related to Notice of California Voting Rights Act Violation by Samir Kalra, Galen Kim Davis, Kathy Higuchi, and Bowman Ching



City of Sunnyvale

Agenda Item

19-0171

Agenda Date: 8/27/2019

Sunnyvale Clean Water Program Administration and Lab Building Site and Architecture Update



City of Sunnyvale

Agenda Item

19-0444

Agenda Date: 8/27/2019

SUBJECT

Approve City Council Meeting Minutes of August 13, 2019

RECOMMENDATION

Approve the City Council Meeting Minutes of August 13, 2019 as submitted.



City of Sunnyvale

Meeting Minutes - Draft City Council

Tuesday, August 13, 2019

6:30 PM

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

Special Meeting: Closed Session - 6:30 PM | Regular Meeting - 7 PM

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

Vice Mayor Melton announced the item for Closed Session and invited any members of the public to make public comments before the meeting.

1 Call to Order in the West Conference Room

Vice Mayor Melton called the meeting to order at 6:30 p.m.

2 Roll Call

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

3 Public Comment

None.

4 Convene to Closed Session

[19-0471](#) CONFERENCE WITH LEGAL COUNSEL-SETTLEMENT OF
WORKER'S COMPENSATION CLAIMS
Closed Session held pursuant to California Government Code
Section 54956.95(b):
Herrera, Raul v. City of Sunnyvale (WCAB ADJ11227287)

5 Adjourn Special Meeting

Vice Mayor Melton adjourned the meeting at 6:36 p.m.

7 P.M. COUNCIL MEETING**CALL TO ORDER**

Mayor Klein called the meeting to order at 7:02 p.m.

SALUTE TO THE FLAG**ROLL CALL**

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

CLOSED SESSION REPORT

Vice Mayor Melton reported the Council met in Closed Session pursuant to Government Code Section 54956.8: CONFERENCE WITH LEGAL COUNSEL SETTLEMENT OF WORKER'S COMPENSATION CLAIMS Closed Session held pursuant to California Government Code Section 54956.95(b): Herrera, Raul v. City of Sunnyvale (WCAB ADJ11227287); nothing to report.

PRESENTATION

[19-0096](#) PRESENTATION - Overview of NASA Housing Initiative, by NASA Research Park Director Mejghan Haider

Mejghan Haider, NASA Research Park Director provided the presentation.

[19-0435](#) PRESENTATION - Overview of Census 2020, by Monica Tong and Miguel Santiago from the County of Santa Clara's Office of the Census

Monica Tong, Census Manager and Miguel Santiago, Community Outreach Specialist provided the presentation.

ORAL COMMUNICATIONS

Councilmember Hendricks announced the upcoming Housing Strategy Open House on age-friendly housing in Sunnyvale.

Councilmember Hendricks announced the upcoming Technology Business Expo.

Councilmember Hendricks shared details of the current Board and Commission Recruitment.

Vice Mayor Melton announced that the school year is back in session and urged the public to slow down and be alert when driving.

Steve Scandalis noted that he is part of a Fair Political Practices Commission Committee (FPPC) formed in opposition to the at-large directly elected mayor ballot measure proposal.

Mei-Ling Stefan shared her support of a 7-district elections electoral voting system.

Nikhila Rao, Girls Scout Troop 60148 provided information regarding the organization's Silver Award Program and of the Troop's project to educate the community on homelessness and HomeFirst services.

Bicycle and Pedestrian Advisory Commission Chairperson Richard Mehlinger announced details of the upcoming Active Transportation Plan workshop.

Henry Alexander addressed traffic concerns along Dunford Way and Marian Way curve.

CONSENT CALENDAR

MOTION: Vice Mayor Melton moved and Councilmember Larsson seconded the motion to approve Items 1.A through 1.F.

The motion carried with the following vote:

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

No: 0

1.A [19-0080](#) Approve City Council Meeting Minutes of July 30, 2019

Approve the City Council Meeting Minutes of July 30, 2019 as submitted.

- 1.B** [19-0778](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Approve the list(s) of claims and bills.

- 1.C** [19-0560](#) Authorize the Issuance of a Purchase Order to Atlantic Machinery, Inc. for a Combination Sewer and Storm Drain Cleaning Truck (F19-173)

Take the following action:

- Authorize the issuance of a Purchase Order in the amount of \$447,333.75 (including tire and delivery fees) excluding \$40,260.04 in sales tax [GZ11] [MN12] [TK13], in substantially the same form as Attachment 1 to the report, to Atlantic Machinery, Inc. for one (1) Vac Con Model V311E/1300 Combination Sewer and Storm Drain Cleaning Truck.

- 1.D** [19-0636](#) Award of Contract to Kimley-Horn and Associates, Inc. for Feasibility Study of Acquiring Control of Caltrans Traffic Signals on El Camino Real (F19-085)

Take the following actions:

- Award a contract in substantially the same form as Attachment 1 to the report in the amount of \$188,230 to Kimley Horn and Associates, Inc.
- Authorize the City Manager to execute the contract when all necessary conditions have been met.
- Approve a contingency in the amount of \$18,823.

- 1.E** [19-0718](#) Award of Bid No. PW19-17 to Columbia Electric, Inc. for Traffic Signal Hardware and Wiring, and Finding of CEQA Categorical Exemption

Take the following actions:

- Make a finding of categorical exemption from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c).
- Award a contract in substantially the same form as Attachment 2 to the report in the amount of \$852,373.86 to Columbia Electric, Inc.
- Authorize the City Manager to execute the contract when all necessary conditions have been met.
- Approve a 10 percent construction contingency in the amount of \$85,237.

- 1.F** [19-0764](#) Approve the Second Amendment to the Agreement between the City of Sunnyvale and California Sports Center for the Management, Operation and Supervision of Public Swimming Programs at Fremont High School Pool.

Take the following action:

- Authorize the City Manager to execute the Second Amendment to the Agreement Between the City of Sunnyvale and California Sports Center for the management, operation and supervision of public swimming programs at Fremont High School Pool extending the term to August 31, 2022, in substantially the same form as in Attachment 2 to the report, and when all necessary conditions have been met.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [19-0704](#) Adopt a resolution to adopt the Climate Action Playbook, including greenhouse gas reduction targets of 56 Percent by 2030 and 80 Percent by 2050, and Find that the Addendum to the Environmental Impact Report (EIR) of the General Plan's Land Use and Transportation Element (LUTE) Prepared for the Playbook is Consistent with CEQA Pursuant to Guidelines Sections 15168 and 15183

Environmental Services (ESD) Director Ramana Chinnakotla and ESD Managers Melody Tovar and Nupur Hiremath provided the staff report and presentation.

Public Hearing opened at 9:05 p.m.

Bill Hilton shared support for Alternative 1.

James Tuleya shared support for Alternative 1. He shared details of California's Codes and Standard Reach Codes program.

Diane Gleason shared support for Alternative 1 and encouraged sufficient funding towards the plan be considered for prompt change.

John Cordes shared support for Alternative 1. He expressed concern with achieving a 20 percent reduction in Vehicle Miles Traveled (VMT) and shared details of the Active Transportation Plan.

Mike Serrone encouraged Council adopt more aggressive VMT target reductions.

Bruce Paton shared support for Alternative 1 and of the Climate Action Playbook (CAP).

Tara Martin-Milius shared support for Alternative 1. She encouraged adaptability and flexibility of the plan's measures moving forward.

Otto Lee encouraged Council to be aggressive with the targets when adopting the CAP. He addressed traffic concerns along Wolfe Road.

Leia Meitlman shared support of Alternative 1. She supports more aggressive targets and revisiting the Playbook in 2025.

Kaushik Tota shared support for more aggressive targets related to residential parking requirements and redeveloping idle lots.

Bicycle and Pedestrian Advisory Commission (BPAC) Chairperson Richard Mehlinger spoke towards the Commission's recommendations to adopt the 20 percent per capita VMT reduction by year 2030 and adopt a more aggressive target of 40 percent VMT reduction by year 2050. In addition, BPAC emphasized support of CAP plays 3.a, 3.b and 3.e.

Richard Mehlinger, Livable Sunnyvale endorses the Planning Commission's recommended modification to the CAP which includes recommendations by BPAC, the Sustainability Commission and the Climate Action Plan 2.0 Advisory Committee.

Zachary Kaufman shared support of CAP Play 3.b.

Zibaa Adil, Kavya Shah and Roma Bedekar voiced their support of CAP Plays related to VMT and electric vehicles.

Public Hearing closed at 9:38 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Larsson seconded the motion to approve Alternative 1: Adopt a Resolution (Attachment 8) to adopt the Climate Action Playbook (Attachment 3), including the greenhouse gas reduction targets of 56 percent by 2030 and 80 percent by 2050, and Find that the Addendum to the Environmental Impact Report (EIR) of the General Plan's Land Use and Transportation Element (LUTE) Prepared for the Playbook is Consistent with the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections

15168 and 15183.

The motion carried with the following vote:

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

No: 0

The Council recessed at 10:35 p.m. and reconvened at 10:48 p.m. with all Councilmembers present.

3 [19-0763](#) Approval of the Payment of City Fees Associated with the Special Event Permit for the 2019 Pet Parade with City Funds

Administrative Analyst Jennifer Acuña provided the staff report.

Public Hearing opened at 10:51 p.m.

Tony Spitaleri provided details of the upcoming 2019 Pet Parade event. He shared support for Alternative 1.

Saurav Gandhi, Boy Scouts Troop 443 provided information regarding his pursuit of Eagle Scout rank and of his Eagle project to create a memorial for Jax, Sunnyvale Public Safety K9 Officer. He shared support for Alternative 1.

Andrea Gung shared support of the Pet Parade event and for Alternative 1.

Tara Martin-Milius shared support for Alternative 1.

Public Hearing closed at 11:00 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Fong seconded the motion to approve Alternative 1: Approve the use of funds from the Council Set Aside Project to fund the payment of City fees associated with the Special Event

Permit for the 2019 Pet Parade with the following modification, increase the amount of funds to be used from \$4,823.28 to \$6,000.

FRIENDLY AMENDMENT: Councilmember Larsson offered a friendly amendment to increase the amount of funds to be used to \$6,434. Councilmember Hendricks accepted the friendly amendment.

The motion carried by the following vote:

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

No: 0

- 4** [19-0860](#) APPLICATION WITHDRAWN.
Proposed Project: General Plan Amendment Initiation request to study changing the General Plan designation from Commercial to Medium Density Residential on a 2.3-acre site (Sunnyvale Lumber)
Location: 870 W. Evelyn Street (APN:165-16-004)
File #: 2019-7298
Zoning: C4 (Service Commercial)
General Plan: Service Commercial
Applicant / Owner: Trumark Homes
Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).
Project Planner: Margaret Netto, (408) 730-7628, mnetto@sunnyvale.ca.gov

Application withdrawn. No action required.

- 5** [19-0858](#) REQUEST FOR CONTINUANCE TO AUGUST 27, 2019.
Proposed Project: General Plan Amendment Initiation request to study changing the General Plan designation of the site from Low Medium Density Residential to High Density Residential.

Location: 828 Morse Avenue & 560 E. Ahwanee Avenue (APN: 204-08-027 & 204-08-029)

File #: 2019-7301

Zoning: R-3/PD

Applicant / Owner: FNZ Architects Inc. (applicant) / Sia Vassoughi (owner)

Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).

Project Planner: Ryan Kuchenig, (408) 730-7431, rkuchenig@sunnyvale.ca.gov

Public Hearing opened at 11:02 p.m.

No speakers.

Public Hearing closed at 11:02 p.m.

MOTION: Councilmember Smith moved and Councilmember Larsson seconded the motion to continue this item to the City Council meeting of August 27, 2019.

The motion carried with the following vote:

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

No: 0

- 6** [19-0756](#) Authorize the City Manager to Execute an Agreement with STC Venture, LLC and Approve Budget Modification No. 6 to Install a Seasonal Ice Rink in Downtown Sunnyvale.

Assistant to the City Manager Connie Verceles provided the staff report.

Public Hearing opened at 11:07 p.m.

Andrea Jung voiced her support of a seasonal ice rink.

Tony Spitaleri voiced his support of a seasonal ice rink.

Zibaa Adil and Kavya Shah voiced their support of a seasonal ice rink.

Public Hearing closed at 11:10 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Smith seconded the motion to approve Alternative 1: Authorize the City Manager to execute an agreement, in a form acceptable to the City Attorney, with STC Venture, LLC, consistent with the deal points in the report, and approve Budget Modification No. 6 in the amount of \$100,000 to install a seasonal ice rink in downtown Sunnyvale.

The motion carried with the following vote:

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

No: 0

- 7 [19-0844](#) Approve a Memorandum of Understanding between the City of Sunnyvale and the Sunnyvale Managers Association, and Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to Increase Salaries for Pay Plan Category E (Employees Represented by the Sunnyvale Managers Association)

Human Resources Director Tina Murphy provided the staff report.

Public Hearing opened at 11:15 p.m.

No speakers.

Public Hearing closed at 11:15 p.m.

MOTION: Councilmember Larsson moved and Councilmember Hendricks seconded the motion to approve Alternative 1: Authorize the City Manager to Execute the Memorandum of Understanding between the City of Sunnyvale and the Sunnyvale Managers Association, and Adopt a Resolution Amending the City's Salary Resolution and the Schedule of Pay to Increase Salaries for Pay Plan Category E (Employees Represented by the Sunnyvale Managers Association).

The motion carried with the following vote:

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

No: 0

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

None.

NON-AGENDA ITEMS & COMMENTS

-Council

None.

-City Manager

City Manager Kent Steffens reported that an Informational Item is included in the agenda packet regarding a Speed Survey on Caribbean Drive.

INFORMATION ONLY REPORTS/ITEMS

19-0739	Tentative Council Meeting Agenda Calendar
19-0113	Information/Action Items
19-0618	Board/Commission Meeting Minutes
19-0736	Speed Survey on Caribbean Drive [Between Crossman Avenue and Moffett Park Drive (Information Only)]

ADJOURNMENT

Mayor Klein adjourned the meeting at 11:17 p.m.



City of Sunnyvale

Agenda Item

19-0786

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

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

BACKGROUND

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

<u>List No.</u>	<u>Date</u>	<u>Total Disbursements</u>
984	07-28-19 through 08-03-19	\$6,097,358.72
985	08-04-19 through 08-10-19	\$1,415,905.90

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

8/9/2019

City of Sunnyvale

LIST # 984

Page 1

List of All Claims and Bills Approved for Payment
For Payments Dated 7/28/2019 through 8/3/2019

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx9614	7/31/19	ABEL A VARGAS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	214.55	0.00	214.55	\$214.55
xxx9615	7/31/19	AIMEE FOSBENNER	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	93.46	0.00	93.46	\$93.46
xxx9616	7/31/19	ALI FATAPOUR	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	2,011.50	0.00	2,011.50	\$2,011.50
xxx9617	7/31/19	ANNABEL YURUTUCU	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	649.07	0.00	649.07	\$649.07
xxx9618	7/31/19	BRICE MCQUEEN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,344.82	0.00	1,344.82	\$1,344.82
xxx9619	7/31/19	BYRON K PIPKIN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	937.56	0.00	937.56	\$937.56
xxx9620	7/31/19	CATHY HAYNES	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,374.86	0.00	1,374.86	\$1,374.86
xxx9621	7/31/19	CHRIS CARRION	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	749.50	0.00	749.50	\$749.50
xxx9622	7/31/19	CHRISTINE MENDOZA	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	649.07	0.00	649.07	\$649.07
xxx9623	7/31/19	CORYN CAMPBELL	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	330.86	0.00	330.86	\$330.86
xxx9624	7/31/19	DAN HAMMONS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,064.36	0.00	1,064.36	\$1,064.36
xxx9625	7/31/19	DAVID A LEWIS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	649.07	0.00	649.07	\$649.07
xxx9626	7/31/19	DAVID KAHN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	761.63	0.00	761.63	\$761.63
xxx9627	7/31/19	DAVID L VERBRUGGE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,413.19	0.00	1,413.19	\$1,413.19
xxx9628	7/31/19	DEAN CHU	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,058.15	0.00	1,058.15	\$1,058.15
xxx9629	7/31/19	DON JOHNSON	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	383.38	0.00	383.38	\$383.38
xxx9630	7/31/19	DOUGLAS MORETTO	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,120.01	0.00	1,120.01	\$1,120.01

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xxx9631	7/31/19	ENCARNACION HERNANDEZ	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	113.38	0.00	113.38	\$113.38
xxx9632	7/31/19	ERWIN YOUNG	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	749.50	0.00	749.50	\$749.50
xxx9633	7/31/19	ESTRELLA KAWCZYNSKI	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	187.74	0.00	187.74	\$187.74
xxx9634	7/31/19	EUGENE J WADDELL	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	424.68	0.00	424.68	\$424.68
xxx9635	7/31/19	FRANK J GRGURINA	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	560.01	0.00	560.01	\$560.01
xxx9636	7/31/19	GAIL SWEGLES	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	98.02	0.00	98.02	\$98.02
xxx9637	7/31/19	GARY K CARLS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	349.24	0.00	349.24	\$349.24
xxx9638	7/31/19	GARY LUEBBERS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	362.76	0.00	362.76	\$362.76
xxx9639	7/31/19	GREGORY E KEVIN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	745.56	0.00	745.56	\$745.56
xxx9640	7/31/19	JAMES BOUZIANE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	749.50	0.00	749.50	\$749.50
xxx9641	7/31/19	JEFFREY PLECQUE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,198.56	0.00	1,198.56	\$1,198.56
xxx9642	7/31/19	JEROME P AMMERMAN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	659.06	0.00	659.06	\$659.06
xxx9643	7/31/19	JOHN DEBATTISTA	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	214.55	0.00	214.55	\$214.55
xxx9644	7/31/19	JOHN HOWE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	649.07	0.00	649.07	\$649.07
xxx9645	7/31/19	JOHN S WITTHAUS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,374.86	0.00	1,374.86	\$1,374.86
xxx9646	7/31/19	KAREN WOBLESKY	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,344.82	0.00	1,344.82	\$1,344.82
xxx9647	7/31/19	KELLY FITZGERALD	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	745.56	0.00	745.56	\$745.56
xxx9648	7/31/19	KELLY MENEHAN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	233.69	0.00	233.69	\$233.69

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xxx9649	7/31/19	KLAUS DAEHNE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	449.70	0.00	449.70	\$449.70
xxx9650	7/31/19	KATHLEEN FRANCO SIMMONS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	744.88	0.00	744.88	\$744.88
xxx9651	7/31/19	MARK G PETERSEN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,374.86	0.00	1,374.86	\$1,374.86
xxx9652	7/31/19	MARK STIVERS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	405.56	0.00	405.56	\$405.56
xxx9653	7/31/19	MICHAEL A CHAN	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,344.82	0.00	1,344.82	\$1,344.82
xxx9654	7/31/19	MIKE ECCLES	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,120.01	0.00	1,120.01	\$1,120.01
xxx9655	7/31/19	PETE GONDA	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,646.90	0.00	1,646.90	\$1,646.90
xxx9656	7/31/19	ROBERT PATERNOSTER	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	361.17	0.00	361.17	\$361.17
xxx9657	7/31/19	ROBERT WALKER	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,945.72	0.00	1,945.72	\$1,945.72
xxx9658	7/31/19	RONALD DALBA	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	745.56	0.00	745.56	\$745.56
xxx9659	7/31/19	SCOTT MORTON	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	659.06	0.00	659.06	\$659.06
xxx9660	7/31/19	SILVIA MARTINS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	749.50	0.00	749.50	\$749.50
xxx9661	7/31/19	SIMON C LEMUS	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,385.92	0.00	1,385.92	\$1,385.92
xxx9662	7/31/19	STEPHEN QUICK	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,374.86	0.00	1,374.86	\$1,374.86
xxx9663	7/31/19	STEVEN D PIGOTT	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	591.23	0.00	591.23	\$591.23
xxx9664	7/31/19	TAMMY PARKHURST	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	330.86	0.00	330.86	\$330.86
xxx9665	7/31/19	THERESE BALBO	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	1,481.51	0.00	1,481.51	\$1,481.51
xxx9666	7/31/19	TIM CARLYLE	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	745.56	0.00	745.56	\$745.56

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xxx9667	7/31/19	TIM JOHNSON	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	745.56	0.00	745.56	\$745.56
xxx9668	7/31/19	VINCENT CHETCUTI	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	2,011.50	0.00	2,011.50	\$2,011.50
xxx9669	7/31/19	WILLIAM BIELINSKI	AUGUST 2019	Insurances - Retiree Medical - Retiree Reimbursement	330.86	0.00	330.86	\$330.86
xxx316291	7/30/19	3T EQUIPMENT CO INC	68689	Misc Equip Maint & Repair - Materials	1,356.90	0.00	1,356.90	\$1,356.90
xxx316292	7/30/19	AT&T	816-19D4942095	Engineering Services	608,225.63	0.00	608,225.63	\$608,225.63
xxx316293	7/30/19	ACUSHNET CO	907068834	Cost of Merchandise Sold	3,838.52	0.00	3,838.52	\$4,749.64
			907129919	Cost of Merchandise Sold	911.12	0.00	911.12	
xxx316295	7/30/19	ADVANCE DESIGN CONSULTANTS INC	1930917-01	Engineering Services	29,260.00	0.00	29,260.00	\$29,260.00
xxx316296	7/30/19	AIR COOLED ENGINES INC	82238	Automotive Maintenance & Repair Labor	96.00	0.00	96.00	\$96.00
xxx316297	7/30/19	ALAMEDA COUNTY INFORMATION TECH DEPT	112-1906058	Software As a Service	2,484.13	0.00	2,484.13	\$2,484.13
xxx316298	7/30/19	ALL CITY MANAGEMENT SERVICES INC	62655	Contracts/Service Agreements	1,578.72	0.00	1,578.72	\$1,578.72
xxx316299	7/30/19	ALLSTAR FIRE EQUIPMENT INC	212422	Clothing, Uniforms & Access	365.15	0.00	365.15	\$2,921.20
			212858	Clothing, Uniforms & Access	365.15	0.00	365.15	
			214911	Clothing, Uniforms & Access	1,460.60	0.00	1,460.60	
			216635	Clothing, Uniforms & Access	730.30	0.00	730.30	
xxx316300	7/30/19	AMERICAN FIDELITY ADMINISTRATIVE SVCS	39157	Software As a Service	657.80	0.00	657.80	\$657.80
xxx316301	7/30/19	AMFASOFT CORP	BLANCA-02	DED Services/Training - Training	590.00	0.00	590.00	\$590.00
xxx316302	7/30/19	APPLEONE EMPLOYMENT SERVICES	01-5271813	Salaries - Contract Personnel	6,992.65	0.00	6,992.65	\$6,992.65
xxx316303	7/30/19	ARBORWELL	IN103527	Services Maintain Land Improv	4,532.16	0.00	4,532.16	\$13,248.53
			IN103528	Services Maintain Land Improv	8,716.37	0.00	8,716.37	
xxx316305	7/30/19	ASTRA RADIO COMMUNICATIONS	90069	General Supplies	846.40	0.00	846.40	\$846.40
xxx316306	7/30/19	BKF ENGINEERS	19070419	Engineering Services	16,923.00	0.00	16,923.00	\$16,923.00
xxx316307	7/30/19	BMI IMAGING SYSTEMS	311156	Contracts/Service Agreements	1,589.84	0.00	1,589.84	\$1,589.84
xxx316308	7/30/19	BAKER & TAYLOR	4012584059	Library Acquisitions, Books	119.17	0.00	119.17	\$182.20
			4012584059	Library Materials Preprocessing	3.82	0.00	3.82	
			4012591678	Library Acquisitions, Books	57.29	0.00	57.29	
			4012591678	Library Materials Preprocessing	1.92	0.00	1.92	
xxx316309	7/30/19	BAUER COMPRESSORS INC						\$420.00

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			0000254105	Safety Equipment Maintenance & Repair	420.00	0.00	420.00	
xxx316310	7/30/19	BOUND TREE MEDICAL LLC	83213734	Supplies, First Aid	2,911.25	0.00	2,911.25	\$3,399.88
			83215148	Supplies, First Aid	48.59	0.00	48.59	
			83216747	Supplies, First Aid	440.04	0.00	440.04	
xxx316311	7/30/19	BRIGHTVIEW TREE CARE SERVICES INC	5749782	Materials - Land Improve	410.00	0.00	410.00	\$10,102.00
			6370638	Materials - Land Improve	4,550.00	0.00	4,550.00	
			6370639	Materials - Land Improve	3,094.00	0.00	3,094.00	
			6370640	Materials - Land Improve	2,048.00	0.00	2,048.00	
xxx316312	7/30/19	BROWNELLS INC	17787788.00	Ballistic Equipment - SWAT	208.62	0.00	208.62	\$208.62
xxx316313	7/30/19	BRUCE BARTON PUMP SERVICE INC	0100450-IN	Facilities Maint & Repair	1,263.31	0.00	1,263.31	\$8,403.72
			0100515-IN	Professional Services	3,796.82	0.00	3,796.82	
			0100516-IN	Professional Services	3,343.59	0.00	3,343.59	
xxx316314	7/30/19	BURTONS FIRE INC	S45402	Parts, Vehicles & Motor Equip	363.14	0.00	363.14	\$1,347.57
			S45492	Parts, Vehicles & Motor Equip	592.43	0.00	592.43	
			S45537	Parts, Vehicles & Motor Equip	392.00	0.00	392.00	
xxx316315	7/30/19	CDM SMITH	90077757	Consultants	313,064.74	0.00	313,064.74	\$313,064.74
xxx316316	7/30/19	CWEA-SCVS	APR/3/2019-RE	Training and Conferences	650.00	0.00	650.00	\$650.00
xxx316317	7/30/19	CALLAWAY GOLF CO	930255618	Inventory Purchase	417.48	0.00	417.48	\$834.96
			930258645	Inventory Purchase	417.48	0.00	417.48	
xxx316318	7/30/19	CALTEST ANALYTICAL LABORATORY	599646	Water Lab Services	57.83	0.00	57.83	\$115.66
			600631	Water Lab Services	57.83	0.00	57.83	
xxx316319	7/30/19	CAREER DEVELOPMENT SOLUTIONS LLC	2451	DED Services/Training - Training	369.50	0.00	369.50	\$369.50
xxx316320	7/30/19	CAROLLO ENGINEERS	0177660	Engineering Services	276,644.40	0.00	276,644.40	\$509,926.50
			0178328	Engineering Services	233,282.10	0.00	233,282.10	
xxx316321	7/30/19	CUNNINGHAM ELECTRIC INC	9374	Miscellaneous Equipment	3,100.00	0.00	3,100.00	\$3,100.00
xxx316322	7/30/19	D & M TRAFFIC SERVICES INC	66159	Supplies, Safety	277.13	0.00	277.13	\$277.13
xxx316323	7/30/19	DNV GL ENERGY SERVICES USA INC.	875010004394	Consultants	4,112.50	0.00	4,112.50	\$4,112.50
xxx316324	7/30/19	DAHLIN GROUP	1904-137	Consultants	996.41	0.00	996.41	\$996.41
xxx316325	7/30/19	DELL MARKETING LP	10329453947	Computer Hardware	5,914.00	0.00	5,914.00	\$5,914.00
xxx316326	7/30/19	DEPARTMENT OF JUSTICE	387835	Contracts/Service Agreements	1,609.00	0.00	1,609.00	\$1,609.00
xxx316328	7/30/19	E-Z-GO TEXTRON INC	91862106	Parts, Vehicles & Motor Equip	67.85	0.00	67.85	\$107.32

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			91863210	Parts, Vehicles & Motor Equip	39.47	0.00	39.47	
xxx316329	7/30/19	EOA INC	SU60-0319	Engineering Services	2,713.13	0.00	2,713.13	\$2,713.13
xxx316330	7/30/19	EBSCO INFORMATION SERVICES	0513379	Library Periodicals/Databases	773.03	0.00	773.03	\$773.03
xxx316331	7/30/19	FEDEX	6-512-93921	Mailing & Delivery Services	8.41	0.00	8.41	\$27.29
			6-617-40193	General Supplies	6.67	0.00	6.67	
			6-617-41118	General Supplies	12.21	0.00	12.21	
xxx316332	7/30/19	FEHR & PEERS	130537	Services Maintain Land Improv	42,564.45	0.00	42,564.45	\$42,564.45
xxx316333	7/30/19	FERGUSON ENTERPRISES INC 3325	0138931	Miscellaneous Equipment Parts & Supplies	600.31	0.00	600.31	\$1,265.72
			0138975	Miscellaneous Equipment Parts & Supplies	665.41	0.00	665.41	
xxx316334	7/30/19	FERGUSON WATERWORKS	1465567-1	Water Meters	2,597.89	0.00	2,597.89	\$2,597.89
xxx316335	7/30/19	FIRE & RISK ALLIANCE LLC	132-001-37	Contracts/Service Agreements	50,803.16	0.00	50,803.16	\$50,803.16
xxx316336	7/30/19	FIRST STUDENT INC	9294769	Travel Related Services	631.09	0.00	631.09	\$6,949.65
			9297418	Travel Related Services	914.55	0.00	914.55	
			9297558	Travel Related Services	583.97	0.00	583.97	
			9297659	Travel Related Services	583.97	0.00	583.97	
			9297997	Travel Related Services	772.94	0.00	772.94	
			9298275	Travel Related Services	631.21	0.00	631.21	
			9298850	Travel Related Services	583.97	0.00	583.97	
			9298863	Travel Related Services	796.56	0.00	796.56	
			9299909	Travel Related Services	678.45	0.00	678.45	
			9301049	Travel Related Services	772.94	0.00	772.94	
xxx316337	7/30/19	FLEETPRIDE INC	31143598	Parts, Vehicles & Motor Equip	156.62	0.00	156.62	\$156.62
xxx316338	7/30/19	FOSTER BROS SECURITY SYSTEMS INC	311961	General Supplies	95.56	0.00	95.56	\$95.56
xxx316339	7/30/19	GARDENLAND POWER EQUIPMENT	676441	Misc Equip Maint & Repair - Materials	284.81	0.00	284.81	\$4,865.01
			685450	Misc Equip Maint & Repair - Labor	107.10	0.00	107.10	
			685450	Misc Equip Maint & Repair - Materials	150.11	0.00	150.11	
			685453	Misc Equip Maint & Repair - Labor	93.85	0.00	93.85	
			685453	Misc Equip Maint & Repair - Materials	122.15	0.00	122.15	
			688830	Hand Tools	801.52	0.00	801.52	
			688831	General Supplies	185.29	0.00	185.29	
			688844	Misc Equip Maint & Repair - Materials	91.75	0.00	91.75	

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			689735	Misc Equip Maint & Repair - Materials	2,642.56	0.00	2,642.56	
			690466	Parts, Vehicles & Motor Equip	47.85	0.00	47.85	
			691819	Misc Equip Maint & Repair - Materials	338.02	0.00	338.02	
xxx316340	7/30/19	GENUENT GLOBAL LLC	810376	Professional Services	3,600.00	0.00	3,600.00	\$3,600.00
xxx316341	7/30/19	GIULIANI & KULL, SAN JOSE, INC	15741	Engineering Services	20,500.00	0.00	20,500.00	\$20,500.00
xxx316342	7/30/19	GOLDFARB & LIPMAN LLP	131783	Legal Services	6,209.55	0.00	6,209.55	\$6,209.55
xxx316343	7/30/19	H K AVERY CONSTRUCTION	1819	Miscellaneous Equipment Parts & Supplies	325.00	0.00	325.00	\$5,570.00
			2019	Miscellaneous Equipment Parts & Supplies	345.00	0.00	345.00	
			2219	Miscellaneous Services	4,900.00	0.00	4,900.00	
xxx316344	7/30/19	HDR ENGINEERING INC	1200204095	Engineering Services	3,675.04	0.00	3,675.04	\$3,675.04
xxx316345	7/30/19	HDL COREN & CONE	0026542-IN	Financial Services	5,154.60	0.00	5,154.60	\$5,154.60
xxx316346	7/30/19	HECKLER & KOCH DEFENSE INC	90234924	General Supplies	575.00	0.00	575.00	\$575.00
xxx316347	7/30/19	HINDERLITER DE LLAMAS & ASSOC	0031320-IN	Sales And Use Tax	88,226.02	0.00	88,226.02	\$90,875.47
			0031320-IN	Financial Services	2,649.45	0.00	2,649.45	
xxx316348	7/30/19	ICONIX WATERWORKS	17913003362	Materials - Land Improve	1,331.06	0.00	1,331.06	\$3,273.95
			17913006853	Materials - Land Improve	186.02	0.00	186.02	
			17913007013	Water Backflow Valves	336.31	0.00	336.31	
			17913007309	Materials - Land Improve	946.86	0.00	946.86	
			17913020723	Materials - Land Improve	473.70	0.00	473.70	
xxx316349	7/30/19	INHOUSE COMMERCIAL RECYCLERS LLC	1905692P	Recycling Services	675.00	0.00	675.00	\$1,275.00
			1906735U	Recycling Services	600.00	0.00	600.00	
xxx316350	7/30/19	JOHNSON ROBERTS & ASSOC INC	139572	Investigation Expense	15.00	0.00	15.00	\$15.00
xxx316351	7/30/19	KENNEDY JENKS CONSULTANTS	131156	HazMat Disposal - Hazardous Waste Disposal	3,698.00	0.00	3,698.00	\$3,698.00
xxx316352	7/30/19	KIMLEY HORN & ASSOC INC	13837398	Professional Services	6,042.22	0.00	6,042.22	\$32,204.02
			14056421	Professional Services	22,368.34	0.00	22,368.34	
			14245691	Professional Services	3,793.46	0.00	3,793.46	
xxx316354	7/30/19	LARRY WERTMAN	557	Rec Instructors/Officials	667.00	0.00	667.00	\$667.00
xxx316355	7/30/19	LAW ENFORCEMENT PSYCHOLOGICAL SERV INC	1907702	Investigation Expense	540.00	0.00	540.00	\$940.00
			1907703	Investigation Expense	400.00	0.00	400.00	
xxx316356	7/30/19	LAWSON PRODUCTS INC	9306855940	Miscellaneous Equipment Parts & Supplies	475.05	0.00	475.05	\$537.68

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			9306859418	Miscellaneous Equipment Parts & Supplies	33.03	0.00	33.03	
			9306874281	Miscellaneous Equipment Parts & Supplies	29.60	0.00	29.60	
xxx316357	7/30/19	LIEBERT CASSIDY WHITMORE	1482252	Legal Services	252.00	0.00	252.00	\$2,160.00
			1482253	Legal Services	216.00	0.00	216.00	
			1482254	Legal Services	1,692.00	0.00	1,692.00	
xxx316358	7/30/19	LIFETIME TENNIS INC	19-004	Rec Instructors/Officials	6,497.40	0.00	6,497.40	\$6,497.40
xxx316359	7/30/19	MAD SCIENCE OF THE BAY AREA	23580	Rec Instructors/Officials	4,680.00	0.00	4,680.00	\$8,940.00
			23581	Rec Instructors/Officials	4,260.00	0.00	4,260.00	
xxx316360	7/30/19	MEDIWASTE DISPOSAL LLC	0000077983	HazMat Disposal - Pharmaceutical Waste	50.00	0.00	50.00	\$50.00
xxx316361	7/30/19	MISSION ACADEMY OF MUSIC LLC	MAMSV19-1	Rec Instructors/Officials	756.00	0.00	756.00	\$756.00
xxx316362	7/30/19	MISSION VALLEY FORD TRUCK SALES INC	737036	Parts, Vehicles & Motor Equip	48.38	0.00	48.38	\$48.38
xxx316363	7/30/19	MOBIL SATELLITE TECHNOLOGIES	76994	General Supplies	3,300.00	0.00	3,300.00	\$3,300.00
xxx316364	7/30/19	MOUNTAIN VIEW GARDEN CENTER	99506	Materials - Land Improve	84.91	0.00	84.91	\$84.91
xxx316365	7/30/19	NATIONAL ACADEMY OF ATHLETICS	6118	Rec Instructors/Officials	6,433.70	0.00	6,433.70	\$6,433.70
xxx316366	7/30/19	NET TRANSCRIPTS INC	0025694-IN	Investigation Expense	280.25	0.00	280.25	\$573.01
			0025922-IN	Investigation Expense	173.36	0.00	173.36	
			0026223-IN	Investigation Expense	67.66	0.00	67.66	
			0026469-IN	Investigation Expense	51.74	0.00	51.74	
xxx316367	7/30/19	NETFILE INC	6293	Software As a Service	4,162.50	0.00	4,162.50	\$4,162.50
xxx316368	7/30/19	NORTH STATE ENVIRONMENTAL	051051	HazMat Disposal - Hazardous Waste Disposal	1,100.00	0.00	1,100.00	\$1,100.00
xxx316369	7/30/19	O'DELL ENGINEERING	3524010	Engineering Services	351.20	0.00	351.20	\$351.20
xxx316370	7/30/19	OTIS ELEVATOR COMPANY	SJ22036001	Facilities Maintenance & Repair Labor	349.00	0.00	349.00	\$349.00
xxx316371	7/30/19	PRN ERGONOMIC SERVICES	000577	Occupational Health and Safety Services - Other	750.00	0.00	750.00	\$960.00
			000679	Occupational Health and Safety Services - Other	210.00	0.00	210.00	
xxx316372	7/30/19	PACIFIC TELEMAGEMENT SERVICES	2021592	Utilities - Telephone	75.00	0.00	75.00	\$75.00
xxx316373	7/30/19	PETERSON	PC240034144	Fuel, Oil & Lubricants	5,833.14	0.00	5,833.14	\$11,709.70
			SB240014995	Misc Equip Maint & Repair - Labor	-3,796.58	0.00	-3,796.58	
			SB240014995	Misc Equip Maint & Repair - Materials	-698.47	0.00	-698.47	

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			SW240158537	Misc Equip Maint & Repair - Labor	3,796.58	0.00	3,796.58	
			SW240158537	Misc Equip Maint & Repair - Materials	698.47	0.00	698.47	
			SW240158697	Misc Equip Maint & Repair - Labor	3,796.58	0.00	3,796.58	
			SW240158697	Misc Equip Maint & Repair - Materials	731.15	0.00	731.15	
			SW240158698	Equipment Maintenance & Repair Labor	1,348.83	0.00	1,348.83	
xxx316374	7/30/19	PLAY-WELL TEKNOLOGIES	DB18285	Rec Instructors/Officials	2,750.00	0.00	2,750.00	\$2,750.00
xxx316375	7/30/19	PSOMAS	2015003-153281	Consultants	195,128.80	0.00	195,128.80	\$195,128.80
xxx316376	7/30/19	QUALITY ALARM SERVICE	128142	Alarm Services	911.00	0.00	911.00	\$911.00
xxx316377	7/30/19	RGW EQUIPMENT	28094	Parts, Vehicles & Motor Equip	151.25	0.00	151.25	\$151.25
xxx316378	7/30/19	READYREFRESH BY NESTLE	09G0036688802	General Supplies	49.15	0.00	49.15	\$382.50
			19F0025819772	General Supplies	49.15	0.00	49.15	
			19G0023249071	General Supplies	75.11	0.00	75.11	
			19G0024199309	Miscellaneous Services	127.03	0.00	127.03	
			19G0028805083	General Supplies	32.91	0.00	32.91	
			19G5727863002	General Supplies	49.15	0.00	49.15	
xxx316379	7/30/19	RECREATION PLUS	2877	Rec Instructors/Officials	8,931.65	0.00	8,931.65	\$15,379.00
			2881	Rec Instructors/Officials	6,447.35	0.00	6,447.35	
xxx316380	7/30/19	REDWOOD ENGINEERING CONSTRUCTION	ORCHHRTGPR K#11	Construction Project Contract Retainage	3,000.00	0.00	3,000.00	\$36,482.22
			ORCHHRTGPR K#14	Construction Services	33,482.22	0.00	33,482.22	
xxx316381	7/30/19	REED & GRAHAM INC	950411	Materials - Land Improve	6,235.33	0.00	6,235.33	\$36,201.63
			950412	Materials - Land Improve	11,071.75	0.00	11,071.75	
			950651	Materials - Land Improve	7,608.83	0.00	7,608.83	
			950837	Materials - Land Improve	11,285.72	0.00	11,285.72	
xxx316382	7/30/19	S & L FENCE CO	03621	Misc Equip Maint & Repair - Labor	532.00	0.00	532.00	\$695.00
			03621	Misc Equip Maint & Repair - Materials	163.00	0.00	163.00	
xxx316383	7/30/19	SAFEWAY INC	669599-061219	City Wellness Program	26.20	0.00	26.20	\$740.86
			722816-061119	City Wellness Program	202.36	0.00	202.36	
			728933-071119	Employee Recognition Expenses	92.98	0.00	92.98	
			805116-072319	Food Products	419.32	0.00	419.32	

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xxx316384	7/30/19	SAN FRANCISCO BAY BIRD OBSERVATORY	1343	Water Lab Services	1,729.80	0.00	1,729.80	\$1,729.80
xxx316385	7/30/19	SCHAAF & WHEELER CONSULTING CIVIL	31439	Engineering Services	6,807.78	0.00	6,807.78	\$6,807.78
xxx316386	7/30/19	SHERRILL INC	INV-467092	General Supplies	2,890.09	0.00	2,890.09	\$2,890.09
xxx316387	7/30/19	SHRED-IT USA	8127518063	Contracts/Service Agreements	194.27	0.00	194.27	\$194.27
xxx316388	7/30/19	SITEIMPROVE INC	62307	Software As a Service	9,895.00	0.00	9,895.00	\$9,895.00
xxx316389	7/30/19	SMITHS GOPHER TRAPPING SERVICE	21036	Professional Services	2,065.00	0.00	2,065.00	\$2,065.00
xxx316390	7/30/19	SOFTCHOICE CORP	5164693	Computer Software	34.92	0.00	34.92	\$107.34
			5166891	Computer Software	72.42	0.00	72.42	
xxx316391	7/30/19	STAPLES INC	8054882360	General Supplies	2,201.57	0.00	2,201.57	\$3,382.53
			8054882360	Supplies, Office	1,180.96	0.00	1,180.96	
xxx316393	7/30/19	STATE WATER RESOURCES CONTROL BOARD	OP#25866 D2	Membership Fees	60.00	0.00	60.00	\$60.00
xxx316394	7/30/19	STEVEN C DOLEZAL PHD	MAY2019	Professional Services	1,200.00	0.00	1,200.00	\$1,200.00
xxx316395	7/30/19	STUDIO EM GRAPHIC DESIGN	17583	Graphics Services	81.75	0.00	81.75	\$735.75
			17600	Graphics Services	245.25	0.00	245.25	
			17604	Graphics Services	408.75	0.00	408.75	
xxx316396	7/30/19	SUBURBAN PROPANE	242517	Materials - Land Improve	154.81	0.00	154.81	\$154.81
xxx316397	7/30/19	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0719	Insurances - Dental	29,515.50	0.00	29,515.50	\$29,515.50
xxx316398	7/30/19	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY0719	Insurances - Long Term Disability	3,800.00	0.00	3,800.00	\$3,800.00
xxx316399	7/30/19	SUSTAINABLE LANDSCAPE DESIGNS	20190627	Services Maintain Land Improv	875.00	0.00	875.00	\$875.00
xxx316400	7/30/19	TAYLORMADE GOLF CO	33835037	Inventory Purchase	303.93	0.00	303.93	\$303.93
xxx316401	7/30/19	TYLER TECHNOLOGIES	025-265591	Computer Software	6,950.00	0.00	6,950.00	\$6,950.00
xxx316402	7/30/19	USDA-APHIS GENERAL	3003164010	Services Maintain Land Improv	1,404.88	0.00	1,404.88	\$1,404.88
xxx316403	7/30/19	UNDERGROUND SERVICE ALERT	1305952019	Membership Fees	17,830.41	0.00	17,830.41	\$17,830.41
xxx316404	7/30/19	UNITED RENTALS	165469049-006	Equipment Rental/Lease	1,670.63	0.00	1,670.63	\$1,670.63
xxx316405	7/30/19	UNITED SITE SERVICES OF CALIFORNIA INC	114-8362823	Miscellaneous Services	233.71	0.00	233.71	\$757.47
			114-8657919	Miscellaneous Services	233.71	0.00	233.71	
			114-8734211	Facilities Maintenance & Repair Labor	290.05	0.00	290.05	
xxx316406	7/30/19	UNITED STATES POSTAL SERVICE	P#2661000-0719	Mailing & Delivery Services	235.00	0.00	235.00	\$235.00

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xxx316407	7/30/19	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58022	DED Services/Training - Training	330.00	0.00	330.00	\$10,983.50
			58052	DED Services/Training - Training	550.00	0.00	550.00	
			58201	DED Services/Training - Training	600.00	0.00	600.00	
			58217	DED Services/Training - Training	600.00	0.00	600.00	
			58238	DED Services/Training - Training	685.50	0.00	685.50	
			58245	DED Services/Training - Training	600.00	0.00	600.00	
			58254	DED Services/Training - Training	600.00	0.00	600.00	
			58356	DED Services/Training - Training	600.00	0.00	600.00	
			58399	DED Services/Training - Training	287.00	0.00	287.00	
			58415	DED Services/Training - Training	600.00	0.00	600.00	
			58549	DED Services/Training - Training	545.00	0.00	545.00	
			58552	DED Services/Training - Training	4,986.00	0.00	4,986.00	
xxx316408	7/30/19	VWR INTERNATIONAL LLC	8086695857	General Supplies	45.06	0.00	45.06	\$820.30
			8086702086	General Supplies	152.03	0.00	152.03	
			8086725310	General Supplies	50.14	0.00	50.14	
			8086728919	General Supplies	292.99	0.00	292.99	
			8086731010	General Supplies	189.22	0.00	189.22	
			8086731011	General Supplies	29.80	0.00	29.80	
			8086756158	General Supplies	61.06	0.00	61.06	
xxx316409	7/30/19	WECO INDUSTRIES LLC	0043704-IN	Misc Equip Maint & Repair - Labor	3,718.51	0.00	3,718.51	\$7,437.01
			0043704-IN	Misc Equip Maint & Repair - Materials	3,718.50	0.00	3,718.50	
xxx316410	7/30/19	WEST VALLEY STAFFING GROUP	257143	Salaries - Contract Personnel	1,847.20	0.00	1,847.20	\$18,059.68
			257144	Salaries - Contract Personnel	1,532.80	0.00	1,532.80	
			257364	Salaries - Contract Personnel	1,477.76	0.00	1,477.76	
			257604	Salaries - Contract Personnel	1,477.76	0.00	1,477.76	
			257605	Salaries - Contract Personnel	1,532.80	0.00	1,532.80	
			257684	Salaries - Contract Personnel	1,329.60	0.00	1,329.60	
			257809	Salaries - Contract Personnel	1,108.32	0.00	1,108.32	
			258049	Salaries - Contract Personnel	1,847.20	0.00	1,847.20	
			258050	Salaries - Contract Personnel	1,532.80	0.00	1,532.80	
			258126	Salaries - Contract Personnel	1,329.60	0.00	1,329.60	

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			258250	Salaries - Contract Personnel	1,847.20	0.00	1,847.20	
			275225	Salaries - Contract Personnel	1,196.64	0.00	1,196.64	
xxx316414	7/30/19	WILSEY HAM	22807	Consultants	2,821.00	0.00	2,821.00	\$2,821.00
xxx316415	7/30/19	WINSUPPLY OF SILICON VALLEY	005551 00	Electrical Parts & Supplies	118.03	0.00	118.03	\$403.14
			005565 00	Miscellaneous Equipment Parts & Supplies	68.33	0.00	68.33	
			005838 00	Bldg Maint Matls & Supplies	216.78	0.00	216.78	
xxx316416	7/30/19	WITMER TYSON IMPORTS INC	T13197	Canine Program Expenditures	650.00	0.00	650.00	\$650.00
xxx316417	7/30/19	ZALCO LABORATORIES	1907039	Miscellaneous Services	375.00	0.00	375.00	\$375.00
xxx316418	7/30/19	WAITER.COM INC	J0625269051	Food Products	183.03	0.00	183.03	\$183.03
xxx316419	7/30/19	CINTAS LOC #38K	54K118155	General Supplies	308.80	0.00	308.80	\$17,335.16
			54K118156	General Supplies	157.80	0.00	157.80	
			54K119029	General Supplies	387.72	0.00	387.72	
			54K119030	General Supplies	148.23	0.00	148.23	
			54K119933	General Supplies	339.18	0.00	339.18	
			54K119934	General Supplies	165.33	0.00	165.33	
			54K120832	General Supplies	334.47	0.00	334.47	
			54K120833	General Supplies	231.58	0.00	231.58	
			54K121713	General Supplies	386.59	0.00	386.59	
			54K121714	General Supplies	164.41	0.00	164.41	
			54K121722REV	Laundry & Cleaning Services	-187.68	0.00	-187.68	
			54K122573	General Supplies	313.56	0.00	313.56	
			54K122574	General Supplies	164.41	0.00	164.41	
			54K123415	General Supplies	246.92	0.00	246.92	
			54K123416	General Supplies	164.35	0.00	164.35	
			54K124285	General Supplies	336.66	0.00	336.66	
			54K124286	General Supplies	156.40	0.00	156.40	
			54K125311	General Supplies	164.41	0.00	164.41	
			54K125312	General Supplies	351.93	0.00	351.93	
			54K126191	General Supplies	164.35	0.00	164.35	
			54K126192	General Supplies	329.47	0.00	329.47	
			54K127036	General Supplies	164.35	0.00	164.35	

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			54K127037	General Supplies	322.99	0.00	322.99	
			54K127814	General Supplies	164.35	0.00	164.35	
			54K127815	General Supplies	322.99	0.00	322.99	
			54K128568	General Supplies	164.35	0.00	164.35	
			54K128569	General Supplies	311.10	0.00	311.10	
			54K129791	General Supplies	366.04	0.00	366.04	
			54K129792	General Supplies	304.30	0.00	304.30	
			54K130866	General Supplies	164.35	0.00	164.35	
			54K130867	General Supplies	318.94	0.00	318.94	
			54K131917	General Supplies	179.08	0.00	179.08	
			54K131918	General Supplies	332.34	0.00	332.34	
			54K132930	General Supplies	150.25	0.00	150.25	
			54K132931	General Supplies	290.72	0.00	290.72	
			54K134028	General Supplies	178.45	0.00	178.45	
			54K134029	General Supplies	318.60	0.00	318.60	
			54K135160	General Supplies	178.45	0.00	178.45	
			54K135161	General Supplies	328.13	0.00	328.13	
			54K136303	General Supplies	168.77	0.00	168.77	
			54K136304	General Supplies	341.57	0.00	341.57	
			54K137405	General Supplies	169.97	0.00	169.97	
			54K137406	General Supplies	336.24	0.00	336.24	
			54K138590	General Supplies	169.97	0.00	169.97	
			54K138591	General Supplies	336.24	0.00	336.24	
			54K139705	General Supplies	169.97	0.00	169.97	
			54K139706	General Supplies	323.41	0.00	323.41	
			54K140857	General Supplies	169.97	0.00	169.97	
			54K140858	General Supplies	322.59	0.00	322.59	
			54K141966	General Supplies	169.97	0.00	169.97	
			54K141967	General Supplies	331.97	0.00	331.97	
			54K143104	General Supplies	169.97	0.00	169.97	
			54K143105	General Supplies	335.20	0.00	335.20	

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			54K144366	General Supplies	169.97	0.00	169.97	
			54K144367	General Supplies	330.07	0.00	330.07	
			54K145593	General Supplies	169.97	0.00	169.97	
			54K145594	General Supplies	341.92	0.00	341.92	
			54K146792	General Supplies	169.97	0.00	169.97	
			54K146793	General Supplies	312.82	0.00	312.82	
			54K148024	General Supplies	169.97	0.00	169.97	
			54K148025	General Supplies	321.86	0.00	321.86	
			54K149266	General Supplies	169.97	0.00	169.97	
			54K149267	General Supplies	316.98	0.00	316.98	
			54K150570	General Supplies	169.97	0.00	169.97	
			54K150571	General Supplies	320.00	0.00	320.00	
			54K151935	General Supplies	169.97	0.00	169.97	
			54K151936	General Supplies	320.00	0.00	320.00	
			54K153351	General Supplies	170.49	0.00	170.49	
			54K153352	General Supplies	320.08	0.00	320.08	
			54K154552	General Supplies	170.49	0.00	170.49	
			54K154553	General Supplies	316.18	0.00	316.18	
xxx316425	7/30/19	OFFICE DEPOT INC	335514645001	Supplies, Office	107.90	0.00	107.90	\$10,378.12
			335868220001	Supplies, Office	240.48	0.00	240.48	
			335947309001	Supplies, Office	127.15	0.00	127.15	
			336000705001	Supplies, Office	163.49	0.00	163.49	
			336001505001	Supplies, Office	241.90	0.00	241.90	
			336104172001	Supplies, Office	8.53	0.00	8.53	
			336104750001	Supplies, Office	62.14	0.00	62.14	
			336104751001	Supplies, Office	27.14	0.00	27.14	
			336104752001	Supplies, Office	19.31	0.00	19.31	
			336706679001	Supplies, Office	270.48	0.00	270.48	
			336832484001	Supplies, Office	175.88	0.00	175.88	
			336900288001	Supplies, Office	19.99	0.00	19.99	
			336900411001	Supplies, Office	26.37	0.00	26.37	

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			337079422001	Supplies, Office	40.57	0.00	40.57	
			337104057001	Inventory Purchase	1,769.56	0.00	1,769.56	
			337259944001	Supplies, Office	92.13	0.00	92.13	
			337341582001	Supplies, Office	112.06	0.00	112.06	
			337377503001	Supplies, Office	83.69	0.00	83.69	
			337379078001	Supplies, Office	208.26	0.00	208.26	
			337380074001	Supplies, Office	291.42	0.00	291.42	
			337425123001	Supplies, Office	81.73	0.00	81.73	
			337425124001	Supplies, Office	21.79	0.00	21.79	
			337425125001	Supplies, Office	19.61	0.00	19.61	
			337623528001	Supplies, Office	67.66	0.00	67.66	
			337643683001	Supplies, Office	46.10	0.00	46.10	
			337865631001	Supplies, Office	124.25	0.00	124.25	
			337867547001	Supplies, Office	17.59	0.00	17.59	
			337869016001	Supplies, Office	68.46	0.00	68.46	
			337912251001	Supplies, Office	43.45	0.00	43.45	
			337914744001	Supplies, Office	41.41	0.00	41.41	
			338056121001	Supplies, Office	69.11	0.00	69.11	
			338056420001	Supplies, Office	15.50	0.00	15.50	
			338097642001	Supplies, Office	5.77	0.00	5.77	
			338108234001	Supplies, Office	721.16	0.00	721.16	
			338108559001	Supplies, Office	13.95	0.00	13.95	
			338348285001	Supplies, Office	671.18	0.00	671.18	
			338386841001	Supplies, Office	22.11	0.00	22.11	
			338459898001	Supplies, Office	292.05	0.00	292.05	
			339046741001	Supplies, Office	35.95	0.00	35.95	
			339118269001	Supplies, Office	18.42	0.00	18.42	
			339387267001	Supplies, Office	48.49	0.00	48.49	
			339424473001	Supplies, Office	386.49	0.00	386.49	
			339424981001	Supplies, Office	74.69	0.00	74.69	
			339475040001	Supplies, Office	30.47	0.00	30.47	

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			339476113001	Supplies, Office	39.12	0.00	39.12	
			339517196001	Supplies, Office	1,835.83	0.00	1,835.83	
			339529453001	Supplies, Office	18.62	0.00	18.62	
			339579114001	Supplies, Office	64.93	0.00	64.93	
			340142964001	Supplies, Office	73.69	0.00	73.69	
			340177687001	Supplies, Office	3.15	0.00	3.15	
			340179326001	Supplies, Office	47.40	0.00	47.40	
			340182810001	Supplies, Office	23.38	0.00	23.38	
			340290484001	Supplies, Office	64.94	0.00	64.94	
			340291430001	Supplies, Office	53.07	0.00	53.07	
			340298645001	Supplies, Office	184.52	0.00	184.52	
			340304546001	Supplies, Office	3.49	0.00	3.49	
			340328827001	Supplies, Office	70.35	0.00	70.35	
			340335290001	Supplies, Office	125.11	0.00	125.11	
			340336839001	Supplies, Office	94.05	0.00	94.05	
			340377117001	Supplies, Office	-18.02	0.00	-18.02	
			340744489001	Supplies, Office	80.64	0.00	80.64	
			340970067001	Supplies, Office	78.39	0.00	78.39	
			340983435001	Supplies, Office	77.94	0.00	77.94	
			341118645001	Inventory Purchase	220.25	0.00	220.25	
			341202211001	Supplies, Office	48.06	0.00	48.06	
			341237774001	Supplies, Office	102.15	0.00	102.15	
			341274571001	Supplies, Office	43.82	0.00	43.82	
			341276402001	Supplies, Office	17.40	0.00	17.40	
xxx316431	7/30/19	PACIFIC GAS & ELECTRIC CO	05225890200619	Utilities - Gas	26.48	0.00	26.48	\$19,223.27
			05225892760619	Utilities - Electric	2,133.11	0.00	2,133.11	
			05225894560619	Utilities - Electric	1,598.04	0.00	1,598.04	
			06025923000619	Utilities - Electric	18.11	0.00	18.11	
			06037193330619	Utilities - Electric	0.08	0.00	0.08	
			06040860490619	Utilities - Electric	21.95	0.00	21.95	
			06072000410619	Utilities - Electric	20.07	0.00	20.07	

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			06075132700619	Utilities - Electric	15.60	0.00	15.60	
			06075133000619	Utilities - Electric	11.39	0.00	11.39	
			06075135280619	Utilities - Electric	33.32	0.00	33.32	
			06075135640619	Utilities - Electric	7.14	0.00	7.14	
			06075139670619	Utilities - Electric	0.54	0.00	0.54	
			06081240040619	Utilities - Electric	37.24	0.00	37.24	
			11059228290619	Utilities - Electric	55.62	0.00	55.62	
			11059229930619	Utilities - Electric	62.20	0.00	62.20	
			14823837850619	Utilities - Electric	43.41	0.00	43.41	
			18068041900619	Utilities - Electric	70.36	0.00	70.36	
			19867842520619	Utilities - Electric	36.11	0.00	36.11	
			35600081570619	Utilities - Electric	32.06	0.00	32.06	
			35602171200619	Utilities - Electric	26.44	0.00	26.44	
			35604437160619	Utilities - Electric	28.98	0.00	28.98	
			35606224450619	Utilities - Electric	17.46	0.00	17.46	
			35607191900619	Utilities - Electric	37.75	0.00	37.75	
			35608567660619	Utilities - Electric	34.75	0.00	34.75	
			35611839590619	Utilities - Electric	0.69	0.00	0.69	
			35612262510619	Utilities - Electric	38.28	0.00	38.28	
			35613458020619	Utilities - Electric	22.45	0.00	22.45	
			35615386140619	Utilities - Electric	14.91	0.00	14.91	
			35615568540619	Utilities - Electric	47.75	0.00	47.75	
			35616646260619	Utilities - Electric	25.83	0.00	25.83	
			35617117850619	Utilities - Electric	22.68	0.00	22.68	
			35619832010619	Utilities - Electric	7.84	0.00	7.84	
			35620251620619	Utilities - Electric	15.30	0.00	15.30	
			35621388650619	Utilities - Electric	21.75	0.00	21.75	
			35622378290619	Utilities - Electric	28.67	0.00	28.67	
			35622803790619	Utilities - Electric	32.37	0.00	32.37	
			35623203290619	Utilities - Electric	29.52	0.00	29.52	
			35623495080619	Utilities - Electric	28.60	0.00	28.60	

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			35624668430619	Utilities - Electric	30.21	0.00	30.21	
			35625361150619	Utilities - Electric	17.91	0.00	17.91	
			35629588410619	Utilities - Electric	37.75	0.00	37.75	
			35630370110619	Utilities - Electric	35.28	0.00	35.28	
			35630869420619	Utilities - Electric	22.30	0.00	22.30	
			35631755360619	Utilities - Electric	26.44	0.00	26.44	
			35632810380619	Utilities - Electric	18.14	0.00	18.14	
			35634101590619	Utilities - Electric	41.51	0.00	41.51	
			35635840130619	Utilities - Electric	26.13	0.00	26.13	
			35635878160619	Utilities - Electric	22.60	0.00	22.60	
			35638635000619	Utilities - Electric	36.89	0.00	36.89	
			35639668520619	Utilities - Electric	18.83	0.00	18.83	
			35641783140619	Utilities - Electric	27.90	0.00	27.90	
			35642309020619	Utilities - Electric	25.37	0.00	25.37	
			35642590020619	Utilities - Electric	26.60	0.00	26.60	
			35642590100619	Utilities - Electric	51.44	0.00	51.44	
			35642590150619	Utilities - Electric	16.76	0.00	16.76	
			35642590200619	Utilities - Electric	46.82	0.00	46.82	
			35642590250619	Utilities - Electric	72.20	0.00	72.20	
			35642590300619	Utilities - Electric	71.33	0.00	71.33	
			35642590350619	Utilities - Electric	49.22	0.00	49.22	
			35642590400619	Utilities - Electric	77.47	0.00	77.47	
			35642590450619	Utilities - Electric	51.61	0.00	51.61	
			35642590460619	Utilities - Electric	13.07	0.00	13.07	
			35642590500619	Utilities - Electric	44.70	0.00	44.70	
			35642590650619	Utilities - Electric	46.70	0.00	46.70	
			35642590700619	Utilities - Electric	72.49	0.00	72.49	
			35642590800619	Utilities - Electric	59.60	0.00	59.60	
			35642590950619	Utilities - Electric	18.78	0.00	18.78	
			35642591000619	Utilities - Electric	45.71	0.00	45.71	
			35642591050619	Utilities - Electric	51.17	0.00	51.17	

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			35642591100619	Utilities - Electric	44.96	0.00	44.96	
			35642591150619	Utilities - Electric	52.57	0.00	52.57	
			35642591210619	Utilities - Electric	30.37	0.00	30.37	
			35642591250619	Utilities - Electric	67.97	0.00	67.97	
			35642591300619	Utilities - Electric	33.80	0.00	33.80	
			35642591310619	Utilities - Electric	12.68	0.00	12.68	
			35642591350619	Utilities - Electric	66.10	0.00	66.10	
			35642591400619	Utilities - Electric	56.10	0.00	56.10	
			35642591450619	Utilities - Electric	40.70	0.00	40.70	
			35642591500619	Utilities - Electric	34.44	0.00	34.44	
			35642591550619	Utilities - Electric	37.95	0.00	37.95	
			35642591600619	Utilities - Electric	49.56	0.00	49.56	
			35642591650619	Utilities - Electric	59.83	0.00	59.83	
			35642591700619	Utilities - Electric	48.72	0.00	48.72	
			35642591750619	Utilities - Electric	57.36	0.00	57.36	
			35642591800619	Utilities - Electric	39.72	0.00	39.72	
			35642591850619	Utilities - Electric	44.45	0.00	44.45	
			35642591900619	Utilities - Electric	43.36	0.00	43.36	
			35642591930619	Utilities - Electric	32.52	0.00	32.52	
			35642591940619	Utilities - Electric	20.53	0.00	20.53	
			35642591950619	Utilities - Electric	55.04	0.00	55.04	
			35642592000619	Utilities - Electric	59.96	0.00	59.96	
			35642592050619	Utilities - Electric	70.27	0.00	70.27	
			35642592070619	Utilities - Electric	23.91	0.00	23.91	
			35642592100619	Utilities - Electric	57.20	0.00	57.20	
			35642592130619	Utilities - Electric	17.22	0.00	17.22	
			35642592150619	Utilities - Electric	52.20	0.00	52.20	
			35642592190619	Utilities - Electric	40.52	0.00	40.52	
			35642592200619	Utilities - Electric	52.36	0.00	52.36	
			35642592250619	Utilities - Electric	22.96	0.00	22.96	
			35642592300619	Utilities - Electric	47.43	0.00	47.43	

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			35642592350619	Utilities - Electric	11.64	0.00	11.64	
			35642592400619	Utilities - Electric	73.86	0.00	73.86	
			35642592450619	Utilities - Electric	43.43	0.00	43.43	
			35642592500619	Utilities - Electric	43.31	0.00	43.31	
			35642592550619	Utilities - Electric	61.70	0.00	61.70	
			35642592600619	Utilities - Electric	49.44	0.00	49.44	
			35642592650619	Utilities - Electric	58.94	0.00	58.94	
			35642592700619	Utilities - Electric	51.56	0.00	51.56	
			35642592750619	Utilities - Electric	46.68	0.00	46.68	
			35642592800619	Utilities - Electric	75.35	0.00	75.35	
			35642592850619	Utilities - Electric	45.58	0.00	45.58	
			35642592900619	Utilities - Electric	52.58	0.00	52.58	
			35642592950619	Utilities - Electric	66.34	0.00	66.34	
			35642593000619	Utilities - Electric	57.57	0.00	57.57	
			35642593100619	Utilities - Electric	58.69	0.00	58.69	
			35642593200619	Utilities - Electric	52.10	0.00	52.10	
			35642593210619	Utilities - Electric	30.75	0.00	30.75	
			35642593250619	Utilities - Electric	13.02	0.00	13.02	
			35642593260619	Utilities - Electric	29.68	0.00	29.68	
			35642593300619	Utilities - Electric	58.32	0.00	58.32	
			35642593350619	Utilities - Electric	70.94	0.00	70.94	
			35642593400619	Utilities - Electric	58.07	0.00	58.07	
			35642593410619	Utilities - Electric	13.83	0.00	13.83	
			35642593480619	Utilities - Electric	17.07	0.00	17.07	
			35642593500619	Utilities - Electric	59.57	0.00	59.57	
			35642593550619	Utilities - Electric	44.19	0.00	44.19	
			35642593600619	Utilities - Electric	64.21	0.00	64.21	
			35642593650619	Utilities - Electric	58.94	0.00	58.94	
			35642593700619	Utilities - Electric	53.33	0.00	53.33	
			35642593750619	Utilities - Electric	37.56	0.00	37.56	
			35642593830619	Utilities - Electric	22.84	0.00	22.84	

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			35642593850619	Utilities - Electric	9.53	0.00	9.53	
			35642593900119	Utilities - Electric	-19.97	0.00	-19.97	
			35642593900219	Utilities - Electric	-21.71	0.00	-21.71	
			35642593900319	Utilities - Electric	-19.32	0.00	-19.32	
			35642593900419	Utilities - Electric	-19.73	0.00	-19.73	
			35642593901118	Utilities - Electric	-0.40	0.00	-0.40	
			35642593901218	Utilities - Electric	-21.27	0.00	-21.27	
			35642593950619	Utilities - Electric	37.44	0.00	37.44	
			35642593960619	Utilities - Electric	18.91	0.00	18.91	
			35642594000619	Utilities - Electric	52.80	0.00	52.80	
			35642594030619	Utilities - Electric	21.06	0.00	21.06	
			35642594050619	Utilities - Electric	30.81	0.00	30.81	
			35642594100619	Utilities - Electric	30.19	0.00	30.19	
			35642594150619	Utilities - Electric	43.81	0.00	43.81	
			35642594250619	Utilities - Electric	75.46	0.00	75.46	
			35642594260619	Utilities - Electric	23.98	0.00	23.98	
			35642594300619	Utilities - Electric	44.67	0.00	44.67	
			35642594310619	Utilities - Electric	19.53	0.00	19.53	
			35642594350619	Utilities - Electric	43.93	0.00	43.93	
			35642594400619	Utilities - Electric	40.30	0.00	40.30	
			35642594450619	Utilities - Electric	48.44	0.00	48.44	
			35642594500619	Utilities - Electric	32.05	0.00	32.05	
			35642594550619	Utilities - Electric	62.09	0.00	62.09	
			35642594600619	Utilities - Electric	59.58	0.00	59.58	
			35642594650619	Utilities - Electric	60.33	0.00	60.33	
			35642594700619	Utilities - Electric	58.94	0.00	58.94	
			35642594750619	Utilities - Electric	49.05	0.00	49.05	
			35642594800619	Utilities - Electric	56.34	0.00	56.34	
			35642594850619	Utilities - Electric	38.99	0.00	38.99	
			35642594900619	Utilities - Electric	48.09	0.00	48.09	
			35642594950619	Utilities - Electric	62.72	0.00	62.72	

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			35642595000619	Utilities - Electric	43.24	0.00	43.24	
			35642595050619	Utilities - Electric	54.87	0.00	54.87	
			35642595100619	Utilities - Electric	61.63	0.00	61.63	
			35642595150619	Utilities - Electric	46.98	0.00	46.98	
			35642595180619	Utilities - Electric	17.91	0.00	17.91	
			35642595200619	Utilities - Electric	48.98	0.00	48.98	
			35642595250619	Utilities - Electric	46.66	0.00	46.66	
			35642595260619	Utilities - Electric	43.81	0.00	43.81	
			35642595270619	Utilities - Electric	27.68	0.00	27.68	
			35642595300619	Utilities - Electric	49.30	0.00	49.30	
			35642595350619	Utilities - Electric	50.50	0.00	50.50	
			35642595400619	Utilities - Electric	51.99	0.00	51.99	
			35642595450619	Utilities - Electric	92.11	0.00	92.11	
			35642595500619	Utilities - Electric	42.38	0.00	42.38	
			35642595550619	Utilities - Electric	47.05	0.00	47.05	
			35642595600619	Utilities - Electric	44.87	0.00	44.87	
			35642595650619	Utilities - Electric	48.33	0.00	48.33	
			35642595700619	Utilities - Electric	53.74	0.00	53.74	
			35642595750619	Utilities - Electric	52.12	0.00	52.12	
			35642595800619	Utilities - Electric	48.37	0.00	48.37	
			35642595840619	Utilities - Electric	24.29	0.00	24.29	
			35642595850619	Utilities - Electric	81.75	0.00	81.75	
			35642595900619	Utilities - Electric	48.63	0.00	48.63	
			35642595950619	Utilities - Electric	87.76	0.00	87.76	
			35642596000619	Utilities - Electric	67.93	0.00	67.93	
			35642596050619	Utilities - Electric	58.06	0.00	58.06	
			35642596150619	Utilities - Electric	48.83	0.00	48.83	
			35642596180619	Utilities - Electric	21.06	0.00	21.06	
			35642596200619	Utilities - Electric	54.80	0.00	54.80	
			35642596250619	Utilities - Electric	44.10	0.00	44.10	
			35642596300619	Utilities - Electric	41.57	0.00	41.57	

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			35642596310619	Utilities - Electric	23.44	0.00	23.44	
			35642596350619	Utilities - Electric	37.59	0.00	37.59	
			35642596380619	Utilities - Electric	31.21	0.00	31.21	
			35642596390619	Utilities - Electric	25.59	0.00	25.59	
			35642596400619	Utilities - Electric	39.69	0.00	39.69	
			35642596450619	Utilities - Electric	72.95	0.00	72.95	
			35642596500619	Utilities - Electric	41.19	0.00	41.19	
			35642596510119	Utilities - Electric	-42.81	0.00	-42.81	
			35642596510219	Utilities - Electric	-46.78	0.00	-46.78	
			35642596510319	Utilities - Electric	-42.32	0.00	-42.32	
			35642596510419	Utilities - Electric	-43.23	0.00	-43.23	
			35642596511118	Utilities - Electric	-37.97	0.00	-37.97	
			35642596511218	Utilities - Electric	-46.34	0.00	-46.34	
			35642596700619	Utilities - Electric	23.52	0.00	23.52	
			35642596890619	Utilities - Electric	25.53	0.00	25.53	
			35642597310619	Utilities - Electric	21.60	0.00	21.60	
			35642597410619	Utilities - Electric	28.75	0.00	28.75	
			35642597560619	Utilities - Electric	19.61	0.00	19.61	
			35642597580619	Utilities - Electric	38.74	0.00	38.74	
			35642597780619	Utilities - Electric	26.60	0.00	26.60	
			35642598090619	Utilities - Electric	32.29	0.00	32.29	
			35642598240619	Utilities - Electric	9.86	0.00	9.86	
			35642598320619	Utilities - Electric	31.82	0.00	31.82	
			35642598500619	Utilities - Electric	21.14	0.00	21.14	
			35642598680619	Utilities - Electric	21.14	0.00	21.14	
			35642599030619	Utilities - Electric	24.05	0.00	24.05	
			35642599140619	Utilities - Electric	23.29	0.00	23.29	
			35642599220619	Utilities - Electric	35.75	0.00	35.75	
			35642599230619	Utilities - Electric	17.14	0.00	17.14	
			35642599630619	Utilities - Electric	50.20	0.00	50.20	
			35642599650619	Utilities - Electric	24.60	0.00	24.60	

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			35642657100619	Utilities - Electric	25.83	0.00	25.83	
			35644680670619	Utilities - Electric	22.14	0.00	22.14	
			35646567580619	Utilities - Electric	5.68	0.00	5.68	
			35647525510619	Utilities - Electric	25.91	0.00	25.91	
			35647587030619	Utilities - Electric	40.44	0.00	40.44	
			35650040160619	Utilities - Electric	26.91	0.00	26.91	
			35650072020619	Utilities - Electric	19.13	0.00	19.13	
			35650295620619	Utilities - Electric	22.22	0.00	22.22	
			35650736240619	Utilities - Electric	22.84	0.00	22.84	
			35651995910619	Utilities - Electric	25.59	0.00	25.59	
			35652446010619	Utilities - Electric	34.28	0.00	34.28	
			35652837430619	Utilities - Electric	20.21	0.00	20.21	
			35653850930619	Utilities - Electric	29.83	0.00	29.83	
			35654460380619	Utilities - Electric	22.84	0.00	22.84	
			35655027900619	Utilities - Electric	33.60	0.00	33.60	
			35656758090519	Utilities - Electric	17.13	0.00	17.13	
			35656758090619	Utilities - Electric	3.85	0.00	3.85	
			35658641990619	Utilities - Electric	20.75	0.00	20.75	
			35659521990619	Utilities - Electric	27.60	0.00	27.60	
			35659719430619	Utilities - Electric	38.90	0.00	38.90	
			35661606410619	Utilities - Electric	23.98	0.00	23.98	
			35662710140619	Utilities - Electric	21.29	0.00	21.29	
			35663598020619	Utilities - Electric	30.75	0.00	30.75	
			35664661630619	Utilities - Electric	30.75	0.00	30.75	
			35666020590619	Utilities - Electric	23.22	0.00	23.22	
			35669864390619	Utilities - Electric	26.74	0.00	26.74	
			35671931870619	Utilities - Electric	21.06	0.00	21.06	
			35674252920619	Utilities - Electric	30.37	0.00	30.37	
			35674989850619	Utilities - Electric	21.60	0.00	21.60	
			35675679620619	Utilities - Electric	27.75	0.00	27.75	
			35676150740619	Utilities - Electric	38.05	0.00	38.05	

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			35677237450619	Utilities - Electric	30.37	0.00	30.37	
			35677708710619	Utilities - Electric	23.31	0.00	23.31	
			35677904120619	Utilities - Electric	29.36	0.00	29.36	
			35679500460619	Utilities - Electric	30.37	0.00	30.37	
			35679745900619	Utilities - Electric	30.91	0.00	30.91	
			35680001590619	Utilities - Electric	23.67	0.00	23.67	
			35681394250619	Utilities - Electric	20.37	0.00	20.37	
			35685267030619	Utilities - Electric	47.44	0.00	47.44	
			35690738200619	Utilities - Electric	25.14	0.00	25.14	
			35693522670619	Utilities - Electric	24.21	0.00	24.21	
			35695460940619	Utilities - Electric	24.38	0.00	24.38	
			35695887370619	Utilities - Electric	24.52	0.00	24.52	
			35699206580619	Utilities - Electric	1.54	0.00	1.54	
			38257235830619	Utilities - Electric	63.95	0.00	63.95	
			39509111000619	Utilities - Electric	40.23	0.00	40.23	
			43142590150619	Utilities - Gas	8.66	0.00	8.66	
			43142590250619	Utilities - Gas	207.10	0.00	207.10	
			43142590300619	Utilities - Gas	2,125.84	0.00	2,125.84	
			43142591280619	Utilities - Electric	691.92	0.00	691.92	
			43142597200619	Utilities - Electric	817.44	0.00	817.44	
			43142597640619	Utilities - Electric	1,286.88	0.00	1,286.88	
			43142599650619	Utilities - Electric	832.70	0.00	832.70	
			48131400740619	Utilities - Electric	9.64	0.00	9.64	
			63004478110619	Utilities - Electric	45.48	0.00	45.48	
			66172622090619	Utilities - Electric	21.65	0.00	21.65	
			74408230820619	Utilities - Electric	53.11	0.00	53.11	
			97306197490619	Utilities - Electric	6.48	0.00	6.48	
			97322830180619	Utilities - Electric	79.09	0.00	79.09	
			97322834740619	Utilities - Electric	22.33	0.00	22.33	
			97386482120619	Utilities - Electric	26.53	0.00	26.53	
xxx316454	7/30/19	PALO ALTO MEDICAL FOUNDATION	4372	Medical Services	275.00	0.00	275.00	\$2,105.00

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			4374	Medical Services	275.00	0.00	275.00	
			4375	Medical Services	275.00	0.00	275.00	
			4376	Medical Services	275.00	0.00	275.00	
			4377	Pre-Employment Testing	30.00	0.00	30.00	
			4378	Pre-Employment Testing	30.00	0.00	30.00	
			4379	Pre-Employment Testing	30.00	0.00	30.00	
			4380	Pre-Employment Testing	30.00	0.00	30.00	
			4381	Pre-Employment Testing	30.00	0.00	30.00	
			4382	Pre-Employment Testing	30.00	0.00	30.00	
			4383	Medical Services	275.00	0.00	275.00	
			4384	Medical Services	275.00	0.00	275.00	
			4385	Medical Services	275.00	0.00	275.00	
xxx316455	7/30/19	STATE WATER RESOURCES CONTROL BOARD	FARISATO 3EXAM	Membership Fees	295.00	0.00	295.00	\$295.00
xxx316456	7/30/19	STATE WATER RESOURCES CONTROL BOARD	HORDES G2EXAM	Membership Fees	155.00	0.00	155.00	\$155.00
xxx316457	7/30/19	STATE WATER RESOURCES CONTROL BOARD	JACKMAN G1EXAM	Membership Fees	120.00	0.00	120.00	\$120.00
xxx316458	7/30/19	UNITED STATES POSTAL SERVICE	P#14001-072619	Postage	600.00	0.00	600.00	\$600.00
xxx316459	7/30/19	WILLIAM PAUL WHITE	190808SNYV	Special Events	120.00	0.00	120.00	\$120.00
xxx316460	7/30/19	BEAUTY SALON	068557	Business License Tax	38.89	0.00	38.89	\$38.89
xxx316461	7/30/19	BYLDAN CORPORATION	145021-34756	Refund Utility Account Credit	4,404.00	0.00	4,404.00	\$4,404.00
xxx316462	7/30/19	DANIEL REETZ	179451-34774	Refund Utility Account Credit	322.76	0.00	322.76	\$322.76
xxx316463	7/30/19	ESTATES OF MUM & MASAYO ARII	16891-10350	Refund Utility Account Credit	37.75	0.00	37.75	\$37.75
xxx316464	7/30/19	HILL & CO REALTORS	3497-32656	Refund Utility Account Credit	29.41	0.00	29.41	\$29.41
xxx316465	7/30/19	JAGDISH GOKHALE	BL065267 2019	Business License Tax	20.81	0.00	20.81	\$20.81
xxx316466	7/30/19	JOSEPH COOPER	177065-26852	Refund Utility Account Credit	194.90	0.00	194.90	\$194.90
xxx316467	7/30/19	ROBERT BIGGS	169731-21898	Refund Utility Account Credit	62.03	0.00	62.03	\$62.03
xxx316468	7/30/19	ROBERT KING	192565-47470	Refund Utility Account Credit	106.43	0.00	106.43	\$106.43
xxx316469	7/30/19	RUBICON GLOBAL LLC	190459-73574	Refund Utility Account Credit	4,354.61	0.00	4,354.61	\$4,354.61
xxx316470	7/30/19	TAMALPAIS ENVIRONMENTAL CONSULTANTS	187469-11344	Refund Utility Account Credit	4,491.00	0.00	4,491.00	\$4,491.00
xxx316471	7/30/19	THE CLAIRE E PETERSON TRUST						\$673.29

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			19629-12062	Refund Utility Account Credit	673.29	0.00	673.29	
xxx316472	7/30/19	WINSUPPLY OF SILICON VALLEY CO	BL011660	Business License Tax	81.29	0.00	81.29	\$81.29
xxx316473	7/30/19	ZETTA INC	151973-582	Refund Utility Account Credit	290.23	0.00	290.23	\$290.23
xxx316474	8/1/19	ACE FIRE EQUIPMENT & SERVICE CO INC	5251372	Inventory Purchase	707.06	0.00	707.06	\$707.06
xxx316475	8/1/19	ADAMSON POLICE PRODUCTS	302156CM	Clothing, Uniforms & Access	-496.64	0.00	-496.64	\$800.31
			INV294302	Clothing, Uniforms & Access	573.02	0.00	573.02	
			INV294501	Clothing, Uniforms & Access	29.31	0.00	29.31	
			INV294502	Clothing, Uniforms & Access	29.31	0.00	29.31	
			INV294505	Clothing, Uniforms & Access	29.31	0.00	29.31	
			INV294506	Clothing, Uniforms & Access	29.31	0.00	29.31	
			INV294507	Clothing, Uniforms & Access	29.31	0.00	29.31	
			INV305543	Clothing, Uniforms & Access	577.38	0.00	577.38	
xxx316476	8/1/19	ADVANCED PC CONCEPTS	1425	City Training Program	1,200.00	0.00	1,200.00	\$1,200.00
xxx316477	8/1/19	AGILENT TECHNOLOGIES INC	9100421679	Equipment Maintenance & Repair Labor	4,896.00	0.00	4,896.00	\$4,896.00
xxx316478	8/1/19	AON RISK INSURANCE SERVICES WEST INC	8200000263870	Insurances - Fidelity	5,860.00	0.00	5,860.00	\$8,610.00
			8200000264187	Insurances - Fidelity	2,750.00	0.00	2,750.00	
xxx316479	8/1/19	APEX SYSTEMS LLC	0004780750	Salaries - Contract Personnel	1,056.00	0.00	1,056.00	\$1,056.00
xxx316480	8/1/19	APPLEONE EMPLOYMENT SERVICES	01-5294861	Salaries - Contract Personnel	4,598.11	0.00	4,598.11	\$10,427.83
			01-5302705	Salaries - Contract Personnel	5,829.72	0.00	5,829.72	
xxx316482	8/1/19	ASSN OF BAY AREA GOVERNMENTS	AR020640	Membership Fees	30,415.22	0.00	30,415.22	\$30,415.22
xxx316483	8/1/19	BAE URBAN ECONOMICS	2276-JUN19	Consultants	14,319.05	0.00	14,319.05	\$14,319.05
xxx316484	8/1/19	BAY-VALLEY PEST CONTROL INC	0259886	Services Maintain Land Improv	62.00	0.00	62.00	\$124.00
			259876	Services Maintain Land Improv	62.00	0.00	62.00	
xxx316485	8/1/19	BELKORP AG LLC	555895	Bldg Maint Matls & Supplies	180.23	0.00	180.23	\$409.05
			55895REV	Bldg Maint Matls & Supplies	-180.23	0.00	-180.23	
			564235	Parts, Vehicles & Motor Equip	168.93	0.00	168.93	
			585144	Parts, Vehicles & Motor Equip	240.12	0.00	240.12	
xxx316486	8/1/19	CSAC EXCESS INSURANCE AUTHORITY	20400062	Insurances - Employee Assistance Program	13,493.70	0.00	13,493.70	\$13,493.70
xxx316487	8/1/19	CSAC EXCESS INSURANCE AUTHORITY	6308	Insurances - Life/AD&D Insurance	17,371.17	0.00	17,371.17	\$42,920.25
			6308	Insurances - Long Term Disability	25,549.08	0.00	25,549.08	
xxx316488	8/1/19	CALIFORNIA BUILDING OFFICIALS	12502	Training and Conferences	645.00	0.00	645.00	\$7,905.00

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			12503	Training and Conferences	7,260.00	0.00	7,260.00	
xxx316489	8/1/19	CALIFORNIA DEPARTMENT OF JUSTICE	382398	Software As a Service	1,876.98	0.00	1,876.98	\$1,876.98
xxx316490	8/1/19	CALTEST ANALYTICAL LABORATORY	600773	Water Lab Services	250.92	0.00	250.92	\$250.92
xxx316491	8/1/19	CALTRONICS BUSINESS SYSTEMS	2805057	Misc Equip Maint & Repair - Labor	190.00	0.00	190.00	\$524.80
			2805057	Misc Equip Maint & Repair - Materials	334.80	0.00	334.80	
xxx316492	8/1/19	CAROLLO ENGINEERS	0178830B	Consultants	48,018.15	0.00	48,018.15	\$50,426.37
			0178830C	Consultants	2,408.22	0.00	2,408.22	
xxx316493	8/1/19	CATHOLIC CHARITIES OF SANTA CLARA COUNTY	4	Outside Group Funding	4,277.94	0.00	4,277.94	\$4,277.94
xxx316494	8/1/19	COUNTY OF SANTA CLARA OFC OF THE SHERIFF	1800067165	Real Property Rental/Lease	250.00	0.00	250.00	\$258,559.52
			1800068270	Prisoner Transport - Transport	52.52	0.00	52.52	
			1800068902	Contracts/Service Agreements	258,257.00	0.00	258,257.00	
xxx316495	8/1/19	D & M TRAFFIC SERVICES INC	66318	Inventory Purchase	1,591.94	0.00	1,591.94	\$1,591.94
xxx316496	8/1/19	DEPARTMENT OF TRANSPORTATION	SL191027	Utilities - Electric	9,525.03	0.00	9,525.03	\$9,525.03
xxx316497	8/1/19	DU-ALL SAFETY	20895	Electrical Parts & Supplies	14,500.00	0.00	14,500.00	\$14,500.00
xxx316498	8/1/19	EOA INC	SU58-0319	Consultants	17,781.63	0.00	17,781.63	\$52,410.15
			SU58-0419	Consultants	11,827.78	0.00	11,827.78	
			SU58-0519	Consultants	22,800.74	0.00	22,800.74	
xxx316499	8/1/19	ENVIRONMENTAL RESOURCE ASSOC	906745	General Supplies	330.12	0.00	330.12	\$330.12
xxx316500	8/1/19	FEDEX	6-596-90528	General Supplies	6.85	0.00	6.85	\$6.85
xxx316501	8/1/19	FEHR & PEERS	130521	Professional Services	1,472.63	0.00	1,472.63	\$3,831.19
			130880	Professional Services	2,358.56	0.00	2,358.56	
xxx316503	8/1/19	FISHER SCIENTIFIC CO LLC	0139588	General Supplies	176.34	0.00	176.34	\$745.24
			0475549	General Supplies	251.47	0.00	251.47	
			0897835	General Supplies	317.43	0.00	317.43	
xxx316504	8/1/19	FITGUARD INC	0000161509	Facilities Maintenance & Repair Labor	145.00	0.00	145.00	\$145.00
xxx316505	8/1/19	GARDENLAND POWER EQUIPMENT	685453	Misc Equip Maint & Repair	0.91	0.00	0.91	\$0.91
xxx316506	8/1/19	GENUENT GLOBAL LLC	810813	Professional Services	1,822.50	0.00	1,822.50	\$1,822.50
xxx316507	8/1/19	GRAINGER	9221639447	General Supplies	317.85	0.00	317.85	\$1,748.14
			9223065971	General Supplies	1,430.29	0.00	1,430.29	
xxx316508	8/1/19	GRAYBAR ELECTRIC CO INC	9310706567	Communication Equipment	644.68	0.00	644.68	\$770.38

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			9310817964	Comm Equip Maintain & Repair - Materials 2	125.70		0.00	125.70	
xxx316509	8/1/19	GREENSIDE SUPPLY & SERVICE	041417	Inventory Purchase	101.86		0.00	101.86	\$1,264.93
			041417A	Inventory Purchase	224.09		0.00	224.09	
			041417B	Inventory Purchase	938.98		0.00	938.98	
xxx316510	8/1/19	H T HARVEY & ASSOC	52503	Miscellaneous Services	1,752.80		0.00	1,752.80	\$1,752.80
xxx316511	8/1/19	HACH CO INC	11543686	General Supplies	654.00		0.00	654.00	\$1,335.93
			11551576	General Supplies	681.93		0.00	681.93	
xxx316512	8/1/19	HI TECH EMERGENCY VEHICLE SERVICE INC	164546	Parts, Vehicles & Motor Equip	111.40		0.00	111.40	\$111.40
xxx316513	8/1/19	HYBRID COMMERCIAL PRINTING INC	26893	Printing & Related Services	115.54		0.00	115.54	\$618.03
			26894	Printing & Related Services	115.54		0.00	115.54	
			26900	Printing & Related Services	281.22		0.00	281.22	
			26901	Printing & Related Services	105.73		0.00	105.73	
xxx316514	8/1/19	ICE MACHINE RENTALS	51597	Miscellaneous Services	150.08		0.00	150.08	\$150.08
xxx316515	8/1/19	INTERNATIONAL CODE COUNCIL INC	1001069100	Books & Publications	4,879.01		0.00	4,879.01	\$4,879.01
xxx316516	8/1/19	INTERSTATE BATTERY SYSTEM OF SAN JOSE	20252218	Parts, Vehicles & Motor Equip	279.48		0.00	279.48	\$279.48
xxx316517	8/1/19	JAVELCO EQUIPMENT SERVICE INC	55246	Misc Equip Maint & Repair - Labor	220.00		0.00	220.00	\$310.72
			55246	Misc Equip Maint & Repair - Materials	90.72		0.00	90.72	
xxx316519	8/1/19	JOHNSON ROBERTS & ASSOC INC	137717	Investigation Expense	135.00		0.00	135.00	\$135.00
xxx316520	8/1/19	KME FIRE APPARATUS	CA 549134	Automotive Maintenance & Repair Labor	405.00		0.00	405.00	\$810.00
			CA 549135	Automotive Maintenance & Repair Labor	405.00		0.00	405.00	
xxx316521	8/1/19	KAISER FOUNDATION HEALTH PLAN INC	040919STMT	Medical Services	83.00		0.00	83.00	\$83.00
xxx316522	8/1/19	KELLER SUPPLY COMPANY	S013176407.001	General Supplies	416.46		0.00	416.46	\$416.46
xxx316523	8/1/19	KIMLEY HORN & ASSOC INC	14288187	Engineering Services	2,302.85		0.00	2,302.85	\$2,302.85
xxx316524	8/1/19	L N CURTIS & SONS INC	INV244687	Supplies, Fire Protection	370.60		0.00	370.60	\$27,635.52
			INV256326	Clothing, Uniforms & Access	572.25		0.00	572.25	
			INV262309	Clothing, Uniforms & Access	196.20		0.00	196.20	
			INV266160	Clothing, Uniforms & Access	643.10		0.00	643.10	
			INV269971	Clothing, Uniforms & Access	2,460.13		0.00	2,460.13	
			INV286089	Clothing, Uniforms & Access	59.95		0.00	59.95	

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			INV286101	General Supplies	456.71		0.00	456.71	
			INV286140	Electrical Parts & Supplies	248.19		0.00	248.19	
			INV287779	Clothing, Uniforms & Access	2,656.33		0.00	2,656.33	
			INV287956	Clothing, Uniforms & Access	572.25		0.00	572.25	
			INV288186	Miscellaneous Equipment	249.61		0.00	249.61	
			INV288478	Miscellaneous Equipment	4,447.20		0.00	4,447.20	
			INV291481	Miscellaneous Equipment	1,319.99		0.00	1,319.99	
			INV291814	Supplies, Fire Protection	89.92		0.00	89.92	
			INV291887	Supplies, Fire Protection	752.10		0.00	752.10	
			INV293719	Clothing, Uniforms & Access	828.40		0.00	828.40	
			INV294127	Clothing, Uniforms & Access	196.20		0.00	196.20	
			INV294251	Clothing, Uniforms & Access	3,103.23		0.00	3,103.23	
			INV294514	Supplies, Fire Protection	1,013.70		0.00	1,013.70	
			INV294760	Supplies, Fire Protection	662.72		0.00	662.72	
			INV295103	Supplies, Fire Protection	328.63		0.00	328.63	
			INV295824	Clothing, Uniforms & Access	119.90		0.00	119.90	
			INV295962	Supplies, Fire Protection	412.02		0.00	412.02	
			INV296307	Supplies, Fire Protection	5,876.19		0.00	5,876.19	
xxx316526	8/1/19	LTI ELECTRIC INC	3533	Facilities Maint & Repair - Labor	1,640.00		0.00	1,640.00	\$1,950.00
			3533	Facilities Maint & Repair - Materials	310.00		0.00	310.00	
xxx316527	8/1/19	LAKEWOOD VILLAGE NEIGHBORHOOD ASSN	GRANT081918	Community Services Grant	614.21		0.00	614.21	\$614.21
xxx316528	8/1/19	LANCESOFT, INC.	LR-2019-18319	Professional Services	3,510.00		0.00	3,510.00	\$11,510.00
			LR-2019-19429	Professional Services	4,400.00		0.00	4,400.00	
			LR-2019-19440	Professional Services	3,600.00		0.00	3,600.00	
xxx316529	8/1/19	LEE & ASSOCIATES RESCUE INC	60203	Consultants	5,062.50		0.00	5,062.50	\$5,062.50
xxx316530	8/1/19	LEXISNEXIS RISK SOLUTIONS FL INC	1622580-190430	Software As a Service	585.00		0.00	585.00	\$585.00
xxx316531	8/1/19	MM COMMUNICATIONS	INV-0507	Miscellaneous Services	400.00		0.00	400.00	\$400.00
xxx316532	8/1/19	MWA ARCHITECTS INC	201720.00-13R	Engineering Services	155,939.93		0.00	155,939.93	\$155,939.93
xxx316533	8/1/19	MALLORY SAFETY & SUPPLY LLC	4674171	Supplies, Safety	291.05		0.00	291.05	\$3,119.59
			4677275	Supplies, Safety	161.53		0.00	161.53	

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			4682305	Inventory Purchase	1,908.37	0.00	1,908.37	
			4682774	Inventory Purchase	758.64	0.00	758.64	
xxx316534	8/1/19	MARK THOMAS & CO INC	33961	Consultants	7,162.00	0.00	7,162.00	\$7,162.00
xxx316535	8/1/19	MAUREEN KANE & ASSOC INC	091019-091319	Training and Conferences	1,550.00	0.00	1,550.00	\$1,550.00
xxx316536	8/1/19	MCMaster CARR SUPPLY CO	10343845	Hand Tools	155.37	0.00	155.37	\$295.21
			10343846	Supplies, Safety	139.84	0.00	139.84	
xxx316537	8/1/19	MELROSE METAL PRODUCTS INC	15976	Miscellaneous Equipment Parts & Supplies	2,926.65	0.00	2,926.65	\$2,926.65
xxx316538	8/1/19	MIDWEST TAPE	97658430	Library Acquis, Audio/Visual	49.02	0.00	49.02	\$568.70
			97664068	Library Acquis, Audio/Visual	519.68	0.00	519.68	
xxx316539	8/1/19	MISSION VALLEY FORD TRUCK SALES INC	737235	Parts, Vehicles & Motor Equip	77.20	0.00	77.20	\$77.20
xxx316540	8/1/19	MUNICIPAL MAINTENANCE EQUIPMENT INC	0139298-IN	Parts, Vehicles & Motor Equip	443.00	0.00	443.00	\$1,420.23
			0139301-IN	Parts, Vehicles & Motor Equip	186.38	0.00	186.38	
			0139308-IN	Parts, Vehicles & Motor Equip	282.75	0.00	282.75	
			0139475-IN	Misc Equip Maint & Repair - Materials	508.10	0.00	508.10	
xxx316541	8/1/19	NAPA AUTO PARTS	5983-476738	Parts, Vehicles & Motor Equip	-62.77	0.00	-62.77	\$1,630.84
			5983-477456	Parts, Vehicles & Motor Equip	31.92	0.00	31.92	
			5983-477458	Parts, Vehicles & Motor Equip	5.55	0.00	5.55	
			5983-477461	Parts, Vehicles & Motor Equip	133.47	0.00	133.47	
			5983-477485	Parts, Vehicles & Motor Equip	35.33	0.00	35.33	
			5983-477834	Parts, Vehicles & Motor Equip	206.24	0.00	206.24	
			5983-477881	Parts, Vehicles & Motor Equip	11.94	0.00	11.94	
			5983-477882	Parts, Vehicles & Motor Equip	18.04	0.00	18.04	
			5983-477929	Parts, Vehicles & Motor Equip	7.15	0.00	7.15	
			5983-477958	Parts, Vehicles & Motor Equip	10.52	0.00	10.52	
			5983-477971	Parts, Vehicles & Motor Equip	21.34	0.00	21.34	
			5983-477974	Parts, Vehicles & Motor Equip	50.11	0.00	50.11	
			5983-477986	Parts, Vehicles & Motor Equip	5.55	0.00	5.55	
			5983-478170	Parts, Vehicles & Motor Equip	32.66	0.00	32.66	
			5983-478178	Parts, Vehicles & Motor Equip	68.72	0.00	68.72	
			5983-478256	Parts, Vehicles & Motor Equip	39.25	0.00	39.25	

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			5983-478364	Parts, Vehicles & Motor Equip	78.02	0.00	78.02	
			5983-478409	Parts, Vehicles & Motor Equip	5.84	0.00	5.84	
			5983-479204	Inventory Purchase	169.80	0.00	169.80	
			5983-480391	Inventory Purchase	407.92	8.16	399.76	
			5983-480428	Inventory Purchase	357.98	7.16	350.82	
			5983-480886	Inventory Purchase	-169.80	0.00	-169.80	
			5983-480888	Inventory Purchase	185.08	3.70	181.38	
xxx316543	8/1/19	NATIONAL DATA & SURVEYING SERVICES INC	19-8350	Consultants	1,500.00	0.00	1,500.00	\$1,500.00
xxx316544	8/1/19	ORLANDI TRAILER INC	180879	Parts, Vehicles & Motor Equip	245.07	0.00	245.07	\$46.67
			181286	Parts, Vehicles & Motor Equip	-198.40	0.00	-198.40	
xxx316545	8/1/19	P&A ADMINISTRATIVE SERVICES INC	12272018100	Refund Deposit	52,781.05	0.00	52,781.05	\$52,781.05
xxx316546	8/1/19	P&R PAPER SUPPLY CO INC	30266108-00	Inventory Purchase	888.63	0.00	888.63	\$888.63
xxx316547	8/1/19	PACIFIC WEST SECURITY INC	23315	Alarm Services	177.00	0.00	177.00	\$177.00
xxx316548	8/1/19	PALO ALTO ELECTRIC MOTOR CORP	RI6248	Misc Equip Maint & Repair - Labor	3,060.00	0.00	3,060.00	\$4,493.35
			RI6248	Misc Equip Maint & Repair - Materials	1,433.35	0.00	1,433.35	
xxx316549	8/1/19	PENINSULA BATTERY INC	129717	Inventory Purchase	188.35	0.00	188.35	\$188.35
xxx316550	8/1/19	PETERSON TRUCKS	408424P	Parts, Vehicles & Motor Equip	62.47	0.00	62.47	\$62.47
xxx316551	8/1/19	PINE CONE LUMBER CO INC	10289	Materials - Land Improve	37.77	0.00	37.77	\$71.32
			8011	Bldg Maint Matls & Supplies	33.55	0.00	33.55	
xxx316552	8/1/19	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	7454	Parts, Vehicles & Motor Equip	82.59	0.00	82.59	\$82.59
xxx316553	8/1/19	PROJECT SENTINEL INC	PS-521-63019	Professional Services	16,215.10	0.00	16,215.10	\$16,215.10
xxx316554	8/1/19	R. E. BORMANN'S STEEL CO	18125	Misc Equip Maint & Repair - Materials	637.07	0.00	637.07	\$637.07
xxx316555	8/1/19	RDO EQUIPMENT CO	P86831	Parts, Vehicles & Motor Equip	32.26	0.00	32.26	\$32.26
xxx316556	8/1/19	REED & GRAHAM INC	951387	Materials - Land Improve	3,921.50	0.00	3,921.50	\$34,023.35
			951388	Materials - Land Improve	1,491.18	0.00	1,491.18	
			951521	Materials - Land Improve	7,583.65	0.00	7,583.65	
			951652	Materials - Land Improve	5,574.22	0.00	5,574.22	
			951827	Materials - Land Improve	5,862.50	0.00	5,862.50	
			951943	Materials - Land Improve	9,590.30	0.00	9,590.30	
xxx316557	8/1/19	ROYAL COACH TOURS INC	16620	Excursions	1,266.34	0.00	1,266.34	\$1,266.34
xxx316558	8/1/19	SC FUELS						\$441.71

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			1471287-IN	Inventory Purchase	441.71	0.00	441.71	
xxx316559	8/1/19	SAFETY KLEEN SYSTEMS INC	80483482	Fuel, Oil & Lubricants	45.00	0.00	45.00	\$45.00
xxx316560	8/1/19	SANTA CLARA COUNTY POLICE CHIEFS ASSN	NGO 19/20 MBR	Membership Fees	350.00	0.00	350.00	\$350.00
xxx316561	8/1/19	SHRED-IT USA	8127715328	General Supplies	62.34	0.00	62.34	\$62.34
xxx316562	8/1/19	SIERRA PACIFIC TURF SUPPLY INC	0552335-IN	Materials - Land Improve	240.67	0.00	240.67	\$2,780.56
			0555741-IN	Materials - Land Improve	245.07	0.00	245.07	
			0555742-IN	General Supplies	165.68	0.00	165.68	
			0555743-IN	Materials - Land Improve	2,129.14	0.00	2,129.14	
xxx316563	8/1/19	SITEONE LANDSCAPE SUPPLY LLC	93132901-001	Materials - Land Improve	496.21	0.00	496.21	\$496.21
xxx316564	8/1/19	SOCIETY RIDESHOP LLC	2019-2	Rec Instructors/Officials	1,365.00	0.00	1,365.00	\$1,365.00
xxx316565	8/1/19	SOUTH BAY REGIONAL PUBLIC SAFETY	219516	Training and Conferences	345.00	0.00	345.00	\$4,308.45
			219627	Training and Conferences	1,991.02	0.00	1,991.02	
			219633	Training and Conferences	1,673.43	0.00	1,673.43	
			220035	Training and Conferences	299.00	0.00	299.00	
xxx316566	8/1/19	SPRINT	LCI-320101	Investigation Expense	100.00	0.00	100.00	\$100.00
xxx316567	8/1/19	STEELHEAD ENGINEERS INC	19039	Professional Services	5,600.00	0.00	5,600.00	\$5,600.00
			19039REV	Professional Services	-5,600.00	0.00	-5,600.00	
			1906127	Professional Services	5,600.00	0.00	5,600.00	
xxx316568	8/1/19	SUNNYVALE FORD	150562	Parts, Vehicles & Motor Equip	18.04	0.00	18.04	\$3,258.98
			1505692REV	Parts, Vehicles & Motor Equip	-18.04	0.00	-18.04	
			151713	Parts, Vehicles & Motor Equip	897.67	0.00	897.67	
			151727	Parts, Vehicles & Motor Equip	75.49	0.00	75.49	
			151729	Parts, Vehicles & Motor Equip	77.56	0.00	77.56	
			151731	Parts, Vehicles & Motor Equip	96.92	0.00	96.92	
			151928	Parts, Vehicles & Motor Equip	111.59	0.00	111.59	
			151988	Parts, Vehicles & Motor Equip	50.30	0.00	50.30	
			152020	Parts, Vehicles & Motor Equip	242.44	0.00	242.44	
			FOCS799470	Auto Maint & Repair - Labor	1,295.00	0.00	1,295.00	
			FOCS799470	Auto Maint & Repair - Materials	412.01	0.00	412.01	
xxx316570	8/1/19	SYLVAN LEARNING INC	4025	Rec Instructors/Officials	3,931.20	0.00	3,931.20	\$7,807.80

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			4026	Rec Instructors/Officials	3,876.60	0.00	3,876.60	
xxx316571	8/1/19	TARGET SPECIALTY PRODUCTS INC	PI0998394	Materials - Land Improve	2,502.41	0.00	2,502.41	\$4,883.04
			PI0998410	Materials - Land Improve	343.04	0.00	343.04	
			PI1003639	Materials - Land Improve	2,037.59	0.00	2,037.59	
xxx316572	8/1/19	TECHSPLOSION, INC	20150272	Rec Instructors/Officials	4,025.00	0.00	4,025.00	\$4,025.00
xxx316573	8/1/19	THE BANK OF NEW YORK MELLON	252-2202147	Financial Services	2,340.00	0.00	2,340.00	\$2,340.00
xxx316574	8/1/19	THE BANK OF NEW YORK MELLON	252-2202503	Financial Services	1,250.00	0.00	1,250.00	\$1,250.00
xxx316575	8/1/19	THOMAS PLUMBING INC	2974	Facilities Maint & Repair - Labor	158.32	0.00	158.32	\$206.00
			2974	Facilities Maint & Repair - Materials	47.68	0.00	47.68	
xxx316576	8/1/19	TRISTAR RISK MANAGEMENT	97600	Workers' Compensation - Administration	1,220.83	0.00	1,220.83	\$1,220.83
xxx316577	8/1/19	TURF & INDUSTRIAL EQUIPMENT CO	IV31457	Parts, Vehicles & Motor Equip	141.68	0.00	141.68	\$502.48
			IV31477	Parts, Vehicles & Motor Equip	360.80	0.00	360.80	
xxx316578	8/1/19	TURF STAR INC	7073936-00	Parts, Vehicles & Motor Equip	62.23	0.00	62.23	\$252.07
			7074503-00	Parts, Vehicles & Motor Equip	49.17	0.00	49.17	
			7074547-00	Parts, Vehicles & Motor Equip	140.67	0.00	140.67	
xxx316579	8/1/19	VERITIV OPERATING COMPANY	035-32419670	General Supplies	248.25	0.00	248.25	\$820.24
			035-32420800	General Supplies	357.37	0.00	357.37	
			035-32428081	General Supplies	214.62	0.00	214.62	
xxx316580	8/1/19	VERIZON WIRELESS	9833727344	Utilities - Mobile Phones - City Mobile Phones	50.34	0.00	50.34	\$50.34
xxx316581	8/1/19	WECK LABORATORIES INC	W9G0745	Water Lab Services	710.96	0.00	710.96	\$710.96
xxx316582	8/1/19	WEST VALLEY STAFFING GROUP	257225	Salaries - Contract Personnel	1,196.64	0.00	1,196.64	\$2,641.12
			259371	Salaries - Contract Personnel	1,532.80	0.00	1,532.80	
			259555	Salaries - Contract Personnel	1,108.32	0.00	1,108.32	
			275225REV	Salaries - Contract Personnel	-1,196.64	0.00	-1,196.64	
xxx316583	8/1/19	WAITER.COM INC	J0409874332	Food Products	113.20	0.00	113.20	\$113.20
xxx316584	8/1/19	CNOA REGION 1	AUG/8/2019	Training and Conferences	45.00	0.00	45.00	\$45.00
xxx316585	8/1/19	FIRST RESPONDER SUPPORT NETWORK	10/15-17/2019	Training and Conferences	1,264.00	0.00	1,264.00	\$1,264.00
xxx316586	8/1/19	PACIFIC GAS & ELECTRIC CO	03142830050319	Utilities - Electric	-0.34	0.00	-0.34	\$272,991.95
			03142830050419	Utilities - Electric	5,383.99	0.00	5,383.99	
			03153947310719	Utilities - Electric	11,037.45	0.00	11,037.45	

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			11008300870619	Utilities - Electric	457.25	0.00	457.25	
			11023476280619	Utilities - Electric	352.53	0.00	352.53	
			11023824480619	Utilities - Electric	771.23	0.00	771.23	
			11054204050619	Utilities - Electric	9,217.00	0.00	9,217.00	
			11059220090619	Utilities - Electric	3,557.10	0.00	3,557.10	
			11059220250619	Utilities - Gas	791.04	0.00	791.04	
			11059220400619	Utilities - Gas	198.80	0.00	198.80	
			11059220450619	Utilities - Gas	1,033.54	0.00	1,033.54	
			11059220500619	Utilities - Gas	15.11	0.00	15.11	
			11059220550619	Utilities - Electric	722.43	0.00	722.43	
			11059220600619	Utilities - Gas	3,086.08	0.00	3,086.08	
			11059220640619	Utilities - Electric	1,712.29	0.00	1,712.29	
			11059220750619	Utilities - Gas	145.04	0.00	145.04	
			11059220900619	Utilities - Gas	69.15	0.00	69.15	
			11059220930619	Utilities - Electric	374.98	0.00	374.98	
			11059221020619	Utilities - Electric	408.46	0.00	408.46	
			11059221050619	Utilities - Gas	40.62	0.00	40.62	
			11059221060619	Utilities - Electric	811.18	0.00	811.18	
			11059221080619	Utilities - Electric	700.62	0.00	700.62	
			11059221150619	Utilities - Gas	51.02	0.00	51.02	
			11059221180619	Utilities - Electric	5,957.36	0.00	5,957.36	
			11059221280619	Utilities - Electric	1,060.26	0.00	1,060.26	
			11059221350619	Utilities - Gas	60.85	0.00	60.85	
			11059221400619	Utilities - Gas	1,092.04	0.00	1,092.04	
			11059221600619	Utilities - Gas	52.78	0.00	52.78	
			11059221680619	Utilities - Electric	223.20	0.00	223.20	
			11059221700619	Utilities - Gas	55.14	0.00	55.14	
			11059221730619	Utilities - Electric	1,379.64	0.00	1,379.64	
			11059221930619	Utilities - Electric	8,435.00	0.00	8,435.00	
			11059222190619	Utilities - Electric	0.20	0.00	0.20	
			11059222630619	Utilities - Electric	1,256.31	0.00	1,256.31	

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			11059222720619	Utilities - Electric	728.97	0.00	728.97	
			11059224060619	Utilities - Electric	9,651.01	0.00	9,651.01	
			11059224270619	Utilities - Electric	10.26	0.00	10.26	
			11059224730619	Utilities - Electric	305.76	0.00	305.76	
			11059225100619	Utilities - Gas	112.99	0.00	112.99	
			11059225290619	Utilities - Electric	680.18	0.00	680.18	
			11059225550619	Utilities - Electric	2,926.79	0.00	2,926.79	
			11059225650619	Utilities - Gas	732.21	0.00	732.21	
			11059226380619	Utilities - Electric	6,335.17	0.00	6,335.17	
			11059226470619	Utilities - Electric	404.92	0.00	404.92	
			11059226810619	Utilities - Electric	8,251.85	0.00	8,251.85	
			11059227030619	Utilities - Electric	600.22	0.00	600.22	
			11059227060619	Utilities - Electric	2,358.62	0.00	2,358.62	
			11059227230319	Utilities - Electric	-0.01	0.00	-0.01	
			11059227230619	Utilities - Electric	6,320.06	0.00	6,320.06	
			11059227650619	Utilities - Electric	348.60	0.00	348.60	
			11059227850619	Utilities - Electric	5,363.62	0.00	5,363.62	
			11059228050619	Utilities - Electric	6,042.18	0.00	6,042.18	
			11059228580619	Utilities - Electric	9,139.25	0.00	9,139.25	
			11059228670619	Utilities - Electric	356.99	0.00	356.99	
			11059229250619	Utilities - Electric	5,730.24	0.00	5,730.24	
			11059229470619	Utilities - Electric	5,862.69	0.00	5,862.69	
			11059229910619	Utilities - Electric	8,555.08	0.00	8,555.08	
			11059229990319	Utilities - Electric	-2.27	0.00	-2.27	
			11059229990619	Utilities - Electric	5,113.64	0.00	5,113.64	
			11082505320619	Utilities - Electric	187.84	0.00	187.84	
			12847684120619	Utilities - Electric	7.88	0.00	7.88	
			22868920920619	Utilities - Electric	21.14	0.00	21.14	
			24528699500619	Utilities - Electric	9.88	0.00	9.88	
			25900730020619	Utilities - Electric	57.65	0.00	57.65	
			32702441030619	Utilities - Electric	604.54	0.00	604.54	

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			32709321910619	Utilities - Electric	185.86	0.00	185.86	
			32725920040619	Utilities - Electric	30.84	0.00	30.84	
			32725920070619	Utilities - Electric	13.23	0.00	13.23	
			32725920140619	Utilities - Electric	28.81	0.00	28.81	
			32725920350619	Utilities - Gas	8.11	0.00	8.11	
			32725921110619	Utilities - Electric	18.87	0.00	18.87	
			32725921170619	Utilities - Electric	56.67	0.00	56.67	
			32725921260619	Utilities - Electric	7.94	0.00	7.94	
			32725921320619	Utilities - Electric	88.49	0.00	88.49	
			32725921430619	Utilities - Electric	2.82	0.00	2.82	
			32725921480619	Utilities - Electric	123.69	0.00	123.69	
			32725921490619	Utilities - Electric	11.51	0.00	11.51	
			32725921610619	Utilities - Electric	36.56	0.00	36.56	
			32725921710619	Utilities - Electric	125.64	0.00	125.64	
			32725921790619	Utilities - Electric	1.70	0.00	1.70	
			32725921800619	Utilities - Electric	16.81	0.00	16.81	
			32725922050619	Utilities - Electric	46.51	0.00	46.51	
			32725922090619	Utilities - Electric	1,241.07	0.00	1,241.07	
			32725922410619	Utilities - Electric	565.61	0.00	565.61	
			32725922520619	Utilities - Electric	274.80	0.00	274.80	
			32725922580619	Utilities - Electric	91.70	0.00	91.70	
			32725922850619	Utilities - Electric	4.46	0.00	4.46	
			32725923120619	Utilities - Electric	83.36	0.00	83.36	
			32725923350619	Utilities - Electric	94.23	0.00	94.23	
			32725923370619	Utilities - Electric	6.55	0.00	6.55	
			32725923400619	Utilities - Electric	17.59	0.00	17.59	
			32725923710619	Utilities - Electric	11.81	0.00	11.81	
			32725923770619	Utilities - Electric	227.39	0.00	227.39	
			32725923850619	Utilities - Electric	34.52	0.00	34.52	
			32725924030619	Utilities - Electric	400.51	0.00	400.51	
			32725924040619	Utilities - Electric	215.01	0.00	215.01	

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			32725924170619	Utilities - Electric	99.95	0.00	99.95	
			32725924960619	Utilities - Electric	601.45	0.00	601.45	
			32725924970619	Utilities - Electric	12.10	0.00	12.10	
			32725925000619	Utilities - Electric	186.58	0.00	186.58	
			32725925010619	Utilities - Electric	36.87	0.00	36.87	
			32725925200619	Utilities - Electric	451.91	0.00	451.91	
			32725925210619	Utilities - Electric	31.89	0.00	31.89	
			32725925230619	Utilities - Electric	80.50	0.00	80.50	
			32725925370619	Utilities - Electric	140.10	0.00	140.10	
			32725925630619	Utilities - Electric	1,755.60	0.00	1,755.60	
			32725925690619	Utilities - Electric	22.73	0.00	22.73	
			32725925890619	Utilities - Electric	616.65	0.00	616.65	
			32725926210619	Utilities - Electric	396.96	0.00	396.96	
			32725926440619	Utilities - Electric	834.76	0.00	834.76	
			32725926470619	Utilities - Electric	723.45	0.00	723.45	
			32725926830619	Utilities - Electric	257.03	0.00	257.03	
			32725926850619	Utilities - Electric	282.52	0.00	282.52	
			32725926870619	Utilities - Electric	0.74	0.00	0.74	
			32725926940619	Utilities - Electric	363.53	0.00	363.53	
			32725926950619	Utilities - Electric	22.46	0.00	22.46	
			32725927040619	Utilities - Electric	11.35	0.00	11.35	
			32725927250619	Utilities - Electric	197.03	0.00	197.03	
			32725927290619	Utilities - Electric	3.48	0.00	3.48	
			32725927340619	Utilities - Electric	433.65	0.00	433.65	
			32725927360619	Utilities - Gas	220.52	0.00	220.52	
			32725927380619	Utilities - Electric	77.16	0.00	77.16	
			32725927400619	Utilities - Electric	47.26	0.00	47.26	
			32725927510619	Utilities - Electric	527.83	0.00	527.83	
			32725927630619	Utilities - Electric	951.31	0.00	951.31	
			32725927680619	Utilities - Electric	0.98	0.00	0.98	
			32725928000619	Utilities - Electric	256.05	0.00	256.05	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			32725928250619	Utilities - Electric	16.27	0.00	16.27	
			32725929100619	Utilities - Electric	1.11	0.00	1.11	
			32725929140619	Utilities - Electric	26.01	0.00	26.01	
			32725929220619	Utilities - Electric	805.26	0.00	805.26	
			32725929250619	Utilities - Electric	0.84	0.00	0.84	
			32725929280619	Utilities - Electric	27.60	0.00	27.60	
			32725929390619	Utilities - Electric	55.10	0.00	55.10	
			32725929440619	Utilities - Electric	403.16	0.00	403.16	
			32725929750619	Utilities - Electric	68.57	0.00	68.57	
			32730750560619	Utilities - Electric	335.69	0.00	335.69	
			32753650070619	Utilities - Electric	352.21	0.00	352.21	
			32754254880619	Utilities - Electric	155.08	0.00	155.08	
			32784398000619	Utilities - Electric	291.77	0.00	291.77	
			32799419320619	Utilities - Gas	15.94	0.00	15.94	
			35922924580619	Utilities - Electric	23.92	0.00	23.92	
			36207652980619	Utilities - Electric	58.67	0.00	58.67	
			43357992720619	Utilities - Electric	13.87	0.00	13.87	
			45039216730619	Utilities - Electric	11.54	0.00	11.54	
			52896844240619	Utilities - Gas	339.80	0.00	339.80	
			52896847890619	Utilities - Electric	744.23	0.00	744.23	
			56825387840619	Utilities - Electric	0.62	0.00	0.62	
			56891435920619	Utilities - Electric	1.04	0.00	1.04	
			56892570110619	Utilities - Electric	0.91	0.00	0.91	
			56892570120619	Utilities - Electric	13.47	0.00	13.47	
			56892570160619	Utilities - Electric	0.84	0.00	0.84	
			56892570470619	Utilities - Electric	11.45	0.00	11.45	
			56892570610619	Utilities - Electric	12.09	0.00	12.09	
			56892570850619	Utilities - Electric	12.12	0.00	12.12	
			56892571070619	Utilities - Electric	0.80	0.00	0.80	
			56892571110619	Utilities - Electric	23.24	0.00	23.24	
			56892571230619	Utilities - Electric	0.86	0.00	0.86	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			56892571500619	Utilities - Electric	11.51	0.00	11.51	
			56892571930619	Utilities - Electric	0.99	0.00	0.99	
			56892572230619	Utilities - Electric	9.86	0.00	9.86	
			56892572310619	Utilities - Electric	1.02	0.00	1.02	
			56892572410619	Utilities - Electric	0.81	0.00	0.81	
			56892572990619	Utilities - Electric	0.82	0.00	0.82	
			56892573010619	Utilities - Electric	1.13	0.00	1.13	
			56892573210619	Utilities - Electric	11.81	0.00	11.81	
			56892573280619	Utilities - Electric	9.86	0.00	9.86	
			56892573340619	Utilities - Electric	11.22	0.00	11.22	
			56892573450619	Utilities - Electric	9.86	0.00	9.86	
			56892573610619	Utilities - Electric	1.84	0.00	1.84	
			56892573790619	Utilities - Electric	0.99	0.00	0.99	
			56892573860619	Utilities - Electric	0.81	0.00	0.81	
			56892574540619	Utilities - Electric	11.55	0.00	11.55	
			56892574610619	Utilities - Electric	11.81	0.00	11.81	
			56892574640619	Utilities - Electric	1.14	0.00	1.14	
			56892574690619	Utilities - Electric	11.66	0.00	11.66	
			56892574720619	Utilities - Electric	11.44	0.00	11.44	
			56892574750619	Utilities - Electric	1.01	0.00	1.01	
			56892574930619	Utilities - Electric	11.39	0.00	11.39	
			56892574970619	Utilities - Electric	0.08	0.00	0.08	
			56892574980619	Utilities - Electric	0.77	0.00	0.77	
			56892575010619	Utilities - Electric	12.11	0.00	12.11	
			56892575240619	Utilities - Electric	11.51	0.00	11.51	
			56892575250619	Utilities - Electric	11.81	0.00	11.81	
			56892575560619	Utilities - Electric	11.84	0.00	11.84	
			56892575840619	Utilities - Electric	12.92	0.00	12.92	
			56892576280619	Utilities - Electric	11.43	0.00	11.43	
			56892576480619	Utilities - Electric	12.10	0.00	12.10	
			56892576590619	Utilities - Electric	11.52	0.00	11.52	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			56892576670619	Utilities - Electric	11.61	0.00	11.61	
			56892576690619	Utilities - Electric	11.68	0.00	11.68	
			56892576720619	Utilities - Electric	0.69	0.00	0.69	
			56892577190619	Utilities - Electric	0.84	0.00	0.84	
			56892577220619	Utilities - Electric	11.23	0.00	11.23	
			56892577390619	Utilities - Electric	11.86	0.00	11.86	
			56892577590619	Utilities - Electric	2.10	0.00	2.10	
			56892578070619	Utilities - Electric	0.98	0.00	0.98	
			56892578180619	Utilities - Electric	9.98	0.00	9.98	
			56892578260619	Utilities - Electric	0.82	0.00	0.82	
			56892578540619	Utilities - Electric	1.85	0.00	1.85	
			56892578610619	Utilities - Electric	0.86	0.00	0.86	
			56892578660619	Utilities - Electric	0.92	0.00	0.92	
			56892578670619	Utilities - Electric	11.37	0.00	11.37	
			56892578890619	Utilities - Electric	11.47	0.00	11.47	
			56892578980619	Utilities - Electric	11.77	0.00	11.77	
			56892579010619	Utilities - Electric	9.86	0.00	9.86	
			56892579190619	Utilities - Electric	0.83	0.00	0.83	
			56892579380619	Utilities - Electric	0.74	0.00	0.74	
			56892579430619	Utilities - Electric	1.57	0.00	1.57	
			56892579440619	Utilities - Electric	0.01	0.00	0.01	
			56892579640619	Utilities - Electric	11.58	0.00	11.58	
			56892579760619	Utilities - Electric	0.85	0.00	0.85	
			56892579810619	Utilities - Electric	11.52	0.00	11.52	
			56892579830619	Utilities - Electric	0.78	0.00	0.78	
			56892579860619	Utilities - Electric	0.70	0.00	0.70	
			60209026830619	Utilities - Electric	8.48	0.00	8.48	
			60211953740619	Utilities - Electric	4.66	0.00	4.66	
			60225900040619	Utilities - Electric	18,584.85	0.00	18,584.85	
			60225900080619	Utilities - Electric	5,679.68	0.00	5,679.68	
			60225900140619	Utilities - Electric	34.55	0.00	34.55	

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			60225900150619	Utilities - Electric	20.84	0.00	20.84	
			60225900160619	Utilities - Electric	8.88	0.00	8.88	
			60225900170619	Utilities - Electric	9.76	0.00	9.76	
			60225900220619	Utilities - Electric	574.58	0.00	574.58	
			60225900260619	Utilities - Electric	26.75	0.00	26.75	
			60225900450619	Utilities - Electric	184.51	0.00	184.51	
			60225901000619	Utilities - Electric	9.86	0.00	9.86	
			60225901010619	Utilities - Electric	441.68	0.00	441.68	
			60225901310619	Utilities - Electric	13.05	0.00	13.05	
			60225901820619	Utilities - Electric	223.64	0.00	223.64	
			60225901980619	Utilities - Electric	14.11	0.00	14.11	
			60225902010619	Utilities - Electric	206.99	0.00	206.99	
			60225902290619	Utilities - Electric	24.87	0.00	24.87	
			60225902640619	Utilities - Electric	39.30	0.00	39.30	
			60225902660619	Utilities - Electric	512.04	0.00	512.04	
			60225902810619	Utilities - Electric	294.10	0.00	294.10	
			60225902900619	Utilities - Electric	83.35	0.00	83.35	
			60225902950619	Utilities - Electric	20.08	0.00	20.08	
			60225903300619	Utilities - Electric	73.03	0.00	73.03	
			60225903370619	Utilities - Electric	2.35	0.00	2.35	
			60225903550619	Utilities - Electric	131.39	0.00	131.39	
			60225904170619	Utilities - Electric	2.26	0.00	2.26	
			60225904270619	Utilities - Electric	3.49	0.00	3.49	
			60225904460619	Utilities - Electric	1.64	0.00	1.64	
			60225904500619	Utilities - Electric	0.19	0.00	0.19	
			60225904580619	Utilities - Electric	43.59	0.00	43.59	
			60225905100619	Utilities - Electric	2.91	0.00	2.91	
			60225905410619	Utilities - Electric	26.54	0.00	26.54	
			60225905570619	Utilities - Electric	63.84	0.00	63.84	
			60225905580619	Utilities - Electric	8.90	0.00	8.90	
			60225905590619	Utilities - Electric	8.90	0.00	8.90	

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			60225905600619	Utilities - Electric	1,894.15	0.00	1,894.15	
			60225906090619	Utilities - Electric	7,819.20	0.00	7,819.20	
			60225906210619	Utilities - Electric	2.91	0.00	2.91	
			60225906400619	Utilities - Electric	4.60	0.00	4.60	
			60225906510619	Utilities - Electric	1,705.04	0.00	1,705.04	
			60225906590619	Utilities - Electric	458.58	0.00	458.58	
			60225906600619	Utilities - Electric	20.42	0.00	20.42	
			60225906650619	Utilities - Electric	73.12	0.00	73.12	
			60225906780619	Utilities - Electric	12,733.45	0.00	12,733.45	
			60225906940619	Utilities - Electric	5,193.78	0.00	5,193.78	
			60225906980619	Utilities - Electric	329.46	0.00	329.46	
			60225907190619	Utilities - Electric	1,039.53	0.00	1,039.53	
			60225907630619	Utilities - Electric	2.65	0.00	2.65	
			60225907690619	Utilities - Electric	156.05	0.00	156.05	
			60225907730619	Utilities - Electric	28.69	0.00	28.69	
			60225907760619	Utilities - Electric	12.71	0.00	12.71	
			60225908160619	Utilities - Electric	8,065.02	0.00	8,065.02	
			60225908170619	Utilities - Electric	24.27	0.00	24.27	
			60225908580619	Utilities - Electric	32.38	0.00	32.38	
			60225908610619	Utilities - Electric	28.76	0.00	28.76	
			60225908940619	Utilities - Electric	35.91	0.00	35.91	
			60225909050619	Utilities - Electric	8.98	0.00	8.98	
			60225909410619	Utilities - Electric	62.56	0.00	62.56	
			60225909830619	Utilities - Electric	17.64	0.00	17.64	
			60243005770619	Utilities - Electric	1.48	0.00	1.48	
			60255379990619	Utilities - Electric	8,768.11	0.00	8,768.11	
			60279502630619	Utilities - Electric	5,824.30	0.00	5,824.30	
			61266000050619	Utilities - Gas	821.08	0.00	821.08	
			65170651530619	Utilities - Electric	1,048.31	0.00	1,048.31	
			72891152060619	Utilities - Electric	10.72	0.00	10.72	
			81004444430619	Utilities - Electric	6.76	0.00	6.76	

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			81008620210619	Utilities - Electric	0.96	0.00	0.96	
			81008621120619	Utilities - Electric	1.89	0.00	1.89	
			81008622290619	Utilities - Electric	7.06	0.00	7.06	
			81008622550619	Utilities - Electric	9.48	0.00	9.48	
			81008623480619	Utilities - Electric	10.06	0.00	10.06	
			81008623720619	Utilities - Electric	0.83	0.00	0.83	
			81008624270619	Utilities - Electric	112.34	0.00	112.34	
			81008624310619	Utilities - Electric	4.54	0.00	4.54	
			81008624650619	Utilities - Electric	10.06	0.00	10.06	
			81008624800619	Utilities - Electric	11.54	0.00	11.54	
			81008625370619	Utilities - Electric	32.62	0.00	32.62	
			81008626650619	Utilities - Electric	8.62	0.00	8.62	
			81008628100619	Utilities - Electric	0.83	0.00	0.83	
			81008628260619	Utilities - Electric	2.51	0.00	2.51	
			81008628350619	Utilities - Electric	0.83	0.00	0.83	
			81008629370619	Utilities - Electric	2.51	0.00	2.51	
			81008629450619	Utilities - Electric	2.56	0.00	2.56	
			81009280180619	Utilities - Electric	727.26	0.00	727.26	
			81011846090619	Utilities - Electric	14.01	0.00	14.01	
			81015536310619	Utilities - Electric	1,603.01	0.00	1,603.01	
			81020785620619	Utilities - Electric	7.68	0.00	7.68	
			81024370710619	Utilities - Electric	70.73	0.00	70.73	
			81029727040619	Utilities - Electric	6.76	0.00	6.76	
			81033823480619	Utilities - Electric	37.60	0.00	37.60	
			81035854770619	Utilities - Electric	20.84	0.00	20.84	
			81049144670619	Utilities - Electric	11.43	0.00	11.43	
			81052655700619	Utilities - Electric	13.78	0.00	13.78	
			81063868990619	Utilities - Electric	15,645.39	0.00	15,645.39	
			81073831150619	Utilities - Electric	23.49	0.00	23.49	
			81074135340619	Utilities - Electric	82.19	0.00	82.19	
			81080547220619	Utilities - Electric	14.29	0.00	14.29	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			81081601140619	Utilities - Electric	17.14	0.00	17.14	
			81703231610619	Utilities - Electric	13.72	0.00	13.72	
			91475900360619	Utilities - Electric	22.30	0.00	22.30	
			91475900450619	Utilities - Gas	19.46	0.00	19.46	
			91475901220619	Utilities - Electric	31.39	0.00	31.39	
			91475903190619	Utilities - Electric	81.75	0.00	81.75	
			91475903550619	Utilities - Electric	333.62	0.00	333.62	
			91475904100619	Utilities - Electric	570.96	0.00	570.96	
			91475904310619	Utilities - Electric	63.38	0.00	63.38	
			91475904900619	Utilities - Electric	53.43	0.00	53.43	
			91475906250619	Utilities - Electric	152.56	0.00	152.56	
			91475906620619	Utilities - Electric	332.34	0.00	332.34	
			91475907050619	Utilities - Electric	127.56	0.00	127.56	
			91475907470619	Utilities - Electric	525.95	0.00	525.95	
			91475907600619	Utilities - Electric	468.72	0.00	468.72	
			91475907800619	Utilities - Electric	375.79	0.00	375.79	
			91475908690619	Utilities - Electric	321.47	0.00	321.47	
			91475909640619	Utilities - Electric	739.30	0.00	739.30	
			91475909790619	Utilities - Electric	896.43	0.00	896.43	
			94639783770619	Utilities - Electric	35.78	0.00	35.78	
			96226800430619	Utilities - Electric	157.50	0.00	157.50	
			96226804090619	Utilities - Electric	284.87	0.00	284.87	
			97331850980619	Utilities - Electric	13.03	0.00	13.03	
xxx316614	8/1/19	CAROL MISRACK	165031-12670	Refund Utility Account Credit	316.85	0.00	316.85	\$316.85
xxx316615	8/1/19	PATRICK RUSSELL	187753-52158	Refund Utility Account Credit	214.20	0.00	214.20	\$214.20
xxx000556	8/1/19	CALIFORNIA PUBLIC EMP RETIREMENT SYSTEM		Insurances - Medical	1,204,092.82	0.00	1,204,092.82	\$1,653,270.86
				Insurances - Retiree Medical - PERS	449,178.04	0.00	449,178.04	
xxx002862	8/1/19	PUBLIC EMPLOYEES RETIREMENT SYSTEM	950002862	Retirement Benefits - Misc Tier 1 & 2 Employer Required Cont.	175,055.85	0.00	175,055.85	\$698,776.88
			950002862	Retirement Benefits - Misc Tier 1&2 Employer Paid Member Cont.	67,700.66	0.00	67,700.66	

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			950002862	Retirement Benefits - Misc PEPRA Employer Required Cont.	94,227.18	0.00	94,227.18	
			950002862	Retirement Benefits - Safety Tier 1&2 Employer Required Cont.	213,371.39	0.00	213,371.39	
			950002862	Retirement Benefits - Safety Tier 1&2 Emplyr Paid Member Cont	90,031.17	0.00	90,031.17	
			950002862	Retirement Benefits - Safety PEPRA Employer Required Cont.	58,390.63	0.00	58,390.63	
xxx100828	7/31/19	STATE BOARD OF EQUAL DIRECT DEPOSIT	7397840	Use Tax Payable	6,794.60	0.00	6,794.60	\$6,794.60
xxx906570	8/2/19	KEENAN & ASSOCIATES		Workers' Compensation - Claims	97,597.75	0.00	97,597.75	\$97,597.75
Grand Total Payment Amount								<u>\$6,097,358.72</u>

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx316616	8/6/19	ACUSHNET CO	907457301	Cost of Merchandise Sold	-13.15	0.00	-13.15	\$5,397.58
			907766047	Inventory Purchase	5,460.77	106.50	5,354.27	
			907800206	Inventory Purchase	59.16	2.70	56.46	
xxx316617	8/6/19	AGREEYA SOLUTIONS INC	144881	Professional Services	4,200.00	0.00	4,200.00	\$14,700.00
			146311	Professional Services	3,360.00	0.00	3,360.00	
			146312	Professional Services	3,360.00	0.00	3,360.00	
			146313	Professional Services	3,780.00	0.00	3,780.00	
xxx316618	8/6/19	AIRGAS USA LLC	9087853993	Supplies, Safety	388.00	0.00	388.00	\$570.60
			9963328679	General Supplies	182.60	0.00	182.60	
xxx316619	8/6/19	ALPINE AWARDS INC	5536954	Customized Products	258.95	0.00	258.95	\$258.95
xxx316621	8/6/19	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006359276	Advertising Services	157.00	0.00	157.00	\$157.00
xxx316622	8/6/19	CALIFORNIA DEPT OF GENERAL SERVICES	1416587	Utilities - Gas	34,673.49	0.00	34,673.49	\$34,673.49
xxx316623	8/6/19	CALIFORNIA MUNICIPAL STATISTICS INC	19072601	Financial Services	500.00	0.00	500.00	\$500.00
xxx316624	8/6/19	CALLAWAY GOLF CO	930666098	Inventory Purchase	196.63	0.00	196.63	\$196.63
xxx316625	8/6/19	CALTRONICS BUSINESS SYSTEMS	2818016	Misc Equip Maint & Repair - Labor	190.00	0.00	190.00	\$391.65
			2818016	Misc Equip Maint & Repair - Materials	201.65	0.00	201.65	
xxx316626	8/6/19	CAROLLO ENGINEERS	0178830A	Consultants	35,942.76	0.00	35,942.76	\$35,942.76
xxx316627	8/6/19	CIMEXTEK INC	8111	Professional Services	200.00	0.00	200.00	\$200.00
xxx316628	8/6/19	CONCENTRA MEDICAL CENTERS	64480647	Pre-Employment Testing	178.00	0.00	178.00	\$178.00
xxx316629	8/6/19	CONSOLIDATED PARTS INC	5055986	Electrical Parts & Supplies	175.25	0.00	175.25	\$1,932.33
			5056102	Electrical Parts & Supplies	645.28	0.00	645.28	
			5056139	Electrical Parts & Supplies	1,111.80	0.00	1,111.80	
xxx316630	8/6/19	CONTROL TECH WEST INC	2715	Engineering Services	20,308.88	0.00	20,308.88	\$20,308.88
xxx316631	8/6/19	COSCO FIRE PROTECTION INC	1000433702	Facilities Maintenance & Repair Labor	1,000.00	0.00	1,000.00	\$1,000.00
xxx316632	8/6/19	CUBE SOLUTIONS	24246	Occupational Health and Safety Services - Ergonomics Equipment	419.88	0.00	419.88	\$419.88
xxx316633	8/6/19	DAVID J POWERS & ASSOC INC	24013	Developer Passthroughs-Downtown Projects	42,520.12	0.00	42,520.12	\$42,520.12

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xxx316634	8/6/19	DEBRA CHROMCZAK	70	Consultants	1,425.00	0.00	1,425.00	\$1,425.00
xxx316635	8/6/19	DIANA NGUYEN	CK REQ 20-004	DED Services/Training - Books	405.00	0.00	405.00	\$405.00
xxx316636	8/6/19	E&M ELECTRIC & MACHINERY INC	338926	Software Licensing & Support	6,100.00	0.00	6,100.00	\$7,030.00
			339114	Software Licensing & Support	930.00	0.00	930.00	
xxx316638	8/6/19	ECONOMIC DRIVING SCHOOL	20190726DE	Rec Instructors/Officials	3,105.00	0.00	3,105.00	\$3,105.00
xxx316639	8/6/19	EMPIRE SAFETY & SUPPLY	0101565-IN	Inventory Purchase	1,050.76	0.00	1,050.76	\$1,050.76
xxx316640	8/6/19	FBD VANGUARD CONSTRUCTION INC	SFERTS2SCHL#	Construction Project Contract Retainage	100,034.85	0.00	100,034.85	\$100,034.85
			R					
xxx316641	8/6/19	FEHR & PEERS	129692	Developer Passthroughs-Downtown Projects	5,260.50	0.00	5,260.50	\$5,260.50
xxx316642	8/6/19	FERGUSON WATERWORKS	1472528	Inventory Purchase	11,720.55	0.00	11,720.55	\$15,870.48
			1474441	Water Backflow Valves	4,149.93	0.00	4,149.93	
xxx316643	8/6/19	FIRST STUDENT INC	9302415	Travel Related Services	820.19	0.00	820.19	\$1,593.13
			9302804	Travel Related Services	772.94	0.00	772.94	
xxx316644	8/6/19	GOLDEN GATE MECHANICAL INC	PM268MAR19	Facilities Maintenance & Repair Labor	201.10	0.00	201.10	\$201.10
xxx316645	8/6/19	GRAYBAR ELECTRIC CO INC	9310907031	Comm Equip Maintain & Repair - Materials 2	167.65	0.00	167.65	\$167.65
xxx316646	8/6/19	H F & H CONSULTANTS LLC	9716290	Professional Services	12,480.00	0.00	12,480.00	\$12,480.00
xxx316647	8/6/19	HDR ENGINEERING INC	1200199321	Engineering Services	4,015.52	0.00	4,015.52	\$78,501.85
			1200200181	Engineering Services	6,984.20	0.00	6,984.20	
			1200204049	Engineering Services	67,502.13	0.00	67,502.13	
xxx316648	8/6/19	HAUTE CUISINE INC	159-2019	Food Products	44.00	0.00	44.00	\$44.00
xxx316649	8/6/19	HUMANE SOCIETY SILICON VALLEY	125448	Contracts/Service Agreements	28,774.08	0.00	28,774.08	\$28,774.08
xxx316651	8/6/19	IMAGEX	218576	Printing & Related Services	2,521.49	0.00	2,521.49	\$2,521.49
xxx316652	8/6/19	INFRASTRUCTURE ENGINEERING CORP	11798	Engineering Services	7,208.98	0.00	7,208.98	\$7,208.98
xxx316653	8/6/19	INTERNATIONAL TREE & LANDSCAPE SERVICES	1214	Services Maintain Land Improv	1,440.00	0.00	1,440.00	\$1,440.00
xxx316654	8/6/19	JERONIMOS LITHOCRAFT	19-10806	Printing & Related Services	87.20	0.00	87.20	\$87.20
xxx316655	8/6/19	KEENAN & ASSOCIATES	231206	Workers' Compensation - Administration	34,995.83	0.00	34,995.83	\$34,995.83
xxx316656	8/6/19	KELLER SUPPLY COMPANY	S013152193.001	General Supplies	832.92	0.00	832.92	\$832.92
xxx316657	8/6/19	KIMLEY HORN & ASSOC INC	13895279	Consultants	1,267.50	0.00	1,267.50	\$3,125.00
			14148929	Consultants	1,857.50	0.00	1,857.50	

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xxx316658	8/6/19	KING CRANE SERVICE	168408	Equipment Maintenance & Repair Labor	1,915.30	0.00	1,915.30	\$1,915.30
xxx316659	8/6/19	L N CURTIS & SONS INC	INV267795	Clothing, Uniforms & Access	376.05	0.00	376.05	\$31,160.38
			INV280543	Clothing, Uniforms & Access	5,118.64	0.00	5,118.64	
			INV280648	Supplies, Fire Protection	17,857.47	0.00	17,857.47	
			INV282429	Clothing, Uniforms & Access	1,470.41	0.00	1,470.41	
			INV284192	Clothing, Uniforms & Access	190.75	0.00	190.75	
			INV284686	Clothing, Uniforms & Access	4,486.21	0.00	4,486.21	
			INV284972	Clothing, Uniforms & Access	239.80	0.00	239.80	
			INV284972	Supplies, Fire Protection	752.10	0.00	752.10	
			INV289725	Supplies, Fire Protection	399.70	0.00	399.70	
			INV304116	Inventory Purchase	269.25	0.00	269.25	
xxx316660	8/6/19	LANCESOFT, INC.	LR-2019-20383	Professional Services	4,400.00	0.00	4,400.00	\$8,000.00
			LR-2019-20393	Professional Services	3,600.00	0.00	3,600.00	
xxx316661	8/6/19	LAWSON PRODUCTS INC	9306887848	Miscellaneous Equipment Parts & Supplies	223.54	0.00	223.54	\$263.22
			9306898420	Miscellaneous Equipment Parts & Supplies	39.68	0.00	39.68	
xxx316662	8/6/19	LESLIES POOL SUPPLIES INC	03025-01-00920	Facilities Maint & Repair	224.71	0.00	224.71	\$224.71
xxx316663	8/6/19	LOCAL GOVERNMENT COMMISSION	2019-20-18	Membership Fees	1,500.00	0.00	1,500.00	\$1,500.00
xxx316664	8/6/19	M I C INC	4010	Water/Wastewater Treat Equip	8,601.84	0.00	8,601.84	\$8,601.84
xxx316665	8/6/19	MM COMMUNICATIONS	INV-0281	Miscellaneous Services	600.00	0.00	600.00	\$600.00
xxx316666	8/6/19	MALLORY SAFETY & SUPPLY LLC	4678447	Miscellaneous Equipment Parts & Supplies	5,285.56	0.00	5,285.56	\$5,347.91
			4683386	Supplies, Safety	62.35	0.00	62.35	
xxx316667	8/6/19	MBONGE FOSAM VANICIA	CK REQ 20-007	DED Services/Training - Childcare	500.00	0.00	500.00	\$500.00
xxx316668	8/6/19	MISSION LINEN SERVICE	510216463	Laundry & Cleaning Services	57.39	0.00	57.39	\$1,950.70
			510216468	Laundry & Cleaning Services	70.30	0.00	70.30	
			5102166666	Laundry & Cleaning Services	59.18	0.00	59.18	
			510238646	Laundry & Cleaning Services	47.57	0.00	47.57	
			510238647	Laundry & Cleaning Services	80.54	0.00	80.54	
			510238648	Laundry & Cleaning Services	80.54	0.00	80.54	
			510238651	Laundry & Cleaning Services	66.64	0.00	66.64	
			510266661	Laundry & Cleaning Services	57.39	0.00	57.39	
			510285608	Laundry & Cleaning Services	47.57	0.00	47.57	

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			510285609	Laundry & Cleaning Services	80.54	0.00	80.54	
			510285610	Laundry & Cleaning Services	80.54	0.00	80.54	
			510285613	Laundry & Cleaning Services	64.96	0.00	64.96	
			510310337	Laundry & Cleaning Services	57.39	0.00	57.39	
			510310342	Laundry & Cleaning Services	59.18	0.00	59.18	
			510327687	Laundry & Cleaning Services	47.57	0.00	47.57	
			510327688	Laundry & Cleaning Services	80.54	0.00	80.54	
			510327689	Laundry & Cleaning Services	80.54	0.00	80.54	
			510327692	Laundry & Cleaning Services	66.64	0.00	66.64	
			510364849	Laundry & Cleaning Services	57.39	0.00	57.39	
			510364855	Laundry & Cleaning Services	49.08	0.00	49.08	
			510381531	Laundry & Cleaning Services	47.57	0.00	47.57	
			510381532	Laundry & Cleaning Services	80.54	0.00	80.54	
			510381533	Laundry & Cleaning Services	70.46	0.00	70.46	
			510381536	Laundry & Cleaning Services	64.96	0.00	64.96	
			510400745	Laundry & Cleaning Services	62.89	0.00	62.89	
			510400751	Laundry & Cleaning Services	59.18	0.00	59.18	
			510442372	Laundry & Cleaning Services	47.57	0.00	47.57	
			510442373	Laundry & Cleaning Services	80.54	0.00	80.54	
			510442374	Laundry & Cleaning Services	80.54	0.00	80.54	
			510442377	Laundry & Cleaning Services	64.96	0.00	64.96	
xxx316671	8/6/19	MITALI GUPTA	MG20189MJ	Rec Instructors/Officials	273.60	0.00	273.60	\$273.60
xxx316672	8/6/19	MONICA SANCHEZ	CK REQ 20-008	DED Services/Training - Books	90.00	0.00	90.00	\$90.00
xxx316673	8/6/19	MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL	07172019	DED Services/Training - Training	24.50	0.00	24.50	\$38.50
			07192019	DED Services/Training - Training	14.00	0.00	14.00	
xxx316674	8/6/19	NAPA AUTO PARTS	5983-481972	Inventory Purchase	1,516.04	30.32	1,485.72	\$1,485.72
xxx316675	8/6/19	NORTH STATE ENVIRONMENTAL	051106	HazMat Disposal - Hazardous Waste Disposal	326.11	0.00	326.11	\$326.11
xxx316676	8/6/19	NORTHERN CALIFORNIA NURSING ACADEMY LLC	0032	DED Services/Training - Training	600.00	0.00	600.00	\$600.00
xxx316677	8/6/19	OMEGA ENGRAVING	3230	General Supplies	16.50	0.00	16.50	\$46.25
			3231	Supplies, Office	29.75	0.00	29.75	

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xxx316678	8/6/19	OTIS ELEVATOR COMPANY	SJ66427819	Facilities Maintenance & Repair Labor	4,757.37	0.00	4,757.37	\$4,757.37
xxx316679	8/6/19	PACIFIC PLUMBING & UNDERGROUND	52962SR	Facilities Maintenance & Repair Labor	995.00	0.00	995.00	\$995.00
xxx316680	8/6/19	PACIFIC TELEMAGEMENT SERVICES	2023605	Utilities - Telephone	75.00	0.00	75.00	\$75.00
xxx316681	8/6/19	PACIFIC WEST SECURITY INC	23569	Facilities Maintenance & Repair Labor	205.00	0.00	205.00	\$465.00
			23872	Alarm Services	260.00	0.00	260.00	
xxx316682	8/6/19	PENHALL CO INC	7806	Construction Services	2,355.00	0.00	2,355.00	\$2,355.00
xxx316683	8/6/19	PENINSULA BATTERY INC	129766	Inventory Purchase	433.73	0.00	433.73	\$433.73
xxx316684	8/6/19	PETERSON	PC240034207	Fuel, Oil & Lubricants	4,999.83	0.00	4,999.83	\$4,999.83
xxx316685	8/6/19	PINE CONE LUMBER CO INC	10773	Materials - Land Improve	23.32	0.00	23.32	\$215.67
			15234	General Supplies	192.35	0.00	192.35	
xxx316686	8/6/19	PORTNOV COMPUTER SCHOOL	07-06-19	DED Services/Training - Training	595.00	0.00	595.00	\$1,190.00
			08-08-19	DED Services/Training - Training	595.00	0.00	595.00	
xxx316687	8/6/19	PRO-SWEEP INC	263874	Services Maintain Land Improv	832.00	0.00	832.00	\$832.00
xxx316688	8/6/19	R & B CO	S1823471.006	Materials - Land Improve	262.21	0.00	262.21	\$262.21
xxx316689	8/6/19	R.E.P NUT N BOLT GUY	30727	Inventory Purchase	171.91	0.00	171.91	\$171.91
xxx316690	8/6/19	REFRIGERATION SUPPLIES DISTRIBUTOR	38424034-00	Bldg Maint Matls & Supplies	89.30	0.00	89.30	\$128.30
			38425275-00	Bldg Maint Matls & Supplies	39.00	0.00	39.00	
xxx316691	8/6/19	ROSS FINANCIAL	06132019	Consultants	13,879.50	0.00	13,879.50	\$13,879.50
xxx316692	8/6/19	SFPUC WATER DEPT	35613	Taxes & Licenses - Misc	397.00	0.00	397.00	\$7,926.00
			35614	Taxes & Licenses - Misc	4,544.00	0.00	4,544.00	
			35615	Taxes & Licenses - Misc	362.00	0.00	362.00	
			35616	Taxes & Licenses - Misc	93.00	0.00	93.00	
			35617	Taxes & Licenses - Misc	1,397.00	0.00	1,397.00	
			35619	Taxes & Licenses - Misc	503.00	0.00	503.00	
			35623	Taxes & Licenses - Misc	264.00	0.00	264.00	
			35625	Taxes & Licenses - Misc	366.00	0.00	366.00	
xxx316693	8/6/19	SAFETY KLEEN SYSTEMS INC	80217520	Chemicals	293.40	0.00	293.40	\$293.40
xxx316694	8/6/19	SAFEWAY INC	432033-072519	Food Products	30.45	0.00	30.45	\$329.54
			660952-073019	General Supplies	19.60	0.00	19.60	
			726323-072519	Food Products	12.99	0.00	12.99	
			801085-071619	Food Products	44.67	0.00	44.67	

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			801420-072319	Food Products	13.96	0.00	13.96	
			802095-072519	Food Products	174.92	0.00	174.92	
			804785-072219	Food Products	28.96	0.00	28.96	
			805211-072319	General Supplies	3.99	0.00	3.99	
xxx316695	8/6/19	SANTA CLARA VALLEY HEALTH & HOSPITAL SYS	H6886639102	Medical Services	300.00	0.00	300.00	\$3,994.00
			H6934196301	Medical Services	1,847.00	0.00	1,847.00	
			H6937805101	Medical Services	1,847.00	0.00	1,847.00	
xxx316696	8/6/19	SANTA CLARA VLY TRANSPORTATION AUTHORITY	0000019873	DED Services/Training - Transportation	340.00	0.00	340.00	\$340.00
xxx316697	8/6/19	SECURITY ALERT SYSTEMS OF CALIFORNIA INC	073474	Facilities Maintenance & Repair Labor	250.00	0.00	250.00	\$250.00
xxx316698	8/6/19	SHAWN SPANO	19-3	Consultants	4,875.00	0.00	4,875.00	\$4,875.00
xxx316699	8/6/19	SHIGERU MURAKI	CK REQ 20-011	DED Services/Training - Books	51.10	0.00	51.10	\$51.10
xxx316700	8/6/19	SIERRA PACIFIC TURF SUPPLY INC	0556568-IN	General Supplies	352.35	0.00	352.35	\$506.04
			0556569-IN	General Supplies	153.69	0.00	153.69	
xxx316701	8/6/19	SIGLER WHOLESALE DISTRIBUTORS	INVS AJ19014045	Bldg Maint Matls & Supplies	133.12	0.00	133.12	\$324.95
			INVS AJ19014046	Bldg Maint Matls & Supplies	191.83	0.00	191.83	
xxx316702	8/6/19	SILICON VALLEY SECURITY & PATROL INC	2039204	Professional Services	375.00	0.00	375.00	\$375.00
xxx316703	8/6/19	SITEONE LANDSCAPE SUPPLY LLC	92580827-001	Misc Equip Maint & Repair - Labor	953.06	0.00	953.06	\$12,284.67
			92580827-001	Misc Equip Maint & Repair - Materials	11,331.61	0.00	11,331.61	
xxx316704	8/6/19	SMART & FINAL INC	044406-072619	Food Products	36.88	0.00	36.88	\$106.46
			059362-072319	General Supplies	69.58	0.00	69.58	
xxx316705	8/6/19	SOFTCHOICE CORP	5173922	Computer Software	9,750.00	0.00	9,750.00	\$9,750.00
xxx316706	8/6/19	SPARTAN TOOL LLC	612740	Miscellaneous Equipment	696.51	0.00	696.51	\$696.51
xxx316707	8/6/19	STAPLES INC	8055033477	Furniture	373.86	0.00	373.86	\$1,571.38
			8055033477	General Supplies	605.81	0.00	605.81	
			8055033477	Supplies, Office	525.37	0.00	525.37	
			8055033477A	General Supplies	66.34	0.00	66.34	
xxx316708	8/6/19	STARTING ARTS INC	1926	Professional Services	2,325.00	0.00	2,325.00	\$2,325.00
xxx316709	8/6/19	SUNBELT RENTALS INC	91519037-0001	Equipment Rental/Lease	4,562.15	0.00	4,562.15	\$4,562.15
xxx316710	8/6/19	TRISTAR RISK MANAGEMENT	97903	Workers' Compensation - Administration	1,220.83	0.00	1,220.83	\$1,220.83

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xxx316711	8/6/19	TECHNICAL SAFETY SERVICES INC	IN0227864	Equipment Maintenance & Repair Labor	665.00	0.00	665.00	\$665.00
xxx316712	8/6/19	TERI BLACK & COMPANY LLC	19-0716-125	Professional Services	2,859.20	0.00	2,859.20	\$2,859.20
xxx316713	8/6/19	THERMO ENVIRONMENTAL INSTRUMENTS LLC	446156	Miscellaneous Equipment	585.00	0.00	585.00	\$585.00
xxx316714	8/6/19	TIANA MAILHOT	CK REQ 20-015	DED Services/Training - Support Services	54.57	0.00	54.57	\$54.57
xxx316716	8/6/19	USA BLUEBOOK	951093	General Supplies	3,750.59	0.00	3,750.59	\$3,750.59
xxx316717	8/6/19	UNITED PARCEL SERVICE	0000966608279	Mailing & Delivery Services	529.79	0.00	529.79	\$529.79
xxx316718	8/6/19	UNITED RENTALS	165469049-007	Equipment Rental/Lease	1,673.26	0.00	1,673.26	\$3,764.59
			168613850-003	Equipment Rental/Lease	967.96	0.00	967.96	
			168613850-004	Equipment Rental/Lease	559.36	0.00	559.36	
			171530521-001	Equipment Rental/Lease	564.01	0.00	564.01	
xxx316719	8/6/19	UNITED STATES POSTAL SERVICE	BOX4000-AUG19	Equipment Rental/Lease	1,390.00	0.00	1,390.00	\$1,390.00
xxx316721	8/6/19	UNIVAR USA INC	SJ949851	Chemicals	3,835.61	0.00	3,835.61	\$15,160.15
			SJ952087	Chemicals	3,286.92	0.00	3,286.92	
			SJ952408	Chemicals	4,612.02	0.00	4,612.02	
			SJ952835	Chemicals	3,425.60	0.00	3,425.60	
xxx316722	8/6/19	VWR INTERNATIONAL LLC	8086949187	General Supplies	407.43	0.00	407.43	\$1,684.36
			8086962331	General Supplies	87.37	0.00	87.37	
			8086962332	General Supplies	1,189.56	0.00	1,189.56	
xxx316723	8/6/19	VERIZON WIRELESS	9834456251	Communication Equipment	286.33	0.00	286.33	\$18,621.44
			9834456251	Utilities - Mobile Phones - City Mobile Phones	18,335.11	0.00	18,335.11	
xxx316726	8/6/19	VIASYN	26928	Utilities - Electric	3,100.00	0.00	3,100.00	\$3,100.00
xxx316727	8/6/19	VIKING SHRED LLC	51086250	Recycling Services	1,600.00	0.00	1,600.00	\$1,600.00
xxx316728	8/6/19	WHCI PLUMBING SUPPLY	S2438695.001	Bldg Maint Matls & Supplies	93.57	0.00	93.57	\$333.14
			S2441313.001	Bldg Maint Matls & Supplies	239.57	0.00	239.57	
xxx316729	8/6/19	WATER ONE INDUSTRIES INC	120083	Facilities Maintenance & Repair Labor	1,300.00	0.00	1,300.00	\$1,300.00
xxx316730	8/6/19	WATSON-MARLOW INC	SI102282	Miscellaneous Equipment Parts & Supplies	1,204.37	0.00	1,204.37	\$1,204.37
xxx316731	8/6/19	WAYPOINT ANALYTICAL CALIFORNIA INC	077988	Water Lab Services	252.00	0.00	252.00	\$252.00
xxx316732	8/6/19	WENDY NASH	CK REQ 20-012	DED Services/Training - Books	405.00	0.00	405.00	\$405.00

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xxx316733	8/6/19	WEST COAST NETTING INC	0022105-IN	Materials - Land Improve	14,362.99	0.00	14,362.99	\$14,362.99
xxx316734	8/6/19	WESTERN STATES TOOL & SUPPLY CORP	153666	Inventory Purchase	581.73	0.00	581.73	\$581.73
xxx316735	8/6/19	WESTERN SYSTEMS	0000039327	General Supplies	1,942.45	0.00	1,942.45	\$2,243.78
			0000039442	General Supplies	301.33	0.00	301.33	
xxx316736	8/6/19	WINSUPPLY OF SILICON VALLEY	005970 00	Bldg Maint Matls & Supplies	133.62	0.00	133.62	\$144.28
			006020 00	Bldg Maint Matls & Supplies	10.66	0.00	10.66	
xxx316737	8/6/19	YAMAHA MOTOR FINANCE CORP USA	678146	Equipment Rental/Lease	5,973.20	0.00	5,973.20	\$5,973.20
xxx316738	8/6/19	ZAYO GROUP LLC	2019080024865	Hardware Maintenance	31,556.80	0.00	31,556.80	\$31,556.80
xxx316739	8/6/19	PACIFIC GAS & ELECTRIC CO	0007856008-3	Permit Fees	2,500.00	0.00	2,500.00	\$2,500.00
xxx316740	8/6/19	STATE WATER RESOURCES CONTROL BOARD	ESTRADA G3EXAM	Membership Fees	230.00	0.00	230.00	\$230.00
xxx316742	8/6/19	JANE YANG	988983	Lib - Lost & Damaged Circulation	5.95	0.00	5.95	\$5.95
xxx316743	8/6/19	PG&E	INV000086606	Refund Over/Duplicate Payment	4,930.50	0.00	4,930.50	\$4,930.50
xxx316744	8/6/19	SUNNYVALE ALLIANCE SOCCER CLUB	IN000086437	Facilities Rent - Athletic Fields	817.50	0.00	817.50	\$817.50
xxx316745	8/8/19	AT&T	000013331364	Utilities - Telephone	22,956.80	0.00	22,956.80	\$22,956.80
xxx316746	8/8/19	ACUSHNET CO	907823968	Inventory Purchase	962.99	46.95	916.04	\$916.04
xxx316747	8/8/19	ADVANCED CHEMICAL TRANSPORT INC	242395	HazMat Disposal - Hazardous Waste Disposal	3,959.21	0.00	3,959.21	\$3,959.21
xxx316748	8/8/19	AGREEYA SOLUTIONS INC	146537	Professional Services	4,200.00	0.00	4,200.00	\$4,200.00
xxx316749	8/8/19	AIRGAS USA LLC	9091369438	Inventory Purchase	118.75	0.00	118.75	\$1,244.89
			9963283215	Equipment Rental/Lease	559.11	0.00	559.11	
			9964006949	Equipment Rental/Lease	567.03	0.00	567.03	
xxx316750	8/8/19	ALLIED UNIVERSAL SECURITY SERVICES	9111273	Contracts/Service Agreements	4,777.53	0.00	4,777.53	\$4,777.53
xxx316751	8/8/19	AMERICAN RED CROSS	22210404	Supplies, First Aid	114.00	0.00	114.00	\$114.00
xxx316752	8/8/19	AMFASOFT CORP	HARISH-01	DED Services/Training - Training	4,374.00	0.00	4,374.00	\$14,519.00
			JUSTIN-011	DED Services/Training - Training	2,295.00	0.00	2,295.00	
			KATHYHOOVE R-01	DED Services/Training - Training	4,905.00	0.00	4,905.00	
			MONICA-011	DED Services/Training - Training	2,295.00	0.00	2,295.00	
			ROBERT-02	DED Services/Training - Training	50.00	0.00	50.00	
			YUPING-02	DED Services/Training - Training	600.00	0.00	600.00	
xxx316753	8/8/19	ANA WONOADJI	CK REQ 20-010	DED Services/Training - Books	18.21	0.00	18.21	\$18.21

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xxx316754	8/8/19	BAKER & TAYLOR	4012596517	Library Acquisitions, Books	146.74	0.00	146.74	\$151.19
			4012596517	Library Materials Preprocessing	4.45	0.00	4.45	
xxx316755	8/8/19	BAY COUNTIES WASTE SERVICES	028605	Recycling Services	55,412.61	0.00	55,412.61	\$55,412.61
xxx316756	8/8/19	BAY-VALLEY PEST CONTROL INC	0259846	Facilities Maintenance & Repair Labor	56.00	0.00	56.00	\$356.00
			0259848	Facilities Maintenance & Repair Labor	32.00	0.00	32.00	
			0259849	Facilities Maintenance & Repair Labor	56.00	0.00	56.00	
			0259851	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0259852	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0259854	Facilities Maintenance & Repair Labor	42.00	0.00	42.00	
			0259857	Facilities Maintenance & Repair Labor	86.00	0.00	86.00	
xxx316757	8/8/19	BELKORP AG LLC	565695	Parts, Vehicles & Motor Equip	110.18	0.00	110.18	\$185.46
			566995	Parts, Vehicles & Motor Equip	75.28	0.00	75.28	
xxx316758	8/8/19	BERNADETTE OPINE	CK REQ 20-016	DED Services/Training - Books	88.36	0.00	88.36	\$88.36
xxx316759	8/8/19	BOUND TREE MEDICAL LLC	83285932	Inventory Purchase	3,665.67	0.00	3,665.67	\$3,665.67
xxx316760	8/8/19	BRODART CO	534696	General Supplies	74.72	0.00	74.72	\$74.72
xxx316761	8/8/19	BRUCE BARTON PUMP SERVICE INC	0101150-IN	Bldg Maint Matls & Supplies	882.29	0.00	882.29	\$882.29
xxx316762	8/8/19	BURTONS FIRE INC	S45655	Parts, Vehicles & Motor Equip	758.09	0.00	758.09	\$758.09
xxx316763	8/8/19	CALCON SYSTEMS INC	44979	Contracts/Service Agreements	695.00	0.00	695.00	\$695.00
xxx316764	8/8/19	CALIFORNIA DEPT OF GENERAL SERVICES	1414044	Utilities - Gas	1,562.93	0.00	1,562.93	\$66,311.54
			1415311	Utilities - Gas	25,186.72	0.00	25,186.72	
			1416471	Utilities - Gas	39,561.89	0.00	39,561.89	
xxx316765	8/8/19	CALIFORNIA SPORTS CENTER	CSC0719	Rec Instructors/Officials	46,616.34	0.00	46,616.34	\$46,616.34
xxx316766	8/8/19	CIMEXTEK INC	8147	Professional Services	200.00	0.00	200.00	\$200.00
xxx316767	8/8/19	COGSDALE CORP	MN0003404	Software Licensing & Support	107,573.45	0.00	107,573.45	\$107,573.45
xxx316768	8/8/19	COLANTUONO HIGHSMITH & WHATLEY PC	39766	Legal Services	37.50	0.00	37.50	\$37.50
xxx316769	8/8/19	COUNTY OF SANTA CLARA FINANCE DEPT	1800068826	Contracts/Service Agreements	164,748.00	0.00	164,748.00	\$164,748.00
xxx316770	8/8/19	CUNNINGHAM ELECTRIC INC	9467	Facilities Maintenance & Repair Labor	600.00	0.00	600.00	\$600.00
xxx316771	8/8/19	DE ANZA APPLIANCE	0719-2882-9541	Facilities Maintenance & Repair Labor	155.00	0.00	155.00	\$155.00
xxx316772	8/8/19	DEL GAVIO GROUP	8952	General Supplies	7,223.24	0.00	7,223.24	\$7,223.24
xxx316773	8/8/19	DELL MARKETING LP	10331234984	Computer Hardware	37.95	0.00	37.95	\$37.95

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xxx316774	8/8/19	E-Z-GO TEXTRON INC	91869937	Parts, Vehicles & Motor Equip	245.69	0.00	245.69	\$245.69
xxx316775	8/8/19	EOA INC	SU61-0619	Professional Services	5,610.02	0.00	5,610.02	\$5,610.02
xxx316776	8/8/19	EBSCO INFORMATION SERVICES	0513504	Library Periodicals/Databases	411.71	0.00	411.71	\$411.71
xxx316777	8/8/19	EDWARD CAVASIAN	54472-5509027	DED Services/Training - Books	31.95	0.00	31.95	\$31.95
xxx316778	8/8/19	FEDEX	6-617-64761	Miscellaneous Services	11.86	0.00	11.86	\$26.10
			6-624-95956	Mailing & Delivery Services	7.12	0.00	7.12	
			6-632-01746	Mailing & Delivery Services	7.12	0.00	7.12	
xxx316779	8/8/19	FERGUSON WATERWORKS	1466064	Water Backflow Valves	1,558.75	0.00	1,558.75	\$3,065.73
			1472528	Inventory Purchase	-107.52	0.00	-107.52	
			1475307	Inventory Purchase	1,629.44	14.94	1,614.50	
			1476582	Inventory Purchase	141.59	0.00	141.59	
			CM125833	Inventory Purchase	-141.59	0.00	-141.59	
xxx316780	8/8/19	FIRST STUDENT INC	9305331	Travel Related Services	708.07	0.00	708.07	\$708.07
xxx316781	8/8/19	FIX AIR	3048896	Bldg Maint Matls & Supplies	820.15	0.00	820.15	\$845.67
			3048897	Bldg Maint Matls & Supplies	25.52	0.00	25.52	
xxx316782	8/8/19	FOSTER BROS SECURITY SYSTEMS INC	311952	Parts, Vehicles & Motor Equip	136.03	0.00	136.03	\$583.15
			312717	Bldg Maint Matls & Supplies	169.17	0.00	169.17	
			312871	Bldg Maint Matls & Supplies	239.80	0.00	239.80	
			312875	Bldg Maint Matls & Supplies	32.70	0.00	32.70	
			312882	Bldg Maint Matls & Supplies	5.45	0.00	5.45	
xxx316783	8/8/19	FREDERICK CERAUSKIS	7516029	DED Services/Training - Books	405.00	0.00	405.00	\$405.00
xxx316784	8/8/19	GCS ENVIRONMENTAL EQUIPMENT SERVICES INC	19747	Parts, Vehicles & Motor Equip	373.26	0.00	373.26	\$373.26
xxx316785	8/8/19	GARDENLAND POWER EQUIPMENT	693786	Misc Equip Maint & Repair - Materials	192.59	0.00	192.59	\$192.59
xxx316786	8/8/19	GOLDEN GATE TRUCK CENTER	F00530001:01	Parts, Vehicles & Motor Equip	97.38	0.00	97.38	\$336.02
			F005930810:01	Parts, Vehicles & Motor Equip	238.64	0.00	238.64	
xxx316787	8/8/19	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1101700	Auto Maint & Repair - Labor	196.01	0.00	196.01	\$3,064.20
			189-1101700	Auto Maint & Repair - Materials	732.01	0.00	732.01	
			189-1101703	Auto Maint & Repair - Labor	127.15	0.00	127.15	
			189-1101703	Auto Maint & Repair - Materials	28.63	0.00	28.63	
			189-1101713	Auto Maint & Repair - Labor	259.08	0.00	259.08	

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			189-1101713	Auto Maint & Repair - Materials	44.57	0.00	44.57	
			189-1101869	Inventory Purchase	1,676.75	0.00	1,676.75	
xxx316788	8/8/19	GRUNDFOS CBS, INC	1900206771	Facilities Maint & Repair - Labor	2,929.75	0.00	2,929.75	\$6,039.48
			1900206771	Facilities Maint & Repair - Materials	3,109.73	0.00	3,109.73	
xxx316789	8/8/19	HYBRID COMMERCIAL PRINTING INC	26923	Printing & Related Services	287.60	0.00	287.60	\$2,541.72
			26924	Printing & Related Services	1,699.31	0.00	1,699.31	
			26930	Printing & Related Services	554.81	0.00	554.81	
xxx316790	8/8/19	ID WHOLESALER	1621240	Bldg Maint Matls & Supplies	130.46	0.00	130.46	\$130.46
xxx316791	8/8/19	IMAGEX	219189	Printing & Related Services	343.35	0.00	343.35	\$3,735.55
			219286	Printing & Related Services	3,130.60	0.00	3,130.60	
			219305	Printing & Related Services	261.60	0.00	261.60	
xxx316792	8/8/19	INGRAM LIBRARY SERVICES INC	41175922	Library Acquisitions, Books	438.78	0.00	438.78	\$19,089.75
			41175922	Library Materials Preprocessing	30.80	0.00	30.80	
			41175926	Library Acquisitions, Books	5.39	0.00	5.39	
			41175926	Library Materials Preprocessing	5.02	0.00	5.02	
			41175927	Library Acquisitions, Books	5,608.37	0.00	5,608.37	
			41175927	Library Materials Preprocessing	2,083.72	0.00	2,083.72	
			41175928	Library Acquisitions, Books	42.73	0.00	42.73	
			41175929	Library Acquisitions, Books	3,662.62	0.00	3,662.62	
			41175929	Library Materials Preprocessing	193.06	0.00	193.06	
			41175930	Library Acquisitions, Books	5,783.28	0.00	5,783.28	
			41175930	Library Materials Preprocessing	372.98	0.00	372.98	
			41175931	Library Acquisitions, Books	767.14	0.00	767.14	
			41175931	Library Materials Preprocessing	95.86	0.00	95.86	
xxx316794	8/8/19	JAVELCO EQUIPMENT SERVICE INC	55317	Parts, Vehicles & Motor Equip	44.35	0.00	44.35	\$55.87
			55753	Parts, Vehicles & Motor Equip	11.52	0.00	11.52	
xxx316795	8/8/19	JIANHUA HUANG	550211-0772211	DED Services/Training - Books	45.90	0.00	45.90	\$45.90
xxx316796	8/8/19	JUAN REYES ACOSTA	CK REQ 20-014	DED Services/Training - Support Services	38.23	0.00	38.23	\$38.23
xxx316797	8/8/19	KMVT COMMUNITY TELEVISION	7434A	Engineering Services	465.00	0.00	465.00	\$5,843.75
			7451A	Engineering Services	5,378.75	0.00	5,378.75	
xxx316798	8/8/19	KRONOS INC	11481195	Software As a Service	1,065.87	0.00	1,065.87	\$1,065.87

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xxx316799	8/8/19	L N CURTIS & SONS INC	INV299092	Clothing, Uniforms & Access	196.20	0.00	196.20	\$2,289.00
			INV299099	Clothing, Uniforms & Access	1,896.60	0.00	1,896.60	
			IV299120	Clothing, Uniforms & Access	196.20	0.00	196.20	
xxx316800	8/8/19	LANGUAGE SELECT LLC	90203	Miscellaneous Services	674.74	0.00	674.74	\$674.74
xxx316801	8/8/19	LINH HOANG	784919-0643447	DED Services/Training - Books	24.85	0.00	24.85	\$24.85
xxx316802	8/8/19	LYNGSO GARDEN MATERIALS INC	969283	Materials - Land Improve	2,266.11	0.00	2,266.11	\$4,657.42
			969327	Materials - Land Improve	2,391.31	0.00	2,391.31	
xxx316803	8/8/19	MIDWEST TAPE	97729206	Library Periodicals/Databases	2,254.07	0.00	2,254.07	\$2,265.23
			97730063	Library Materials Preprocessing	11.16	0.00	11.16	
xxx316804	8/8/19	MILLS LAB INC	70071737	Electrical Parts & Supplies	3,243.84	0.00	3,243.84	\$3,243.84
xxx316805	8/8/19	MOUNTAIN VIEW GARDEN CENTER	100013	Materials - Land Improve	408.72	0.00	408.72	\$1,119.67
			99696	Materials - Land Improve	117.45	0.00	117.45	
			99945	Materials - Land Improve	165.95	0.00	165.95	
			99960	Materials - Land Improve	165.95	0.00	165.95	
			99998	Materials - Land Improve	261.60	0.00	261.60	
xxx316806	8/8/19	NAPA AUTO PARTS	5983-482858	Inventory Purchase	23.42	0.47	22.95	\$22.95
xxx316807	8/8/19	OMEGA ENGRAVING	3515	General Supplies	29.75	0.00	29.75	\$29.75
xxx316808	8/8/19	OVERDRIVE INC	910CO19136979	Library Periodicals/Databases	1,233.10	0.00	1,233.10	\$1,999.08
			910DA19141549	Library Periodicals/Databases	225.98	0.00	225.98	
			MR91019138336	Library Periodicals/Databases	540.00	0.00	540.00	
xxx316809	8/8/19	PINE CONE LUMBER CO INC	14461	Inventory Purchase	210.11	1.43	208.68	\$208.68
xxx316810	8/8/19	PLANET FUTSAL	FKCAMPJULY19	Rec Instructors/Officials	1,837.50	0.00	1,837.50	\$1,837.50
xxx316811	8/8/19	PROQUEST LLC	70589586	Library Periodicals/Databases	5,016.96	0.00	5,016.96	\$5,016.96
xxx316812	8/8/19	QUALITY ALARM SERVICE	127846	Professional Services	490.00	0.00	490.00	\$2,940.00
			127923	Professional Services	490.00	0.00	490.00	
			128013	Professional Services	490.00	0.00	490.00	
			128079	Professional Services	490.00	0.00	490.00	
			128140	Professional Services	490.00	0.00	490.00	
			128207	Professional Services	490.00	0.00	490.00	
xxx316813	8/8/19	RANGE SERVANT AMERICA INC	95119	Misc Equip Maint & Repair - Materials	1,103.19	0.00	1,103.19	\$1,103.19

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xxx316814	8/8/19	REED & GRAHAM INC	952052	Miscellaneous Equipment	408.60	0.00	408.60	\$1,291.00
			953391	Materials - Land Improve	882.40	0.00	882.40	
xxx316815	8/8/19	SCIENSATIONAL WORKSHOPS FOR KIDS INC	2369	Rec Instructors/Officials	5,478.00	0.00	5,478.00	\$5,478.00
xxx316816	8/8/19	STEVEN R CHANEY	08012019	Miscellaneous Services	300.00	0.00	300.00	\$300.00
xxx316817	8/8/19	STUDIO EM GRAPHIC DESIGN	17631	Graphics Services	136.25	0.00	136.25	\$272.50
			17632	Graphics Services	136.25	0.00	136.25	
xxx316818	8/8/19	SUBURBAN PROPANE	2511401	Fuel, Oil & Lubricants	108.24	0.00	108.24	\$108.24
xxx316819	8/8/19	SYNAGRO-WWT INC	03104167MERC ED	Miscellaneous Services	5,308.13	0.00	5,308.13	\$5,308.13
xxx316820	8/8/19	TARGET SPECIALTY PRODUCTS INC	PI1002700	Materials - Land Improve	509.40	0.00	509.40	\$509.40
xxx316821	8/8/19	TAYLORMADE GOLF CO	33861514	Inventory Purchase	2,179.20	0.00	2,179.20	\$1,969.25
			33861911	Inventory Purchase	-209.95	0.00	-209.95	
xxx316822	8/8/19	THOMSON REUTERS WEST	840681960	Books & Publications	1,772.62	0.00	1,772.62	\$1,772.62
xxx316823	8/8/19	TIGER MARTIAL ARTS ACADEMY INC	SUMEX2019	Rec Instructors/Officials	7,134.40	0.00	7,134.40	\$7,134.40
xxx316824	8/8/19	TRAVIS LLOYD	CK REQ 20-013	DED Services/Training - Support Services	45.86	0.00	45.86	\$45.86
xxx316825	8/8/19	UC REGENTS	1048825-193	DED Services/Training - Training	4,954.50	0.00	4,954.50	\$4,954.50
xxx316826	8/8/19	UNIQUE MANAGEMENT SERVICES INC	556329	Financial Services	286.40	0.00	286.40	\$286.40
xxx316827	8/8/19	UNITY COURIER SERVICE INC	446687	Contracts/Service Agreements	836.00	0.00	836.00	\$836.00
xxx316828	8/8/19	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58540	DED Services/Training - Training	3,465.00	0.00	3,465.00	\$23,007.72
			58542	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			58545	DED Services/Training - Training	3,420.00	0.00	3,420.00	
			58554	DED Services/Training - Training	5,278.50	0.00	5,278.50	
			58556	DED Services/Training - Training	588.72	0.00	588.72	
			58557	DED Services/Training - Training	4,855.50	0.00	4,855.50	
xxx316829	8/8/19	VALLEY OIL CO	982817	Inventory Purchase	15,486.44	0.00	15,486.44	\$15,486.44
xxx316830	8/8/19	WECO INDUSTRIES LLC	0043796-IN	Training and Conferences	600.00	0.00	600.00	\$600.00
xxx316831	8/8/19	WEST VALLEY STAFFING GROUP	259143	Professional Services	1,644.59	0.00	1,644.59	\$5,527.05
			259556	Professional Services	1,875.94	0.00	1,875.94	
			259929	Professional Services	2,006.52	0.00	2,006.52	
xxx316832	8/8/19	ZAP MANUFACTURING INC	2781	Materials - Land Improve	4,993.01	0.00	4,993.01	\$7,145.76
			2782	Materials - Land Improve	2,152.75	0.00	2,152.75	

List of All Claims and Bills Approved for Payment
For Payments Dated 8/4/2019 through 8/10/2019

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx316833	8/8/19	OFFICE DEPOT INC	341202553001	Supplies, Office	6.53	0.00	6.53	\$9,542.64
			341274571002	Supplies, Office	12.96	0.00	12.96	
			341506481001	Supplies, Office	220.89	0.00	220.89	
			342217687001	Supplies, Office	19.11	0.00	19.11	
			342408889001	Supplies, Office	29.33	0.00	29.33	
			342416247001	Supplies, Office	70.37	0.00	70.37	
			342416248001	Supplies, Office	41.93	0.00	41.93	
			342682386001	Supplies, Office	10.58	0.00	10.58	
			342702092001	Supplies, Office	36.01	0.00	36.01	
			342964006001	Supplies, Office	24.84	0.00	24.84	
			342964839001	Supplies, Office	153.81	0.00	153.81	
			343110424001	Supplies, Office	77.76	0.00	77.76	
			343134270001	Supplies, Office	183.02	0.00	183.02	
			343141249001	Supplies, Office	353.54	0.00	353.54	
			343149812001	Supplies, Office	43.72	0.00	43.72	
			343160919001	Supplies, Office	183.02	0.00	183.02	
			343169208001	Supplies, Office	35.73	0.00	35.73	
			343344328001	Supplies, Office	46.03	0.00	46.03	
			343348432001	Supplies, Office	68.47	0.00	68.47	
			343348433001	Supplies, Office	61.89	0.00	61.89	
			343348434001	Supplies, Office	22.38	0.00	22.38	
			343348435001	Supplies, Office	30.68	0.00	30.68	
			343479437001	Supplies, Office	413.82	0.00	413.82	
			343603348001	Supplies, Office	113.44	0.00	113.44	
			343604648001	Supplies, Office	116.26	0.00	116.26	
			343608956001	Supplies, Office	125.71	0.00	125.71	
			343674756001	Supplies, Office	102.62	0.00	102.62	
			343901204001	Supplies, Office	22.43	0.00	22.43	
			343937165001	Supplies, Office	79.36	0.00	79.36	
			343943468001	Supplies, Office	17.44	0.00	17.44	
			344373872001	Supplies, Office	148.83	0.00	148.83	

List of All Claims and Bills Approved for Payment
For Payments Dated 8/4/2019 through 8/10/2019

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			344505330001	Supplies, Office	18.33	0.00	18.33	
			344505590001	Supplies, Office	4.29	0.00	4.29	
			344886803001	Supplies, Office	88.89	0.00	88.89	
			344904125001	Supplies, Office	61.00	0.00	61.00	
			344931321001	Supplies, Office	115.99	0.00	115.99	
			345108401001	Supplies, Office	10.89	0.00	10.89	
			345108401002	Supplies, Office	9.15	0.00	9.15	
			346405534001	Supplies, Office	-68.70	0.00	-68.70	
			346821122001	Supplies, Office	124.46	0.00	124.46	
			346849601001	Supplies, Office	243.56	0.00	243.56	
			347178682001	Supplies, Office	39.67	0.00	39.67	
			347182356001	Supplies, Office	68.66	0.00	68.66	
			347202079001	Supplies, Office	70.77	0.00	70.77	
			347203016001	Supplies, Office	46.62	0.00	46.62	
			347364946001	Supplies, Office	159.65	0.00	159.65	
			347376112001	Supplies, Office	10.12	0.00	10.12	
			347499138001	Supplies, Office	23.10	0.00	23.10	
			347607370001	Supplies, Office	73.76	0.00	73.76	
			347672426001	Supplies, Office	10.13	0.00	10.13	
			347676664001	Supplies, Office	29.75	0.00	29.75	
			347705786001	Supplies, Office	34.86	0.00	34.86	
			347734065001	Supplies, Office	21.51	0.00	21.51	
			347734189001	Supplies, Office	36.29	0.00	36.29	
			347756926001	Supplies, Office	86.70	0.00	86.70	
			347973225001	Supplies, Office	280.06	0.00	280.06	
			348241222001	Supplies, Office	-24.84	0.00	-24.84	
			348310316001	Supplies, Office	98.09	0.00	98.09	
			348310846001	Supplies, Office	60.55	0.00	60.55	
			348580339001	Supplies, Office	132.95	0.00	132.95	
			348595945001	Supplies, Office	146.71	0.00	146.71	
			348609242002	Supplies, Office	18.30	0.00	18.30	

List of All Claims and Bills Approved for Payment

For Payments Dated 8/4/2019 through 8/10/2019

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			348619753001	Supplies, Office	63.49	0.00	63.49	
			348995287001	Supplies, Office	183.96	0.00	183.96	
			349121238001	Supplies, Office	241.63	0.00	241.63	
			349195587001	Supplies, Office	6.09	0.00	6.09	
			349198792001	Supplies, Office	26.50	0.00	26.50	
			349205842001	Supplies, Office	14.16	0.00	14.16	
			349471562001	Supplies, Office	40.55	0.00	40.55	
			349474698001	Supplies, Office	22.92	0.00	22.92	
			349479954001	Supplies, Office	26.37	0.00	26.37	
			349508303001	Supplies, Office	1,050.31	0.00	1,050.31	
			350001540001	Supplies, Office	43.04	0.00	43.04	
			350002353001	Supplies, Office	11.33	0.00	11.33	
			350174232001	Supplies, Office	17.18	0.00	17.18	
			350191212001	Supplies, Office	213.30	0.00	213.30	
			351407335001	Supplies, Office	62.57	0.00	62.57	
			351419368001	Supplies, Office	79.35	0.00	79.35	
			351430226001	Supplies, Office	532.61	0.00	532.61	
			351484487001	Supplies, Office	189.26	0.00	189.26	
			351577071001	Supplies, Office	271.05	0.00	271.05	
			351639787001	Supplies, Office	87.09	0.00	87.09	
			351740181001	Supplies, Office	25.05	0.00	25.05	
			351910476001	Supplies, Office	240.50	0.00	240.50	
			352001381001	Supplies, Office	22.92	0.00	22.92	
			352071427001	Supplies, Office	724.54	0.00	724.54	
			352353323001	Supplies, Office	56.43	0.00	56.43	
			352357893001	Supplies, Office	28.98	0.00	28.98	
			352390411001	Supplies, Office	6.09	0.00	6.09	
			352718836001	Supplies, Office	318.76	0.00	318.76	
			352786462001	Supplies, Office	32.83	0.00	32.83	
xxx316840	8/8/19	PALO ALTO MEDICAL FOUNDATION	4386	Medical Services	275.00	0.00	275.00	\$550.00
			4387	Medical Services	275.00	0.00	275.00	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx316841	8/8/19	SOUTH BAY REGIONAL PUBLIC SAFETY	220049	Training and Conferences	504.00	0.00	504.00	\$504.00
xxx316842	8/8/19	ANTONIA MORALES	438361	Refund Recreation Fees	350.00	0.00	350.00	\$350.00
xxx316843	8/8/19	AQUATEK PLUMBING	81645	Cross-Connection Control - Permit	201.00	0.00	201.00	\$201.00
xxx316844	8/8/19	COMPASS REALTY	176939-35808	Refund Utility Account Credit	61.04	0.00	61.04	\$61.04
xxx316845	8/8/19	ERIKA ESPELAND	195447-12670	Refund Utility Account Credit	148.09	0.00	148.09	\$148.09
xxx316846	8/8/19	HARPREET KAUR	BL072134-2019	Business License Tax	66.52	0.00	66.52	\$66.52
xxx316847	8/8/19	OBO PRO.2 INC	BL075031-2019	Business License Tax	30.97	0.00	30.97	\$30.97
xxx316848	8/8/19	PRASHANT HONAVAR	156499-75056	Refund Utility Account Credit	19.17	0.00	19.17	\$19.17
xxx316849	8/8/19	RED LOTUS TECHNOLOGIES	188425-69404	Refund Utility Account Credit	113.96	0.00	113.96	\$113.96
xxx316850	8/8/19	VINCENT TANNAHILL	177151-22052	Refund Utility Account Credit	203.28	0.00	203.28	\$203.28
xxx316851	8/8/19	WA KRAUSS & CO	62703-52332	Refund Utility Account Credit	109.86	0.00	109.86	\$109.86

Grand Total Payment Amount

\$1,415,905.90



City of Sunnyvale

Agenda Item

19-0752

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

Award a Contract to Hexagon Transportation Consultants, Inc. for the Preparation of a Transportation Impact Analysis for the Proposed Lawrence Station Area Plan (LSAP) Plan Update (F20-006)

REPORT IN BRIEF

Approval is requested to award a contract in an amount not-to exceed \$112,100 (\$110,500 for base services and \$1,600 for optional services) to Hexagon Transportation Consultants, Inc. of San Jose for the Preparation of a Transportation Impact Analysis (TIA) required for the Proposed Lawrence Station Area Plan (LSAP) Plan Update, and for a 10% contingency in the amount of \$11,210.

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 professional or specialized services, in excess of \$50,000 in one transaction, may be exempted from the competitive bidding requirement.

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 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 return with options to increase the allowable number of housing units in the LSAP area.

Following the adoption of the LSAP, the Council allocated \$200,000 from the General Fund to the LSAP Housing Study and Sense of Place Plan (Project No. 833700 - Lawrence Station Area Plan - Housing and Sense of Place, Budget Supplement No. 10) as part of the FY 2017/18 Adopted Budget (RTC No. 17-0193). Additional funding from the General Fund in the amount of \$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). The funds in Project No. 833700 include the proposed costs for Hexagon's traffic and transportation services and the previous contract awarded to Ascent Environmental for environmental, economic, and engineering services (RTC No. 18-1050).

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 that will study the allowance of an additional 3,612 housing units within the plan area and an expansion of 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). The costs associated with the LSAP Housing Study amendments are fully funded by Intuitive Surgical and are managed as a separate developer-funded contract with Hexagon, while the complete LSAP Plan Update is managed through a developer-funded contract with Ascent Environmental (environmental, economic, and engineering).

To complete the Transportation Impact Analysis (TIA) and provide transportation review services of 63 identified intersections and potentially 8 freeway segments (Attachment 1), staff is recommending the award of a contract under a competitive bidding exemption to Hexagon Transportation Consultants. Hexagon has knowledge of existing conditions in the area, completed TIAs for the original LSAP and other recent private development projects in the LSAP (e.g., Greystar mixed-use, Intuitive Surgical Phase I/II, and Calstone/Peninsula Building Materials redevelopment) and is prepared to begin immediately. Additionally, Hexagon's project manager for this contract worked with the City on these LSAP projects referenced above. After negotiations and based on its experience, Hexagon provides the overall best value to the City for completing these services.

FISCAL IMPACT

Funding is available in Project 833700 - Lawrence Station Area Plan - Housing and Sense of Place. This project is funded by 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

Take the following actions:

- Award a contract in substantially the same form as Attachment 2 to the report in the amount of \$112,100 to Hexagon Transportation Consultants, Inc.,
- Authorize the City Manager to execute the contract when all necessary conditions have been met, and
- Approve of a 10% contingency in the amount of \$11,210.

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. Study Intersections
2. Draft Consultant Services Agreement

Study Intersections

1. Mary Avenue & Central Expressway *
2. Sunnyvale Avenue & Evelyn Avenue
3. Fair Oaks Avenue & Tasman Drive
4. Fair Oaks Avenue & US 101 Northbound Ramps
5. Fair Oaks Avenue & Ahwanee Avenue
6. Fair Oaks Avenue & Duane Avenue
7. Fair Oaks Avenue & Wolfe Road
8. Fair Oaks Avenue & Arques Avenue
9. Fair Oaks Avenue & California Avenue
10. Fair Oaks Avenue & Kifer Road
11. Fair Oaks Avenue & Evelyn Avenue
12. Fair Oaks Avenue & Old San Francisco Road
13. Fair Oaks Avenue & El Camino Real *
14. Sunnyvale-Saratoga Road & Remington Drive *
15. Wolfe Road & Maude Avenue (unsignalized)
16. Wolfe Road & Stewart Drive
17. Wolfe Road & Arques Avenue
18. Wolfe Road & Central Expressway Ramps
19. Wolfe Road & Kifer Road
20. Wolfe Road & Evelyn Avenue
21. Wolfe Road & Reed Avenue
22. Wolfe Road & El Camino Real *
23. Wolfe Road & Fremont Avenue
24. Wolfe Road & Homestead Road
25. Wolfe Road & I-280 Northbound Ramps (Cupertino) *
26. Wolfe Road & I-280 Southbound Ramps (Cupertino) *
27. Commercial Street & Kifer Road (unsignalized)
28. Evelyn Avenue & Reed Avenue

29. Lawrence Expressway & Tasman Drive *
30. Lawrence Expressway & Lakehaven Drive
31. Lawrence Expressway & US 101 Northbound Ramps
32. Lawrence Expressway & US 101 Southbound Ramps
33. Lawrence Expressway & Oakmead Parkway
34. Lawrence Expressway & Arques Avenue *
35. Lawrence Expressway & Kifer Road
36. Lawrence Expressway & Reed Avenue/Monroe Street *
37. Lawrence Expressway & Cabrillo Avenue (Santa Clara)
38. Lawrence Expressway & El Camino Real Ramps (Santa Clara) *
39. Lawrence Expressway & Benton Street (Santa Clara)
40. Lawrence Expressway & Homestead Road (Santa Clara) *
41. Lawrence Expressway & Pruneridge Avenue (Santa Clara)
42. I-280 Southbound Off-Ramp & Stevens Creek Boulevard (Santa Clara) *
43. Lawrence Expressway Southbound Ramps & Stevens Creek Boulevard (Santa Clara) *
44. Lawrence Expressway Northbound Ramps & Stevens Creek Boulevard (Santa Clara) *
45. Lawrence Expressway & I-280 Southbound On-Ramp (San Jose) *
46. Oakmead Parkway & Arques Avenue
47. Oakmead Parkway & Central Expressway (Santa Clara) *
48. Corvin Drive & Kifer Road (Santa Clara)
49. Calabazas Boulevard & Monroe Street (Santa Clara)
50. Great America Parkway & Tasman Drive (Santa Clara) *
51. Great America Parkway & US 101 Northbound Ramps (Santa Clara) *
52. Bowers Avenue & US 101 Southbound Ramps (Santa Clara) *
53. Bowers Avenue & Scott Boulevard (Santa Clara) *
54. Bowers Avenue & Central Expressway (Santa Clara) *
55. Bowers Avenue & Kifer Road/Walsh Avenue (Santa Clara)
56. Bowers Avenue & Monroe Street (Santa Clara)
57. Bowers Avenue/Kiely Boulevard & El Camino Real (Santa Clara) *

- 58. San Tomas Expressway & Scott Boulevard (Santa Clara) *
- 59. San Tomas Expressway & Walsh Avenue (Santa Clara)
- 60. San Tomas Expressway & Monroe Street (Santa Clara) *
- 61. San Tomas Expressway & El Camino Real (Santa Clara) *
- 62. Semiconductor Drive/Santa Vittoria Terrace & Kifer Road
- 63. Planned West Driveway at 1020 Kifer Road & Kifer Road [Future Intersection]

* Denotes Congestion Management Program (CMP) intersections

**DRAFT CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY OF
SUNNYVALE AND HEXAGON TRANSPORTATION CONSULTANTS, INC. FOR
PREPARATION OF A TIA FOR THE LAWRENCE STATION AREA PLAN**

THIS AGREEMENT, dated _____, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and HEXAGON TRANSPORTATION CONSULTANTS, INC., a California corporation ("CONSULTANT").

WHEREAS, CITY is in need to secure professional services necessary for the preparation of Traffic Impact Analysis (TIA) for 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 the date of contract execution until project completion, unless otherwise terminated. CONSULTANT shall deliver the agreed upon services to CITY as specified in Exhibit "A". Extensions of time may be granted by the City Manager upon a showing of good cause.

3. Duties of CITY

CITY shall supply any documents or information available to CITY required by CONSULTANT for performance of the services. 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 "A". Total compensation shall not exceed One Hundred Twelve Thousand One Hundred and No/100 Dollars (\$112,100.00).

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. Hold Harmless/Indemnification

CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers and employees from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs and expenses, including reasonable attorneys' fees in connection with any injury or damage to persons or property to the extent arising out of any negligence, recklessness or willful misconduct of CONSULTANT, its officers, employees, agents, contractor, subcontractors or any officer, agent or employee thereof in relation to CONSULTANT's performance under this Agreement. In no event shall the cost to defend charged to the design professional exceed the design professional's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs. Such defense and indemnification shall not apply in any instance of and to the extent caused by the sole negligence, recklessness or willful misconduct of CITY, its officers, employees, agents or representatives.

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

Lillian Tsang 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

Gary Black 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 below.

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

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

To CONSULTANT: Gary Black
 Hexagon Transportation Consultants, Inc
 4 North Second Street, Ste 400
 San Jose, CA 95113

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:

HEXAGON TRANSPORTATION
CONSULTANTS, INC. ("CONSULTANT")

By _____
City Attorney

By _____

Name and Title

By _____

Name and Title



HEXAGON TRANSPORTATION CONSULTANTS, INC.

June 26, 2019

Ms. Lillian Tsang
City of Sunnyvale
465 W. Olive Avenue, PO Box 3707
Sunnyvale, CA 94088

Re: Proposal to Prepare a Transportation Impact Analysis for the Proposed Lawrence Station Area Plan Update in Sunnyvale, CA – City of Sunnyvale Scope

Dear Ms. Tsang:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis for the proposed Lawrence Station Area Plan (LSAP) update in Sunnyvale, California. The LSAP was approved by the Sunnyvale City Council on December 6, 2016. It is our understanding that the City of Sunnyvale is interested in increasing housing in the LSAP area. As selected by City Council in June 2018, the preferred land use alternative would allow for a housing increase of 3,612 dwelling units within the LSAP area, increasing the total allowable housing units within the LSAP area to 5,935 units. In addition, the LSAP is also proposed to include adjacent parcels owned by Intuitive Surgical (932 Kifer, 950 Kifer, 945-955 Kifer). These parcels are proposed to allow for a total of 1,280,000 gross square feet (s.f.) of commercial development (including 23,245 s.f. of amenity space and 62,000 s.f. of unoccupied storage area), resulting in 1,194,755 net s.f. of office/R&D area. The proposed gross floor area represents an increase of 1,089,444 s.f. over existing conditions and 700,708 s.f. of office/R&D area over the maximum allowed office/R&D square footage under the current land use regulations for the Intuitive Surgical sites. It should be noted that the LSAP inclusion of the increased commercial development from these Intuitive Surgical parcels would not increase the overall LSAP development capacity.

Scope of Services

The purpose of the traffic analysis is to determine whether the traffic impacts of the proposed LSAP Update will create any new or substantially more significant traffic impacts than disclosed in the LSAP EIR on the key intersections and freeway segments in the study area during the weekday AM (7-9 AM) and PM (4-6 PM) peak commute hours. The traffic analysis will satisfy the requirements of the California Environmental Quality Act (CEQA), City of Sunnyvale, and the Santa Clara Valley Transportation Authority (VTA) Congestion Management Program (CMP). The traffic analysis proposes to study 63 intersections (see Figure 1) and up to eight freeway segments.

Study Intersections

1. Mary Avenue & Central Expressway *
2. Sunnyvale Avenue & Evelyn Avenue
3. Fair Oaks Avenue & Tasman Drive
4. Fair Oaks Avenue & US 101 Northbound Ramps
5. Fair Oaks Avenue & Ahwanee Avenue
6. Fair Oaks Avenue & Duane Avenue
7. Fair Oaks Avenue & Wolfe Road
8. Fair Oaks Avenue & Arques Avenue



9. Fair Oaks Avenue & California Avenue
10. Fair Oaks Avenue & Kifer Road
11. Fair Oaks Avenue & Evelyn Avenue
12. Fair Oaks Avenue & Old San Francisco Road
13. Fair Oaks Avenue & El Camino Real *
14. Sunnyvale-Saratoga Road & Remington Drive *
15. Wolfe Road & Maude Avenue (unsignalized)
16. Wolfe Road & Stewart Drive
17. Wolfe Road & Arques Avenue
18. Wolfe Road & Central Expressway Ramps
19. Wolfe Road & Kifer Road
20. Wolfe Road & Evelyn Avenue
21. Wolfe Road & Reed Avenue
22. Wolfe Road & El Camino Real *
23. Wolfe Road & Fremont Avenue
24. Wolfe Road & Homestead Road
25. Wolfe Road & I-280 Northbound Ramps (Cupertino) *
26. Wolfe Road & I-280 Southbound Ramps (Cupertino) *
27. Commercial Street & Kifer Road (unsignalized)
28. Evelyn Avenue & Reed Avenue
29. Lawrence Expressway & Tasman Drive *
30. Lawrence Expressway & Lakehaven Drive
31. Lawrence Expressway & US 101 Northbound Ramps
32. Lawrence Expressway & US 101 Southbound Ramps
33. Lawrence Expressway & Oakmead Parkway
34. Lawrence Expressway & Arques Avenue *
35. Lawrence Expressway & Kifer Road
36. Lawrence Expressway & Reed Avenue/Monroe Street *
37. Lawrence Expressway & Cabrillo Avenue (Santa Clara)
38. Lawrence Expressway & El Camino Real Ramps (Santa Clara) *
39. Lawrence Expressway & Benton Street (Santa Clara)
40. Lawrence Expressway & Homestead Road (Santa Clara) *
41. Lawrence Expressway & Pruneridge Avenue (Santa Clara)
42. I-280 Southbound Off-Ramp & Stevens Creek Boulevard (Santa Clara) *
43. Lawrence Expressway Southbound Ramps & Stevens Creek Boulevard (Santa Clara) *
44. Lawrence Expressway Northbound Ramps & Stevens Creek Boulevard (Santa Clara) *
45. Lawrence Expressway & I-280 Southbound On-Ramp (San Jose) *
46. Oakmead Parkway & Arques Avenue
47. Oakmead Parkway & Central Expressway (Santa Clara) *
48. Corvin Drive & Kifer Road (Santa Clara)
49. Calabazas Boulevard & Monroe Street (Santa Clara)
50. Great America Parkway & Tasman Drive (Santa Clara) *
51. Great America Parkway & US 101 Northbound Ramps (Santa Clara) *
52. Bowers Avenue & US 101 Southbound Ramps (Santa Clara) *
53. Bowers Avenue & Scott Boulevard (Santa Clara) *
54. Bowers Avenue & Central Expressway (Santa Clara) *
55. Bowers Avenue & Kifer Road/Walsh Avenue (Santa Clara)
56. Bowers Avenue & Monroe Street (Santa Clara)



- 57. Bowers Avenue/Kiely Boulevard & El Camino Real (Santa Clara) *
 - 58. San Tomas Expressway & Scott Boulevard (Santa Clara) *
 - 59. San Tomas Expressway & Walsh Avenue (Santa Clara)
 - 60. San Tomas Expressway & Monroe Street (Santa Clara) *
 - 61. San Tomas Expressway & El Camino Real (Santa Clara) *
 - 62. Semiconductor Drive/Santa Vittoria Terrace & Kifer Road
 - 63. Planned West Driveway at 1020 Kifer Road & Kifer Road [Future Intersection]
- * Denotes CMP intersections

Intersection counts at all study intersections (except at the planned future intersection #63) have been collected as part of previous contracts in November 2017 and are not included in this proposal. The tasks to be included in this work scope are discussed below.

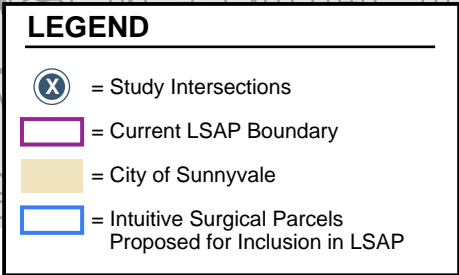
1. **Field-Measure Approach Delays and Queue Lengths.** Hexagon will field-measure approach delays for up to two peak approaches at 16 City-controlled intersections during both the AM and PM peak hours. Table 1 outlines the proposed approach delays to be field-measured. Hexagon will also conduct field observations to measure queue lengths for all movements for the 16 intersections during both the AM and PM peak hours. Hexagon will measure queue lengths at each intersection for five cycles. This task is quoted for a budget of \$19,000. Field measured queue lengths have already been completed. Field measured approach delays have not been completed and is included as part of this scope of work.

Table 1
Approaches at Intersections for Field-Measured Delay

# Intersection	AM Peak Hour		PM Peak Hour	
	Approaches	Survey Duration ¹	Approaches	Survey Duration ¹
1 Sunnyvale Ave & Evelyn Ave	WB	8-9:15	EB	5-6:15
2 Fair Oaks Ave & Tasman Dr	NB, WB	8-9:15	SB	5-6:15
3 Fair Oaks Ave & US 101 NB Ramps	NB, WB	8-9:15	SB	5-6:15
4 Fair Oaks Ave & Duane Ave	NB, WB	7:45-9	SB	5-6:15
5 Fair Oaks Ave & Evelyn Ave	NB	8-9:15	SB	5-6:15
6 Fair Oaks Ave & Old San Francisco Rd / Reed Ave	NB	8-9:15	SB	5-6:15
7 Wolfe Rd & Stewart Dr	NB	8-9:15	SB	5-6:15
8 Wolfe Rd & Arques Ave	NB	8-9:15	SB, WB	5-6:15
9 Wolfe Rd & Kifer Rd	NB	8-9:15	SB, WB	5-6:15
10 Wolfe Rd & Evelyn Ave	NB, WB	8-9:15	SB	5-6:15
11 Wolfe Rd & Reed Ave	NB	8-9:15	SB	5-6:15
12 Wolfe Rd & El Camino Real	NB, WB	8-9:15	SB, EB	4:45-6
13 Wolfe Rd & Fremont Ave	NB, EB	8-9:15	SB, EB	5-6:15
14 Wolfe Rd & Homestead Rd	NB, WB	8-9:15	SB, EB	5-6:15
17 Evelyn Ave & Reed Ave	WB	8-9:15	SB	5-6:15
35 Oakmead Pkwy & Arques Ave	WB	8-9:15	EB	5-6:15

Notes:

1. The survey duration is 15 minutes longer than the peak hour to ensure the end of queue is captured.



Proposed Intersections



2. **Field-Measure Queue Lengths.** There are now 25 signalized study intersections located within City jurisdiction (excluding the planned future intersection #63). These intersections require field-measured queue lengths used to calibrate intersection evaluations. Task 1 covers the collection of the needed data for 16 of these intersections. The intersection at Semiconductor Drive and Kifer Road is undergoing construction on the south leg and queues will not be measured. This proposal assumes Hexagon will field-measure queue lengths for the remaining intersections during both the AM and PM peak hours. Hexagon will measure queue lengths at each intersection for five cycles.
3. **Synchro Network.** Hexagon will prepare a Synchro network for the 24 signalized study intersections under City jurisdiction (excluding the planned future intersection and the intersection at Semiconductor Drive and Kifer Road). It is assumed that the City will provide the signal timing plans as well as any coordination timing plans for preparation of the Synchro network. Hexagon will adjust the existing intersection level of service calculations to reflect field-measured queue lengths. The Synchro networks will be submitted to the City for review.
4. **Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the study intersections will be evaluated using the TRAFFIX software, which employs the *2000 Highway Capacity Manual (HCM)* methodology for intersection analyses and is the designated level of service methodology for the City of Sunnyvale. The intersection level of service calculations under existing conditions for 24 of the city-controlled study intersections will be adjusted to reflect field-measured queue lengths. Further adjustments will be applied to ensure the level of service results are identical between the TRAFFIX software and the Synchro software for these 24 intersections. All TRAFFIX parameters are assumed to be the same between the existing and cumulative scenarios. Existing transit services as well as bicycle and pedestrian facilities in the vicinity of the proposed plan area will be described. Evaluation of intersection level of service for City of Santa Clara intersections will follow new guidelines per City of Santa Clara staff. The TIA document will report only TRAFFIX outputs.
5. **Area Traffic Model.** Hexagon will utilize the Sunnyvale travel demand forecasting model (STFM) to prepare the traffic analysis. The City's model was updated within the last 3 years and was validated against 2013-2015 count data. The model will also be used to extract average daily traffic (ADT) information for the environmental consultant.



6. ***Evaluation of Cumulative Conditions with Foreseeable General Plan Amendments (GPA).*** Hexagon will obtain from City staff the TAZ-level land use inputs into the STFM for this scenario. It is our understanding that the City is currently working on several other projects that would require GPAs. This scope assumes that City staff would provide TAZ-level land use inputs encompassing all proposed projects that would require a GPA. Potential GPAs outside of Sunnyvale will be included as directed by City staff. Hexagon will coordinate with the corresponding agencies to obtain TAZ-level land use inputs for potential GPAs outside of Sunnyvale. Roadway network improvements will be coded into the model as directed by City staff. The traffic volumes for this scenario will be adjusted based on the scenario model run results and existing traffic volumes. Traffic conditions at the study intersections will be evaluated using the TRAFFIX software using City-specific guidelines. Intersection improvements will be assumed as directed by City staff.
7. ***Determination of Project-Generated Intersection Impacts.*** The cumulative scenario analyzed in Task 6 will be compared to existing conditions to determine potential cumulative impacts. Hexagon will identify for each intersection with a significant cumulative impact the threshold for a cumulatively considerable contribution to the significant cumulative impact. Hexagon will perform a select-link analysis to determine whether the updated LSAP as a whole would meet the threshold for a cumulatively considerable contribution. Hexagon will then compare the entire updated LSAP impact conclusions to the impact conclusions in the previously adopted LSAP EIR. The LSAP update is said to generate a new significant intersection impact at locations that are identified with an intersection impact but not previously identified with an impact in the LSAP EIR. The determination also will state whether the LSAP update would have a substantially more severe impact at an intersection than identified in the LSAP EIR.
8. ***Evaluation of Freeway Segments.*** Hexagon will select up to eight freeway segments for evaluation for the cumulative scenario analyzed in Task 6. Hexagon will submit the proposed study freeway segments for City approval. Freeway segment volumes under the cumulative scenario will be adjusted based on model forecasts and existing volumes. Freeway segment levels of service results will be evaluated per VTA guidelines. Freeway segment impacts will be identified in accordance with VTA guidelines and compared to the results of the LSAP EIR to determine if the LSAP update would create any new or substantially more severe significant freeway segment impacts.
9. ***Evaluation of Freeway Ramps.*** Hexagon will select up to eight freeway ramps for evaluation for the cumulative scenario analyzed in Task 6. Hexagon will submit the proposed study freeway ramps for City approval. Freeway ramp volumes under the cumulative scenario will be adjusted based on model forecasts and existing volumes. Hexagon will conduct a volume-to-capacity evaluation at the study freeway ramps. For ramps that would not have sufficient capacity, Hexagon will determine whether the proposed LSAP Update would generate traffic greater than 1% of the ramp capacity. Hexagon will compare the project's freeway ramp impacts to those disclosed in the LSAP EIR to determine if the LSAP update would create any new or substantially more severe significant freeway ramp impacts.



- 10. Evaluation of Central Expressway Ramps.** Hexagon will conduct field observations and peak hour traffic counts at Central Expressway ramps at Wolfe Road, Commercial Street, Lawrence Expressway and at San Tomas Expressway where the proposed LSAP Update is expected to add traffic onto. Hexagon will conduct a volume-to-capacity analysis of these ramps under cumulative conditions to determine any potential capacity deficiencies. For ramps with capacity deficiencies, Hexagon will determine whether the proposed LSAP Update would generate traffic greater than 1% of the ramp capacity.
- 11. Transit, Pedestrian and Bicycle Traffic Review.** The analysis also will examine whether the LSAP Update would conflict with a program plan, ordinance or policy addressing the circulation system, including transit, bicycle and pedestrian facilities. The analysis will include a discussion of existing and planned transit services in the area, as well as bicycle and pedestrian facilities. This task will include a quantitative analysis of transit delay from the LSAP Update in compliance with VTA traffic study guidelines. Any deficiencies created or exacerbated by the LSAP update, compared to the deficiencies identified in the LSAP EIR will be identified, and if there are new or substantially more severe significant impacts, improvements will be recommended. The analysis will examine whether the LSAP Update would have a new or substantially more severe significant impact on bicycle or pedestrian facilities than disclosed in the LSAP EIR. The City will be studying a new bike/pedestrian route from the east and west ends of the LSAP study area to the Caltrain station as part of the separate Sense of Place Plan project.
- 12. Signal Warrant Analysis.** The need for future signalization of all the unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios.
- 13. Description of Impacts and Recommendations.** Hexagon will identify and describe any new or substantially more severe significant impacts created by the LSAP update as compared to the LSAP. If new or substantially more severe significant impacts are identified, Hexagon will identify the locations and types of improvements or modifications necessary to mitigate the new or substantially more severe significant impacts. If the recommended improvements are already captured in the City's Deficiency Plan, that will be acknowledged. Project impacts and recommendations will be submitted for City staff review prior to submitting the Administrative Draft report. This task includes the preparation of up to five conceptual plans for the proposed mitigations.
- 14. TIA Reports and Response to Comments.** Hexagon will summarize its methods, findings, and recommendations in an Administrative Draft TIA report including text, tables, and graphics. Hexagon will submit three hard copies of the Administrative Draft report and two hard copies of the report appendices to City staff for review. Hexagon will respond to editorial comments from City staff and prepare a Draft TIA. Hexagon will submit two hard copies of the Draft report and appendices to City staff for review. Hexagon will respond to comments on the Draft TIA report and prepare a Final TIA report. Hexagon will submit two hard copies of the Final report and appendices to City staff. Hexagon will also respond to comments on the ADEIR and DEIR.



- 15. Qualitative Analysis of EIR Alternatives.** Hexagon will qualitatively analyze three EIR alternatives and discuss potential differences in each alternative's impact implications. Hexagon will document the findings in a separate memorandum. Hexagon will respond to editorial comments from City staff and prepare a final memorandum.
- 16. Feasibility Evaluation of a Loop Road.** The LSAP proposes a new loop road that would travel parallel to the railroad tracks within the LSAP boundary. Hexagon will conduct model runs with and without the loop road under cumulative conditions and evaluate intersection operations at nearby intersections on Kifer Road between Wolfe Road and Bowers Avenue. It is assumed that the City staff will provide the roadway configuration of the loop road. Hexagon will document the findings in a separate memorandum. Hexagon will respond to editorial comments from City staff and prepare a final memorandum.
- 17. Meetings.** The fee estimate includes staff attendance at two public hearings and five project meetings with City staff related to the proposed project. The five project meetings include a kick-off meeting and a public outreach meeting.

Optional Task

- 18. Qualitative VMT Discussion.** In December 2018, the California Natural Resources Agency certified and adopted the CEQA Guidelines update package, including the Guidelines section implementing Senate Bill 743. The City of Sunnyvale has not adopted any VMT related policies. As an optional task, Hexagon will provide qualitative VMT discussion for the proposed LSAP Update in the TIA report. It is our understanding that City staff is still finalizing the scope of the qualitative VMT discussion. This task assumes a preliminary budget of \$1,600 and will lengthen the project schedule by one week. Hexagon will provide a finalized budget and schedule for this task upon receiving direction on the qualitative VMT discussion.

Additional Services

Any work not specifically referenced in the above Scope of Work – for example analyzing additional project alternatives, analyzing additional study intersections, conducting field delay measurements – shall be considered additional services. Additional services will require additional budget and additional time and will be conducted upon receipt of authorization to proceed.



Ms. Lillian Tsang
June 26, 2019
Page 9 of 10

Schedule and Budget

Tasks 1 through 17 as outlined in our Scope of Services will require a budget of \$110,500 (see Table 2 for a budget breakdown by task), which is the City of Sunnyvale's share to conduct the study. A separate proposal which outlines Intuitive Surgical's portion of the study has been submitted.

Billings for the project will be conducted monthly on a time and expenses basis. This price quote is good for 30 days. This price quote assumes all project-related activities will be completed within one year. Extended project schedules will require additional budget for project administration.

Barring any unforeseen delays, the Administrative Draft report will be submitted 10 weeks after (1) a contractual agreement has been reached for both this proposal and the Intuitive Surgical proposal, and (2) the required information – such as TAZ-level land use data – has been received. Upon receiving comments on the Administrative Draft report, the Draft report will be submitted within two weeks. The Final report will be delivered one week after receipt of all comments on the Draft report. Cognizant of your desired schedule, we are ready to start work immediately upon authorization.

We look forward to working with you and appreciate your consideration of Hexagon for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black
President

Ollie Zhou, T.E.
Senior Associate



Table 2
Budget Breakdown

#	Task	Labor Hours				Task Cost
		President	Sr. Associate	Engineer	Admin	
1	Field-Measure Approach Delays and Queue Lengths	2	10	50	2	\$ 19,000
2	Field-Measure Queue Lengths	2		24	2	\$ 3,159
3	Synchro Network		16			\$ 2,757
4	Evaluation of Existing Conditions		30	30		\$ 8,247
5	Area Traffic Model		8			\$ 1,379
6	Evaluation of Cumulative Conditions		40			\$ 6,893
7	Determination of Project-Generated Intersection Impacts		40			\$ 6,893
8	Evaluation of Freeway Segments		8			\$ 1,379
9	Evaluation of Freeway Ramps		8			\$ 1,428
10	Evaluation of Central Expressway Ramps		16	24		\$ 5,285
11	Bike, Pedestrian and Transit Facilities	1	16			\$ 2,987
12	Signal Warrant Analysis	1		4		\$ 640
13	Description of Impacts and Recommendations	4	40			\$ 7,812
14	TIA Reports and Response to Comments	24	80		16	\$ 20,680
15	Qualitative Analysis of EIR Alternatives	4	40		4	\$ 8,157
16	Feasibility Evaluation of a Loop Road	4	24		2	\$ 5,227
17	Meetings	30	8		2	\$ 8,577
Sub-Total:		72	384	132	28	\$ 110,500
Total Cost (Tasks 1-17):						\$ 110,500
Optional Task						
18	Qualitative VMT Discussion		2	8		\$ 1,600
Total Cost with Optional Task (Tasks 1-18):						\$ 112,100

Exhibit C

INSURANCE REQUIREMENTS FOR CONSULTANTS/CONTRACTORS

Consultant/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 Consultant/Contractor, his agents, representatives, or employees.

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

1. **Commercial General Liability:** \$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form CG 0001 or equivalent is required.
2. **Automobile Liability:** \$X,XXX,XXX 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:** \$X,XXX,XXX 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 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** and automobile liability policies (and if applicable, pollution liability, sexual abuse and molestation, and builder's risk policies) 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/Contractor; products and completed operations of the Consultant/Contractor; premises owned, occupied or used by the Consultant/Contractor; or automobiles owned, leased, hired or borrowed by the Consultant/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 Consultant/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 Consultant/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 Consultant/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.
6. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT'S policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of 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.

Subcontractors

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



City of Sunnyvale

Agenda Item

19-0896

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

Authorize the City Manager or His Designee to Destroy Recreation Records Damaged by Sewage Before Completion of the Full Record Retention Period

BACKGROUND

On December 18, 2019, Council adopted Resolution No. 920-18 updating the Citywide Records Retention and Destruction Program Policy and Schedule (Records Retention Schedule) in accordance with Government Code section 34090, et seq. and numerous other federal, state and local codes (RTC No. 18-1115). This Policy provides the City with the legal authority to dispose of records that have reached the end of their required retention period. The Policy does not provide legal authority to dispose of records prior to reaching the end of their required retention period in the event such records become damaged and unrecoverable.

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

In July 2019, the basement of the Recreation Center experienced a sewage backup that partially flooded a records storage room. Approximately 45 boxes of inactive records were in the records storage room at the time of the flood. The sewage backup and resulting flood irreparably damaged and contaminated 11 boxes of inactive records. The non-contaminated boxes have been relocated or destroyed per the Records Retention and Destruction Program Policy and Schedule.

Attachment 1 contains descriptions of the records stored in the 11 contaminated boxes. The various types of records stored in these boxes are normally retained for the current year, plus two archive years. Staff believes that some of the records stored in the contaminated boxes do not meet that retention period, and is therefore requesting City Council authorization to destroy these records prior to reaching the end of their required retention period due to the health and safety concerns raised by storing sewage contaminated records.

Staff will explore a future update to the Records Retention and Destruction Program Policy and Schedule that addresses sewage contamination and similar scenarios in the future.

FISCAL IMPACT

There is no fiscal impact as the contaminated records would otherwise be eligible for destruction within the next two years.

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

Authorize the City Manager or His Designee to Destroy Recreation Records Damaged by Sewage Before Completion of the Full Retention Period

Prepared by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager


Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Library and Community Services Department Request for Destruction 2019-03
2. Administrative Policy Manual Chapter 5 - Article 5 Records Management (Excerpt of Applicable Section)

Box Number	Unit Code	Dungeon Location	Description of Items (Contents)	Year(s)	Series #	Retention
100	YT		Cash Receipts/Reg Forms	Unknown	PW017	CU+2
101	YT/SC		Cash Receipts/Reg Forms	Unknown	PW017	CU+2
102	SC		Senior Center Memberships	Unknown	PW017	CU+2
103	YT/SC		Reg Forms	Unknown	PW017	CU+2
104	YT/SC		Cash Receipts/Reg Forms	Unknown	PW017	CU+2
105	YT		Emergency Cards/Cash Receipts	Unknown	PW017	CU+2
106	SC		Senior Center Memberships/Registrations	Unknown	PW017	CU+2
107	YT/SC		Cash Receipts/Reg Forms/Sign-In Sheets	Unknown	PW017	CU+2
108	SC		Senior Center Memberships/Registrations	Unknown	PW017	CU+2
109	SC		Senior Center Memberships/Registrations	Unknown	PW017	CU+2
110	YT/SC		Cash Receipts/Reg Forms	Unknown	PW017	CU+2

Note - all of these records were damaged in the sewer overflow. Records are soaked through and bagged in clear plastic bags. Dates are from one to two years ago and past.

 <p>Records Management</p>	<p>Administrative Policy Manual Chapter 5 – Information Management Article 5</p> <p>Attachments:</p> <p>5.5A) <i>Records Retention and Destruction Schedule</i></p> <p>5.5B) <i>Request for Destruction of Records Form (including Certificate of Destruction)</i></p>
<p>Effective Date: 3/31/10</p>	<p>Responsible Department: OCM</p>
<p>Prior Version, Related Policies & Notes:</p> <p><i>Prior Versions:</i> June 1991</p> <p><i>Related Policies:</i> The California Public Records Act, California Government Code § 6250-6270 California Government Code Section 34090 - 34095 California Government Code Sections 12236 and 12168.7</p> <p><i>Notes:</i> Former Chapter 5, Article 5, Section 7, Subdivision 2, <i>Accessing Records</i>, was updated and replaced by Administrative Policy Chapter 5, Article 8, <i>California Public Records Act Procedures</i>.</p>	

Section 1. Purpose

The purpose of this policy is to establish a citywide records management program to apply efficient and economical management methods for the creation, utilization, maintenance, retention, preservation, and disposal of all records prepared in the course of ordinary business for the purpose of internal operations of the City. This policy provides procedures for retention of public records pursuant to the *Records Retention and Destruction Schedule* (Attachment 5.5A) and procedures for the disposal of expired records pursuant to the *Records Destruction Protocol* (Section 2, Subdivision 3-B).

Other departments (e.g. Public Safety) may maintain separate internal policies or procedures. Those policies and procedures do not supersede this policy, but provide specific direction with respect to documents generated by those departments.

Section 2. Policy

Subd. 1. Definitions

- A. **Active Records.** Records used in the current operations of a division or department and referred to on a regular basis.
- B. **Archival or Historical Records.** Records with enduring value because they reflect significant historical events, document the history and development of the City or a department's organization, development, and growth structure, or provide valuable research data.
- C. **Public Records.** Any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.

- D. **Records.** All papers, maps, exhibits, magnetic or paper tapes, photographic film and prints, disks, CDs, DVDs, e-mail, or other electronic or digital media, blueprints and any other documents produced, received, owned or used by the City, regardless of physical form or characteristics.
- E. **Writing.** Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.
- F. **Inactive Records.** Records that are no longer regularly accessed but are required to be retained for background purposes, occasional access, or pursuant to legal retention requirements.
- G. **Non Records.** Material not usually included within the definition of records such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, library or museum material intended solely for reference or exhibition, rough notes, calculations, and drafts assembled or created and used in the preparation or analysis of other documents.
- H. **Permanent Records.** Documents that are required by law or statute to be retained permanently or indefinitely (generally assumed to be 500 years). Examples are City Council minutes, resolutions and ordinances.
- I. **Vital Records.** Documents that are essential to conduct City operations in the event of a disaster, records not available elsewhere, or records that have legal, historical, operational and/or financial value. These are records that if destroyed or lost, would seriously impact City operations.
- J. **Office of Record.** The department, division or work area with primary responsibility for creating or retaining a record or record series.
- K. **Records Coordinators.** Staff designated by the department director to coordinate departmental records management activities.
- L. **Records Retention and Destruction Schedule.** The adopted schedule of record types or series, associated retention periods and any special or legal requirements for retention or destruction. The *Records Retention and Destruction Schedule* (Attachment 5.5A) is the City's legal authority to receive, create, retain, and dispose of official public records when they no longer have administrative, fiscal, or legal value.

- M. **Records Inventory.** Analysis and identification of all records or files created, maintained and disposed of by each department.
- N. **Retention Period.** The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function.

Subd. 2. Overview of Records Management Program

A. Role of City Clerk's Office

The Office of the City Clerk is responsible for the development, implementation, and management of the records management program for the City of Sunnyvale.

The City Clerk or designee:

- Coordinates the development of Attachment 5.5A, the *Records Retention and Destruction Schedule (Retention Schedule)*.
- Oversees the activities of central on-site storage of inactive records for each department.
- Coordinates the transfer of inactive, retainable records to off-site storage facilities.
- Coordinates the retrieval of inactive records as requested by departments from off-site storage facilities.
- Notifies departments annually of retention and destruction requirements in accordance with the *Retention Schedule*.
- Oversees the orderly disposal of expired records in accordance with City policy and the *Retention Schedule*.
- Maintains reports on retrieval, storage, transfer and disposition of records.
- Coordinates a review and update of the *Retention Schedule* at least once every five years.
- Provides assistance and facilitates training in records management for all departments in order to establish and maintain an orderly, organized and effective records program.
- Retains the record of completed *Request for Destruction of Records* form, (Attachment 5.5B) including the *Certificate of Destruction* section, with corresponding indexes or lists of records approved for destruction or disposal.

B. Department Responsibilities

Department directors are responsible for the establishment and maintenance of departmental active and inactive files, inventory analysis and control of departmental records.

Department Directors:

- Designate Departmental Records Coordinator(s) to monitor and coordinate records management activities with the City Clerk or designee.
- Review and authorize *Request for Destruction of Records* forms

with corresponding indexes or lists of records proposed for disposal.

Departmental Records Coordinators:

- Monitor departmental records inventory and coordinate records management activities with the city clerk or designee.
- Notify the city clerk or designee of records requiring transfer to inactive storage areas or off-site storage facilities.
- Prepare records and transfer documents for storage following procedures outlined in the department's procedure manual.
- Monitor departmental inventory of records in accordance with the *Records Retention and Destruction Schedule* (Attachment 5.5A).
- Process records which have reached the end of their retention period for final disposition pursuant to the *Records Destruction Protocol* (Section 2, Subdivision 3-B).
- Prepare *Request for Destruction of Records* form (Attachment 5.5B) and index or list of records to be processed for disposal, for review and authorization by department director.
- Coordinate records retention and destruction activities with the city clerk or designee and the Office of the City Attorney.
- Assist with the development of new or amended retention and destruction requirements in accordance with federal, state or municipal law and in accordance with operational retention criteria.

Subd. 3. Retention and Destruction of Records

A. General Guidelines

City records shall be retained for the period required as specified by Attachment 5.5A, *Records Retention and Destruction Schedule (Retention Schedule)*.

Records retained shall be stored and maintained in the most efficient, cost-effective manner and format available, consistent with anticipated future use needs and legal requirements.

Inactive records not required for current departmental operations may be transferred to an inactive storage area or approved off-site storage facility if required to be retained pursuant to the City's adopted *Retention Schedule*.

Consistent with the City's adopted *Retention Schedule*, records shall be destroyed or disposed of in a timely manner when they no longer have administrative, fiscal, or legal value and have reached the end of their required retention period.

B. Records Destruction Protocol

Pursuant to City Resolution Number 425-10, as adopted by the City Council on March 23, 2010, the designated Records Coordinator in each department or division shall monitor the department's records

inventory for records which have reached the end of their required retention period and prepare an index or list of records to be processed for disposal.

The Records Coordinator shall prepare Attachment 5.5B, *Request for Destruction of Records* form (*Request* form) for the department director or manager to review annually or on an as-needed basis. The *Request* form shall include the corresponding index or list of the set of records proposed for destruction. The index should provide brief descriptors of each set of records and identify the record series and applicable date information.

After review and approval by the department director or manager, the *Request* form and corresponding indexes shall be forwarded to the city clerk.

The city clerk will review the list for compliance with the *Records Retention and Destruction Schedule* (Attachment 5.5A) and the *Records Destruction Protocol* (Section 2, Subdivision 3-B). After review, the city clerk will forward the original to the city attorney.

The city attorney or designee will review the *Request* form. If the corresponding index does not sufficiently describe the records, the city attorney may request a review of the actual documents. After the city attorney or designee has reviewed the records and approved the *Request* form, the list is returned to the city clerk for preparation of the *Certificate of Destruction* section of the *Request* form.

If the records are held at a secured storage facility, the city clerk may coordinate with individual departments to retrieve the records for review and destruction according to this protocol. Alternatively, the city clerk may coordinate with individual departments to authorize and instruct the storage facility to destroy the records and recycle the waste.

The *Certificate of Destruction* section of the *Request* form will be prepared for all records destroyed. The completed *Request* form, including *Certificate of Destruction* section will be attached to the corresponding index of the records destroyed.

The original *Request* form including *Certificate of Destruction* section and index will be maintained by the city clerk and a copy will be provided to and retained by the department which generated the request. This will provide a record of what records were destroyed, when they were destroyed, and by what legal authority they were destroyed.

City Manager's signature: _____

Date: _____

3-31-10

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	= 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

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



City of Sunnyvale

Agenda Item

19-0823

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

CONTINUED FROM AUGUST 13, 2019 TO AUGUST 27, 2019.

Proposed Project: General Plan Amendment Initiation request to study changing the General Plan designation of the site from Low Medium Density Residential to High Density Residential.

Location: 828 Morse Avenue & 560 E. Ahwanee Avenue (APN: 204-08-027 & 204-08-029)

File #: 2019-7301

Zoning: R-3/PD

Applicant / Owner: FNZ Architects Inc. (applicant) / Sia Vassoughi (owner)

Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).

Project Planner: Ryan Kuchenig, (408) 730-7431, rkuchenig@sunnyvale.ca.gov

SUMMARY OF COMMISSION ACTION

The Planning Commission considered this item on July 22, 2019. The Planning Commission voted 5-0 (two absent), to recommend approval of Alternative 1: Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application. The purpose of the Development Agreement would be to ensure that existing residents are provided the opportunity to relocate within the planned new development and to address affordability options within the development.

Five members of the public, including residents of the existing apartments, spoke regarding the General Plan Amendment Initiation (GPI) request. Concerns were raised regarding the displacement of the current residents, as well as lack of parking in the area and safety of the adjacent public streets. As part of the motion, direction was given to staff to include a study for how to maximize the opportunities for current residents to move on site with the goal of reducing the number of times they would relocate. Minutes from the Planning Commission meeting are included in Attachment 7.

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. Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is

filed at the same time as the General Plan Amendment application. Applicant to pay all application fees and for any studies.

2. Initiate the GPI request to analyze changing the land use designation from Low Medium Density to High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue (applicant's original request).
3. Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium Density Residential for the subject properties at 828 Morse Avenue and 560 E. Ahwanee Avenue.
4. Deny the GPI request and retain the land use designation for the subject properties as Low Medium Density.

STAFF RECOMMENDATION

Alternative 1: Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application.

Staff supports the study of the site up to High Density Residential. The site is already developed at the high-density range and modifying the General Plan could reduce the potential for a net loss of units if the site were to be redeveloped. If approved, it would allow for increased housing opportunities for a site at the edge of a residential neighborhood that is also in close proximity to transit (within 0.4 miles of a major bus route along N. Fair Oaks Ave.). A potential redevelopment would allow for reinvestment of a site that has largely remained in its original form since the early 1960s.

Staff has previously communicated concerns about the current workload and the capacity to work on other General Plan Amendment studies. The requested General Plan land use density is the same as the current use of the property (over 36 dwelling units per acre), this is a small site comparatively speaking and the study would not require as many specialized studies (such as fiscal and market analysis). As this study is a legislative action and not subject to State permit streamlining requirements, the study could be subject to delays to assure other applications are processed within State required timelines.

Staff has significant concerns about the displacement of existing tenants at the complex, especially given the lower cost for rent at the property and longevity of some tenants. Staff supports the applicant's commitment to offer affordable units to new and existing tenants within the existing development. A Development Agreement to ensure that existing residents are provided the opportunity to relocate within the planned new development should be considered as part of the formal development application to ensure tenant protections are provided. As demonstrated with the tentative plans, appropriate site design and building massing can help mitigate visual and privacy impacts of a higher density project adjacent to lower density properties.

Prepared by: Ryan Kuchenig, Acting Principal Planner

Reviewed by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Report to Planning Commission 19-0529, July 22, 2019 (without attachments)
2. Applicant's GPI Request Letter
3. Link to Applicant's Conceptual Site and Massing Plans (renderings updated after Planning Commission)
4. Vicinity and Noticing Map
5. General Plan Map of the Site and Vicinity
6. Zoning Map of the Site and Vicinity

Additional Attachments for Report to Council

7. Excerpt of Minutes of the Planning Commission Meeting of July 22, 2019



City of Sunnyvale

Agenda Item

19-0529

Agenda Date: 7/22/2019

REPORT TO PLANNING COMMISSION

SUBJECT

Proposed Project: General Plan Amendment Initiation request to study changing the General Plan designation of the site from Low Medium Density Residential to High Density Residential.

Location: 828 Morse Avenue & 560 E. Ahwanee Avenue (APN: 204-08-027 & 204-08-029)

File #: 2019-7301

Zoning: R-3/PD

Applicant / Owner: FNZ Architects Inc. (applicant) / Sia Vassoughi (owner)

Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).

Project Planner: Ryan Kuchenig, (408) 730-7431, rkuchenig@sunnyvale.ca.gov

REPORT IN BRIEF

General Plan Amendment Initiation (GPI) requests are heard on a quarterly basis through a recommendation from the Planning Commission and then action by the City Council. The process for considering a General Plan amendment begins with a written request from a property owner or applicant. If City Council approves the GPI, a formal application for a General Plan Amendment (GPA) can be filed by the property owner/applicant. While staff is processing the GPA application, the applicant may also file a project application and related items as applicable for concurrent processing. However, the City Council would need to approve the GPA and related rezoning before a project could be scheduled for a Planning Commission hearing.

Staff received a GPI request from the applicant on April 17, 2019 to change the General Plan designation from Low Medium Density Residential to High Density Residential to allow residential development at a maximum of 36 dwelling units per acre. Through the state's density bonus law, an additional 35% increase in units can be requested. And finally, an additional 5% density bonus may also be requested if the project meets the voluntary incentive requirements through the City's Green Building program.

Staff is recommending that the Planning Commission forward a recommendation to the City Council to initiate a General Plan Amendment to study a range of Residential Medium to High density provided a Development Agreement is filed at the same time as the formal General Plan Amendment application. As discussed further in the report, redevelopment would allow for reinvestment in the site. Additionally, the Development Agreement could be used to facilitate the applicant's commitment to allowing existing residents to remain on site as the new development is phased. Compatibility concerns of varying densities with adjacent properties could be addressed through appropriate building design and layout.

The City Council is scheduled to consider this item on August 13, 2019.

19-0529

Agenda Date: 7/22/2019

BACKGROUND

In 1999, the site was rezoned from R-4/PD to R-3/PD through a Citywide rezoning study that changed the zoning designation of the subject property and several nearby properties (to the west) along E. Ahwanee. At the time, the General Plan designation of the properties remained at Residential High Density. In 2011, through the General Plan consolidation effort, the General Plan designation was modified to Low-Medium Residential. No history is available to explain the rationale of this General Plan land use map change. The Low-Medium designation was reaffirmed in 2017 through the Land Use & Transportation Element update.

The site includes two existing combined apartment complexes that total 124 units, (32.3 dwelling units per acre), which exceeds the allowable density under the current R-3 zoning (maximum 24 units per acre). Through the City's green building program incentives and state density bonus laws, a comparable density could be achieved as part of a redevelopment. The site was developed when the site was zoned R-4/PD; therefore, the current development is legal non-conforming for density.

EXISTING POLICY

The General Plan is the primary policy plan that guides the physical development of the City. When used together with a larger body of City Council policies, it provides direction for decision-making on City services and resources. The recently adopted Land Use and Transportation Chapter within the General Plan created an integrated set of policies to guide land use, development, and transportation choices with a horizon year of 2035.

LAND USE AND TRANSPORTATION CHAPTER

Goal LT-6: Protected, Maintained, and Enhanced Residential Neighborhoods - Ensure that all residential areas of the City are maintained and that neighborhoods are protected and enhanced through urban design which strengthens and retains residential character.

Policy LT-6.2: Limit the intrusion of incompatible uses and inappropriate development in and near residential neighborhoods, but allow transition areas at the edges of neighborhoods.

Goal LT-7: Diverse Housing Opportunities - Ensure the availability of ownership and rental housing options with a variety of dwelling types, sizes, and densities that contribute positively to the surrounding area and the health of the community.

Policy LT-7.2: Determine the appropriate residential density for a site by evaluating the site planning opportunities and proximity of services (such as transportation, open space, jobs, and supporting commercial and public uses).

Policy LT-7.3: Encourage the development of housing options with the goal that the majority of housing is owner-occupied.

Policy LT-7.5: Consider the impacts of all land use decisions on housing affordability and on the housing needs of special needs groups within Sunnyvale.

HOUSING ELEMENT CHAPTER

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.

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Policy HE-1.2: Facilitate the development of affordable housing through regulatory incentives and concessions, and/or financial assistance.

Policy HE-1.3: Utilize the Below Market Rate (BMR) Housing requirements as a tool to integrate affordable units within market rate developments, and increase the availability of affordable housing throughout the community.

Goal HE-4: Adequate Housing Sites - Provide adequate sites for the development of new housing through appropriate land use and zoning to address the diverse needs of Sunnyvale's residents and workforce.

Policy HE-4.1 Provide site opportunities for development of housing that responds to diverse community needs in terms of density, tenure type, location and cost.

ENVIRONMENTAL REVIEW

The decision to initiate a General Plan Amendment study does not require environmental review under the California Environmental Quality Act (CEQA) because the mere initiation of a study does not constitute a project under 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. If initiated, the proposed GPA and associated Rezoning (RZ) would be subject to the provisions of CEQA.

DISCUSSION

This is a request to amend the General Plan designation for two parcels located at 828 Morse Avenue and 560 E. Ahwanee Avenue from Low-Medium Density to High Density Residential (refer to Attachments 2 and 3). The subject site is bounded by E. Ahwanee (& 101) to the north, Morse Avenue to the west, single family residential to the south and a mobile home park (Fair Oaks Mobile Home Lodge) to the east. The City Council may approve a General Plan Amendment upon finding that the amendment, as proposed, changed, or modified is deemed to be in the public interest.

A property adjacent to the site on Morse Avenue, occupied by a single-family home, is also zoned R-3/PD and shares the same General Plan designation of Low-Medium. To the southeast, a vacant parcel (zoned R-4/PD), owned by the mobile home park, is located between a portion of the subject site and single family homes; however, this parcel maintains a Low Density General Plan designation.

The existing apartment buildings were constructed in the early 1960's and have been largely unchanged since that time. Only minor building permits and landscaping improvements occurred in the 1980s and 90s. The combined apartment developments include 10 one-story buildings and one two-story building. The applicant notes that the complex has provided low-cost housing for more than 40 years with 20% of the existing tenants living on the site for an average of ten years. As part of a potential future redevelopment, the owner intends to continue to provide low-cost housing for a new apartment development. As noted in the justification letter for the General Plan Initiation request, the applicant plans to relocate existing tenants interested in remaining in a new development. The plans also indicate that a density bonus would be requested through the provisions of state law for providing affordable housing. As part of a formal application, a below market rate development

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agreement with the City would be required to ensure that moderate to very-low income housing is provided per the applicant's proposal.

The property at 828 Morse Avenue has 80 existing apartment units on approximately 2.42 acres (105,603 square feet, the Riviera Apartments), while the property at 560 E. Ahwanee has 44 existing apartment units on 1.42 acres (62,028 square feet - Eden Roc Apartments). The combined area of the two parcels is approximately 3.85 acres (167,618 square feet) and 124 units, which equals a density of approximately 32.3 units per acre. The current R-3 zoning allows up to 24 units per acre, or 92 units. It should be noted that a public right-of-way dedication for sidewalk and bicycle lane improvements may be required as part of future development applications for the site, which would slightly reduce the overall site area and ultimately decrease the maximum number of units the site could contain.

The existing site density is consistent with the requested High Density General Plan designation (R-4 zoning) that allows up to 36 units per acre. If the General Plan designation were High Density, further increases through density bonuses could allow about 50 units per acre.

Conceptual Development Proposal

As part of the GPI proposal, the applicant has submitted a letter (Attachment 2), which describes a proposal to build a new higher density apartment development in phases. Phasing the project allows for the relocation of existing tenants that currently reside in the Riviera Apartments complex into the first phase of the new development once completed. The project design would attempt to address concerns of the interface between a new higher density project next to the existing single family neighborhood through appropriate building layout and massing. The project has been preliminarily designed with two stories along the southern half of the site, while three story construction would be positioned within the northern half of the site. A partially underground parking garage throughout the site would raise the building approximately four feet above the ground. The planned closest two-story building is located approximately 34 feet from the rear property line with most the development set further back from the south boundary (See Attachment 3 for Site and Elevation-Massing Plans).

If the site was to be rezoned to R-4, the maximum base density for the overall site would allow up to 138 units. Through the state density bonus law for providing moderate to very-low income units, a 35% density bonus could be achieved along with the potential for an additional 5% density bonus if the project meets the voluntary incentive requirements of the City's green building program. These density bonuses could allow up to 55 additional units (193 units total). Staff would need to further evaluate a formal development application in accordance with all applicable zoning standards and design guidelines, which could result in changes to the layout and reduction to the maximum number of units. Furthermore, necessary public right-of way dedications for street improvements may reduce the site area and development potential. A full development review of the proposal through a Special Development Permit application would be conducted if the GPI request is approved. Necessary environmental and traffic review would be conducted with the General Plan Amendment and project applications.

Potential General Plan Designations

Based on the existing land use patterns and General Plan goals and policies, there are several General Plan designations that could be considered, including studying the proposed High Density Residential designation (R-4 zoning designation) as proposed by the applicant. Other alternatives include: changing the designation to Medium Density (R-3 zoning) or Very High Density residential

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designation (R-5 zoning).

The following densities and number of dwelling units would be allowed for Low Medium, Medium and High Density Residential zoning designations for the site:

Zoning District	Max. Units/Acre	Max units based on site	w/ 35% Density Bonus	w/ 5% Green Building Bonus
R-1.5 (low-medium)	10	38	52	53
R-1.7/PD (low-medium)	14	53	72	74
R-2 (low-medium)	12	46	63	65
R-3 (medium)	24	92	125	129
R-4 (high)	36	138	187	193
R-5 (high w/ office)	45	173	233	241

Unit yields are based on the approximate current site area (3.85 acres). Potential public right-of-way dedication for sidewalk and bicycle lane improvements could decrease development area thereby reducing allowable units.

Low-Medium Density Residential

This designation typically includes small lot single-family, duplex, and smaller multi-family neighborhoods, designed around parks or schools, and located along neighborhood streets. There are three zoning districts under the Low-Medium density residential general plan designation: R-1.5, R-1.7/PD, and R-2. The current site's designation of Low-Medium Residential provides a transition to the Low Density residential uses to the south; however, only up to 53 units (74 w/ density bonus) could be built if the site was redeveloped. This designation is not consistent with the current zoning and existing uses on the property; which is legal as Sunnyvale's City charter does not require consistency in Zoning and the General Plan and consequently it is exempt from any statutory consistency requirements.

Medium Density Residential

The current development is zoned R-3/PD, which falls under the Medium Density General Plan designation. Townhomes, apartments, and condominiums are typical within the Medium Density Residential General Plan designation. Medium density neighborhoods and developments are appropriate along arterials and residential collector streets, and may also be located near industrial or commercial areas. The subject site is bordered on the west by similarly zoned R-3 properties; however, these parcels maintain a High Density General Plan designation (see Attachments 5 and 6). The current development exceeds the maximum number of units allowed for this designation; however, a similar number of units could be achieved through available state density and green building bonuses.

High Density Residential (Proposed Request)

The proposed designation of High Density Residential would allow for increased density over current conditions, as illustrated in the table above. This designation also provides for densities consistent with apartments or condominiums but at higher densities than the medium density designation. High-density neighborhoods and developments are typically located next to expressways, major arterial roads, or freeways. High density designated uses are located across Morse Avenue along E.

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Ahwanee Avenue and across 101 to the northeast along E. Weddell Avenue. This designation typically supports the R-4 zoning district; however, the General Plan acknowledges that the R-5 zoning district could also apply. The applicant intends to apply to rezone the site to R-4/PD zoning if the General Plan Initiation is approved. As stated previously, the subject site was zoned R-4 prior to 1999 and was originally developed as an R-4/PD zoned property. Due to the location of the site near single family uses, specific design attention would need to be given to address the compatibility of architectural massing and privacy impacts of any new redevelopment. Since the project is adjacent to U.S. Highway 101, there is ample opportunity to position taller buildings to the north end of the site.

Very High Density Residential

A designation of Very High Density Residential would allow up to 45 units per acre or more as approved in a specific plan. This designation provides for densities consistent with large-scale apartments or condominiums typically found in the downtown, transit or corridor mixed-use areas and can also be implemented with the R-5 zoning district. Such very high density areas are primarily located within specific plan areas. This site does not meet those characteristics.

Site Redevelopment Concerns and Development Agreement Option

A portion of the site was originally developed for military housing. The units are small and offer lower (more affordable) rents. Based on the age and original purpose of the units, it may be time for significant reinvestment in the site. Redevelopment of the site could place 124 households without a place to live. This situation has been discussed with the property owner who had indicated a desire to relocate tenants on site as units are vacated or rebuilt. This program would result in less disruption to tenants. It was further discussed with the property owner that a way to allow this long-term implementation and better assure tenant protection could be with a formal Development Agreement with the City.

FISCAL IMPACT

There are no fiscal impacts associated with a General Plan Initiation request.

PUBLIC CONTACT

Public contact regarding this item was made through the following ways:

1. Posting the Agenda for the Planning Commission on the City's official-notice bulletin board outside City Hall and by making the agenda and report available at the Sunnyvale Public Library and on the City's website;
2. Publication in the Sun newspaper, at least 10 days prior to the hearing;
3. 392 notices mailed to property owners and residents within 300 feet of the project site; and
4. E-mail notification of the hearing dates sent to all interested parties and neighborhood associations.

ALTERNATIVES

Recommend that the City Council:

1. Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application. Applicant to pay all application fees and for any studies.
2. Initiate the GPI request to analyze changing the land use designation from Low Medium

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Density to High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue (applicant's original request).

3. Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium Density Residential for the subject properties at 828 Morse Avenue and 560 E. Ahwanee Avenue.
4. Deny the GPI request and retain the land use designation for the subject properties as Low Medium Density.

STAFF RECOMMENDATION

Alternative 1: Recommend that the City Council initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application.

Staff supports the study of the site up to High Density Residential. The site is already developed at the high-density range and modifying the General Plan could reduce the potential for a net loss of units if the site were to be redeveloped. If approved, it would allow for increased housing opportunities for a site at the edge of a residential neighborhood that is also in close proximity to transit (within 0.4 miles of a major bus route along N. Fair Oaks Ave.). A potential redevelopment would allow for reinvestment of a site that has largely remained in its original form since the early 1960s. Staff has previously communicated concerns about the current workload and the capacity to work on other General Plan Amendment studies. The requested General Plan land use density is the same as the current use of the property (over 36 dwelling units per acre), this is a small site comparatively speaking and the study would not require as many specialized studies (such as fiscal and market analysis). As this study is a legislative action and not subject to State permit streamlining requirements, the study could be subject to delays to assure other applications are processed within State required timelines.

Staff has significant concerns about the displacement of existing tenants at the complex, especially given the lower cost for rent at the property and longevity of some tenants. Staff supports the applicant's commitment to offer affordable units to new and existing tenants within the existing development. A Development Agreement to ensure that existing residents are provided the opportunity to relocate within the planned new development should be considered as part of the formal development application to ensure tenant protections are provided. As demonstrated with the tentative plans, appropriate site design and building massing can help mitigate visual and privacy impacts of a higher density project adjacent to lower density properties.

Prepared by: Ryan Kuchenig, Acting Principal Planner

Reviewed by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council
2. Applicant's GPI Request Letter

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3. Applicant's Conceptual Site and Massing Plans
4. Vicinity and Noticing Map
5. General Plan Map of the Site and Vicinity
6. Zoning Map of the Site and Vicinity

LETTER OF JUSTIFICATION

Apr 17, 2019

Ryan Kuchenig, Senior Planner
Department of Community Development
City of Sunnyvale
(408) 730-7431
rkuchenig@sunnyvale.ca.gov

Re: GPI – Application for a higher density R-4 development in R-3 zoned lots while maintaining the physical appearance of the current R-3 zoning by adhering to the regulation for R-3 physical characteristics, height, site coverage and setbacks.

Hi Ryan:

The proposed development is located at 828 Morse Ave and 560W Ahwanee Ave., Sunnyvale, CA and will replace the existing low density cinder block 1950s apartment complex.

The justification for higher density is to provide much needed housing, in particular low cost housing in the Bay Area's growing housing shortage. The existing complex has been providing low cost housing for more than 40 years. 20% of the existing tenants have been living there on an average of 10 years. The Owner would like to keep these tenants as much as possible. Therefore, the Owner intends to continue to provide low cost housing in the new development. A large percentage of the new apartments shall be for low cost housing.

The proposed development is comprised of seven separate apartment buildings that will be built in phases over the years. The first phase is to build a new building on an empty piece of land on the site. Next phases will be to relocate tenants in existing buildings to the newly completed buildings, prior to demolishing and rebuilding new buildings. This development in phases will minimize disruption to the existing tenants.

The impact of the proposed higher density development to its context is mitigated by adhering to the height, setback and lot coverage of the current R-3 zoning. The adjacent land use are highway 101 across the frontage road (Ahwanee Ave) at the northside, an R-4 zone occupied by mobile home park and empty piece of land (Carolina Ave) at the east side, single family housing at the south side, 2 stories apartment buildings across Morse Ave at the west side.

To respect the existing neighboring single family zone, the height of the proposed buildings will step down from 3 stories at the side facing Ahwanee Ave to 2 stories at the side adjacent to the single family buildings.

There are R-4 zone lots in the close proximity of the subject property at the intersection of Fair Oaks and Highway 101.

Please feel free to call if you have any question or would like to discuss in further detail.

Sincerely:



Queen Mein Foo, Principal Architect

Attachment 3



RTC #: 19-0823

Document Title: Applicant's Conceptual Site and Massing Plans

Link: <https://bit.ly/2ZibotM>



Sunnyvale

WEDDELL DR

JENNA

S AV

GLENDALE AV

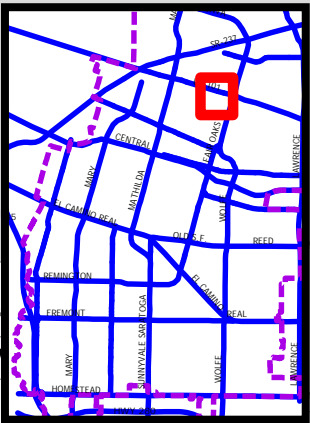
GEORGIA AV

CAROLINA AV

FERNDAL AV

PRADO TR

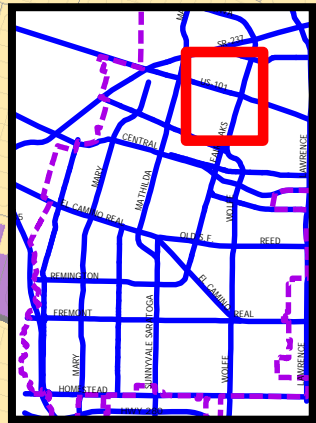
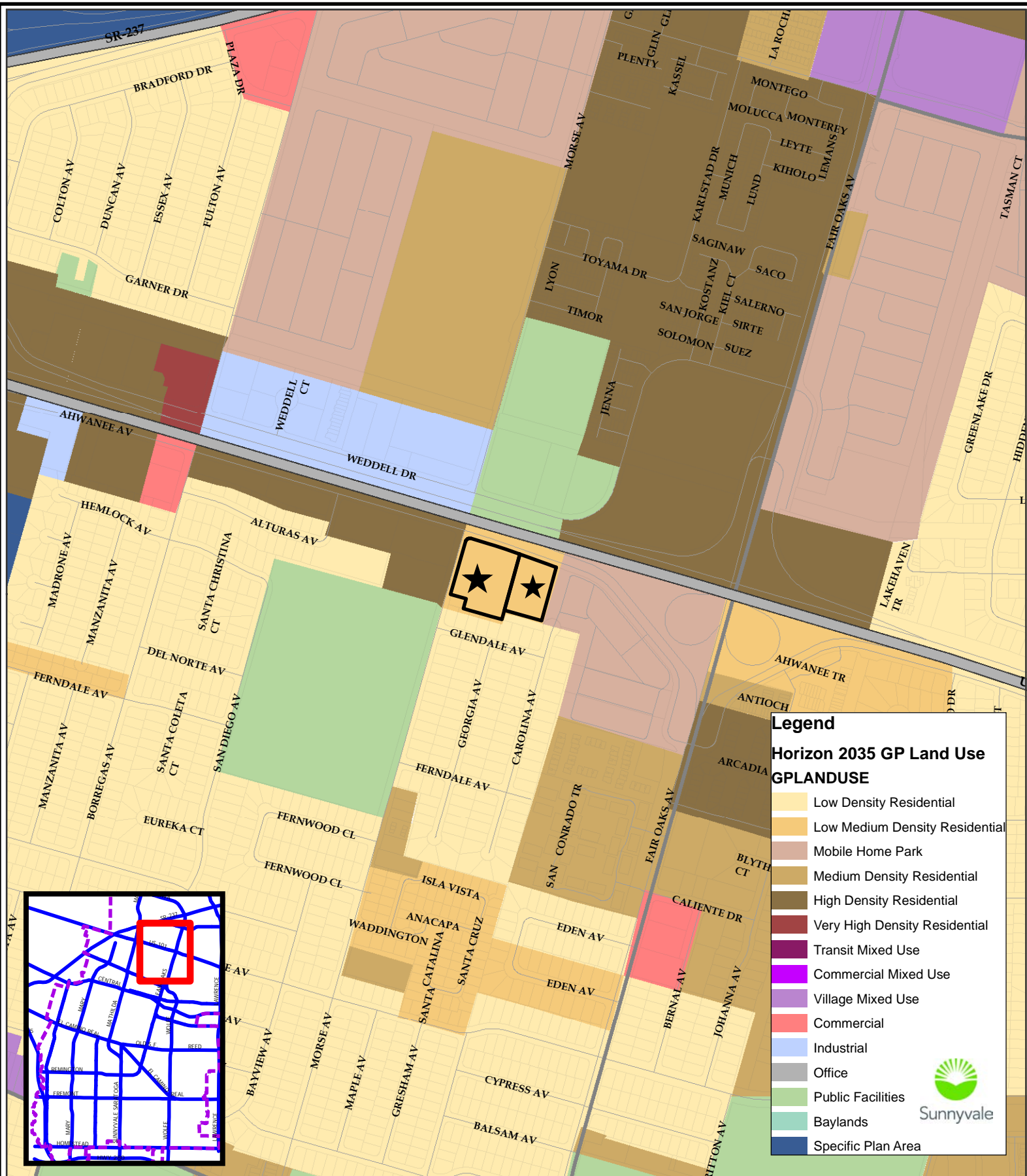
ROAKS AV



2019-7301
 General Plan Initiation for 828 Morse Ave (APN: 204-08-027)
 and 560 E Ahwanee Ave (APN: 204-08-029)
 300-ft Area

0 110 220 440 Feet

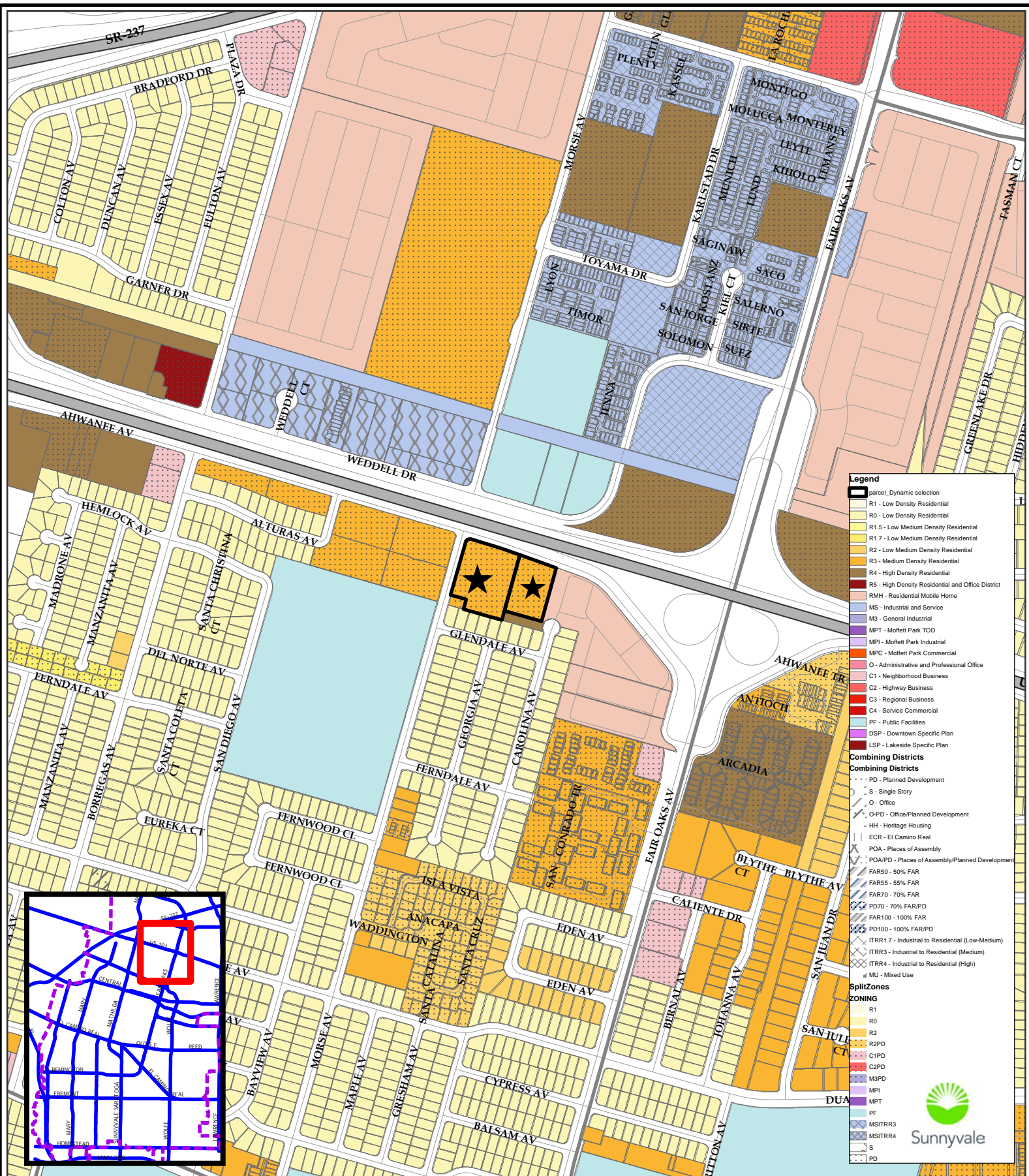




General Plan
 2019-7301
 828 Morse Ave (APN: 204-08-027)
 560 E Ahwanee Ave (APN: 204-08-029)

0 250 500 1,000 Feet



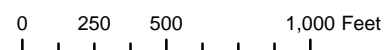


Zoning Districts

2019-7301

828 Morse Ave (APN: 204-08-027)

560 E Ahwanee Ave (APN: 204-08-029)



3. [19-0529](#) **Proposed Project:** General Plan Amendment Initiation request to study changing the General Plan designation of the site from Low Medium Density Residential to High Density Residential.

Location: 828 Morse Avenue & 560 E. Ahwanee Avenue (APN: 204-08-027 & 204-08-029)

File #: 2019-7301

Zoning: R-3/PD

Applicant / Owner: FNZ Architects Inc. (applicant) / Sia Vassoughi (owner)

Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).

Project Planner: Ryan Kuchenig, (408) 730-7431, rkuchenig@sunnyvale.ca.gov

Assistant Director Andrew Miner presented the staff report.

Commissioner Weiss asked if all the current tenants would be transitioned to the new housing once it is available. Assistant Director Miner stated that if City Council approves initiating the General Plan Amendment, Planning and Housing staff would work with the Office of the City Attorney at how to ensure that happens.

Commissioner Rheume confirmed with Assistant Director Miner that there are 124 housing units at the current site and the proposed development would produce a total of 193 housing units after potential state density bonuses, a gain of 69 units. Commissioner Rheume confirmed with Assistant Director Miner that the proposed development could provide up to 60 Below Market Rate (BMR) units.

Chair Howard asked about the small piece of land off Carolina Avenue and between the single-family homes and the GPI request area. Assistant Director Miner stated that he believes the land belongs to the nearby mobile home park and not the owner applying for the GPI request.

Chair Howard opened the Public Hearing.

Queen Mein Foo, architect representing applicant FNZ Architects, presented information about the GPI request.

Commissioner Howe confirmed with Ms. Foo that the development is proposed to be zoned as R-4 and being rebuilt to add more units. Commissioner Howe asked Ms. Foo if the relocated BMR tenants would need to move several times as the construction phases take place. Ms. Foo responded that the owner needs to establish a plan for the residents but that intends to keep as many of the existing

tenants as possible.

Commissioner Howe asked staff how the construction phasing could accommodate as many BMR tenants as possible and minimize the number of times they would need to relocate. Assistant Director Miner stated that the development agreement would probably be necessary with the goal to maintain housing for as many of the existing tenants as possible, adding that all the affordable housing units cannot be in one building.

Commissioner Howe confirmed with Assistant Director Miner that a development agreement would address how the BMR tenants could be housed during the first phase of construction and then moved to the affordable housing units as they become available.

Commissioner Harrison confirmed with Ms. Foo that the conceptual development plan includes outdoor play areas.

Commissioner Harrison asked staff what percentage of affordable housing units a developer needs to provide in order to receive the state density bonus. Senior Assistant City Attorney Rebecca Moon responded that there is a sliding scale that determines the density bonus amount depending on how many moderate, low, and very low income affordable housing units are provided. Commissioner Harrison confirmed with

Assistant Director Miner that it is unlikely that more than half of the development would be dedicated to affordable housing. Senior Assistant City Attorney Moon stated that depending on a rental or for sale property, typically 5-20% of a development is dedicated to affordable housing in conjunction with a density bonus and anything greater normally requires public support to be financially viable.

Blanca Quiteno, resident of Sunnyvale, stated her interest in seeing an outdoor play area and better parking as part of the new development and expressed her desire to be kept informed throughout the process.

Commissioner Howe and Assistant Director Miner explained the process if the City Council approves the GPI. Assistant Director Miner stated that a series of outreach meetings would be held if the initiation moves forward where the community's questions would be addressed.

Yann-Herng Liu, resident of Sunnyvale, stated his concern with a potential increase in traffic on Ahwanee Avenue from the proposed development's additional housing units and the loss of privacy the nearby single family homes would experience with a multi-story development.

Pedro Ortega, resident of Sunnyvale, stated that he would prefer to stay at the site and live in the new development or receive assistance to move and avoid living there during the construction.

Chair Howard confirmed with Mr. Ortega that the current residents have month-to-month leases. Assistant Director Miner stated that the City can connect residents to Project Sentinel, a non-profit organization that provides information and dispute resolution services regarding housing.

Richard Mehlinger, Chair of the Bicycle and Pedestrian Advisory Commission speaking on his own behalf, praised the owner for working towards keeping as many of his existing tenants as possible. He stated that any new development on the site should guarantee housing at the current rental rates for all existing tenants and that it is the City's responsibility to ensure that no residents are displaced.

Rick Hosey, a resident near the subject property, stated his interest in the new development providing adequate parking as cars are currently overflowing into the streets because of the current site's inadequate parking.

Behrooz Nemati, architect representing applicant FNZ Architects, presented additional information about the GPI request.

Chair Howard closed the Public Hearing.

MOTION: Commissioner Howe moved and Commissioner Weiss second the motion for Alternative 1 with conditions - Recommend that the City Council: Initiate the GPI request to analyze changing the land use designation from Low Medium Density to Medium or High Density Residential for the subject properties located at 828 Morse Avenue and 560 E. Ahwanee Avenue, provided an application for a Development Agreement is filed at the same time as the General Plan Amendment application. Applicant to pay all application fees and for any studies.

1. Direct staff to include a study for how to maximize the opportunities for current residents to move on site with the goal of reducing the number of times they would relocate.

Commissioner Howe stated that he likes the GPI request and that it is great that the owner plans to modernize the housing for the existing tenants which will be a benefit

to the residents, city, and surrounding area.

Commissioner Weiss stated that studying the possible change in land use is reasonable given that the existing development is legal non-conforming. She also stated that if the GPA initiation is approved and the site is developed according to the applicant's plans, the site would set a precedence for other developers to recognize the importance of maintaining existing residents. She urged the Commissioners to support the motion.

Commissioner Rheume stated that he will support the motion because of the usefulness of at least studying the possible re-zoning. He added that he is pleased that the owner has promised to accommodate the existing residents as much as possible but cautioned against promising them too much at this stage.

Chair Howard stated that he will support the motion and that he appreciates Commissioner Howe and staff's efforts to ensure that the developer agreement is as fair and equitable as possible for the existing tenants.

The motion carried by the following vote:

Yes: 5 - Chair Howard
Commissioner Howe
Commissioner Harrison
Commissioner Rheume
Commissioner Weiss

No: 0

Absent: 2 - Commissioner Olevson
Vice Chair Simons

Assistant Director Miner stated that this recommendation will be forwarded to the City Council for consideration at the August 13, 2019 meeting.



City of Sunnyvale

Agenda Item

19-0592

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

Approve the Schematic Design, the Highly Recommended and Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1

REPORT IN BRIEF

Council approved the Civic Center Modernization Master Plan in September 2018. A design contract for Phase 1 of the Civic Center Project was awarded to SmithGroup in December 2018.

Since award, City Staff and SmithGroup have been working diligently to further develop the design of the new City Hall, Public Safety Addition, and approximately six acres of civic campus open space. To be a leader in sustainability, both the new City Hall and the Emergency Operations Center will be all electric; in addition, City Hall will also be Certified LEED Platinum and Net Zero Energy. During the schematic design effort, it was identified that City staffing levels have already utilized much of the growth anticipated for the building; the square footage estimated in the Master Plan for City Hall was not sufficient to support the current City staffing levels and account for future growth.

As part of the schematic design phase an updated cost estimate was prepared. The cost estimate showed that project cost had increased. A majority of the cost growth can be attributed to an increase in building square footage as well as an increase in cost for sustainable building features. City staff has identified several design options to help reduce the project construction cost.

An updated Financing Plan has been prepared. By combining multiple funding sources (one-time funding, lease revenue bonds, and rent from enterprise funds), the City is able to finance the project without negatively impacting the General Fund Budget Stabilization Fund Reserves in the 20-year financial plan.

Staff recommends that Council approve the schematic design and direct staff to proceed with the design and construction procurement for Civic Center Phase 1.

BACKGROUND

The Sunnyvale Civic Center, located at the corner of El Camino Real and Mathilda Avenue, is home to the City's primary administrative facilities; City Hall, Library, and Department of Public Safety Headquarters. Civic Center buildings range in age between 30 and 60 years old.

In early 2015, the City began an extensive community engagement process to evaluate how facilities at the Civic Center could be renovated or replaced. Through this process, the City developed a Needs Assessment, Vision Statement, and Success Criteria for the project that were intended to guide further planning efforts.

On October 25, 2016, Council approved a scope of services for the Civic Center Modernization Project Master Plan (RTC No. 16-0072). The scope outlined specific consulting services needed to complete a long-term Master Plan for the Civic Center and further defined what elements of the project would be implemented as part of the first phase of construction.

A multi-step public procurement process was used to solicit interest and select a consultant to complete the Civic Center Master Plan. On May 23, 2017, Council awarded a contract to SmithGroup JJR (now SmithGroup Inc.) for master planning services (RTC No. 17-0136). SmithGroup Inc. (SmithGroup) is an architecture firm with extensive experience preparing campus master plans and designing modern, sustainable and attractive buildings.

On July 25, 2017 Council reviewed options for expanding the existing Public Safety Building and considered whether the City Hall Annex Building could be renovated and used for NOVA Workforce Services (RTC No. 17-0617). After considering the options, Council gave direction to pursue an addition to the existing Public Safety Building of approximately 11,000 square feet as part of Phase 1 of the Civic Center Project. Also, that the City Hall Annex Building be replaced and space for NOVA Workforce Services be included in City Hall.

In 2017, two Master Plan options for the Civic Center were developed for building placement, site circulation, parking facilities, and open space features. In November 2017, the City Council selected Option 1 - Plaza as the alternative for further environmental analysis (RTC No. 17-0835).

On September 25, 2018 Council adopted a resolution to Certify the EIR, Adopt the Civic Center Master Plan and directed City Staff to proceed with design for a Net Zero City Hall Building (RTC No. 18-0799).

On December 4, 2018, Council voted to award the Phase 1 design contract to SmithGroup (RTC No. 18-1008).

Phase I comprises the following building and site components:

- A new City Hall building which locates staff currently in the Main City Hall, South Annex, Annex, and Sunnyvale Office Center in one building;
- An addition to the Department of Public Safety Building, housing an emergency operations center (EOC) and detectives' bureau;
- Renovation of portions of the Public Safety Building supporting the current needs and technical functions of the Public Safety Officers; and
- Demolition of the existing City Hall, South Annex, Annex, and Sunnyvale Office Center and creation of approximately six acres of plazas and open space.

EXISTING POLICY

The City's General Plan Community Character and Land Use and Transportation chapters, and Council Policies include the following policies applicable to the Civic Center Modernization Project:

GENERAL PLAN

Community Character

Policy CC-4.1 - Ensure that Sunnyvale's Public Facilities are easily identified, accessible, attractive and representative of the community's values and aspirations.

Policy CC-4.1b - Consider ways to increase the visibility of the Civic Center on Mathilda Avenue and El Camino Real and consider better identification for the Community Center along Remington.

Land Use and Transportation

Action LT-14.17a - Maintain and plan for appropriate land areas to support public facilities, such as the civic center, library, corporation yard, and water pollution control plant.

Action LT-14.17b - Promote co-locating government (federal, state, county, city) activities when appropriate to improve access to services for the community at large.

Council Policy

Policy section 7.1C, Capital Improvement Policies:

C.1.3 High priority should be given to replacing capital improvements prior to the time that they have deteriorated to the point where they are hazardous, incur high maintenance costs, negatively affect property values, or no longer serve their intended purposes.

Policy 3.5.1, Energy Policies:

Minimize energy consumption in City operations. Promote the development of alternative energy resources and support the enhancement of existing technologies. Support installation of cost-effective energy efficiency measures in municipally owned buildings and facilities. Support efforts to provide affordable, reliable, diverse, safe and environmentally acceptable power to the citizens and businesses of Sunnyvale.

ENVIRONMENTAL REVIEW

An Environmental Impact Report (EIR) is a required informational document under the California Environmental Quality Act (CEQA) that describes the environmental effects of the project, identifies ways to minimize the significance of the adverse impacts, responds to comments made during the public comment period, and discusses reasonable alternatives to the project that modify the environmental impacts. Certification means that the EIR was completed in compliance with CEQA, that the agency has reviewed and considered the EIR, and the EIR reflects the agency's independent judgment and analysis.

On September 25, 2018, City Council adopted a resolution to:

- a. Certify the EIR;
- b. Make the Findings Required by the California Environmental Quality Act;
- c. Adopt the Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program.

Findings and Mitigations required by the EIR will continue to be incorporated into the design documents. Certification of an EIR Addendum will be required prior to the time of the project's construction award. This addendum will incorporate any mitigations necessary that are identified through the project's design, which were not covered in the Program EIR.

DISCUSSION

The Schematic Design Phase began in January 2019 and extended into mid-May 2019. With sustainability as a core theme, creation of a LEED Platinum and Net Zero Energy (NZE) City Hall

was present in virtually every conversation, decision, and design consideration.

Multiple parallel processes were underway during the Phase, and while there was coordination and convergence, discrete teams tackled the following:

- Sustainability including Net Zero Energy and LEED Platinum compliance
- Long-term planning for future operation and program growth
- Campus site design
- Roadway and utility design
- City Hall building design
- Public Safety Building design
- Wayfinding design
- Code and accessibility compliance
- Structural design
- Mechanical, electrical, and plumbing systems design
- Low-voltage systems
- Acoustical considerations
- Financial considerations

During Schematic Design, three rounds of User Group meetings were held. User Groups were comprised of members from each department and the project team. These meetings were required to understand the organization of the various departments, functional needs, and interrelationships in order to establish program requirements and adjacencies that would best meet the City's service delivery needs.

The first round of User Group meetings was focused on departmental goals and needs, workflow considerations and support space requirements. The knowledge gained by the planning team helped inform space planning efforts and became the foundation for the subsequent meetings to further develop the initial planning diagrams.

During the second round of meetings, initial planning diagrams were presented, and User Groups were able to respond to the functional and spatial aspects of the plans. During this round, it was discovered that several departments had growth in staffing levels since the initial spatial allocations had been established and the building would need to be expanded accordingly to maintain space for 15 percent growth in staffing for the future. A program was developed, documenting the quantity and size of each space, adjusted to reflect the departmental needs as they had evolved.

The third round of meetings refined the planning diagrams and adjusted spaces for code compliance. Concurrently, mechanical, electrical, plumbing and other building support spaces were integrated into the planning.

City Hall

Carrying the vision of the Master Plan, a four-story, 119,000 square foot City Hall will be located near the corner of West Olive Avenue and South Mathilda Avenue. The building will be zero net energy as well as being a LEED Platinum-certified building with sustainable features such as low flow fixtures, LED lighting, and all electric (except for back-up generators). The new City Hall will replace the existing City Hall and several single-story buildings on site consolidating numerous City services into

a central, easy-to-access location and to free up room on the campus for more usable open space.

The Master Plan as approved by Council envisioned a partially wood clad building which maximizes natural light with walls of windows and a transparent canopy to accentuate the front entrance. The schematic design fulfills this vision, and seeks to mimic the theme of nature within the building and throughout the campus. Since any exterior wood cladding would require continuous maintenance, it would not be an ideal material for a civic building. Colored aluminum panels will be utilized instead to reduce long-term maintenance requirements and manage solar heat gain. Wood accents and exterior fin elements have been added to the exterior and interior so that the warmth of the wood can be read from both inside and outside the building.

As part of the Master Plan, two new plazas will be created. The new City Hall will be situated in the middle of the two plaza areas and will serve as the key connection point. (See Attachment 3). The middle section of the City Hall building was configured to provide transparency and connection between the north and south plaza areas. The ground floor lobby space will become an extension of the outdoor space, blurring the boundary between interior and exterior. A skylight above the central staircase will allow filtered light to penetrate the lobby space.

Two types of photovoltaic solar panels will be utilized on the building. Solar panels overhanging the building are transparent, allowing views of the sky from below. Over the roofing areas, panels are opaque, providing high efficiency solar gain. Solar panels also help shade the south side of the building reducing the solar radiation and therefore reducing the energy requirements of the building.

Department of Public Safety Building

A two-story, 12,946 square foot addition will be constructed adjacent to the existing Department of Public Safety (DPS) Headquarters building. The planned addition will provide dedicated space for an Emergency Operations Center and detectives' bureau, creating additional space in the existing building for the crime lab, briefing room, evidence storage and locker rooms. The building will be designed for LEED Gold with sustainable features such as low flow fixtures, LED lighting, and all electric (with the exception of back-up generators).

The design of the new DPS addition (Attachment 4) is contemporary with simple form. The material palette relates to the existing public safety building and provides the security necessary for the work being performed inside.

The shape of the building is rectangular in nature and is connected to the existing building with a glass corridor. Terracotta rainscreen system is used for the exterior cladding material to work in harmony with the brick façade of the exiting Public Safety Building.

A concrete planter is used as a barrier on the north and east façade to prevent cars from accidentally hitting the building. A new equipment area housing the emergency generators will be located along South Pastoria Avenue and will be disguised by green screens mounted on block walls to create a pleasant backdrop for pedestrians and the adjacent residential uses.

Project Site

The landscape architecture for Phase 1 of the Civic Center Master Plan, is composed of roughly six acres of open space around the new City Hall and the new DPS addition. A portion of these six acres

is comprised of outdoor rooms and gardens atop the underground parking garage. The planting for this new open space will primarily be native species, with irrigation by zone for water efficiency.

FISCAL IMPACT

As City staff and the design team progressed through the schematic design process it became evident that the project costs were escalating. The approved Master Plan and Financing Plan from 2018 show a total cost for Phase I of \$212,500,000. The latest cost estimate received from the design team for Phase I is \$288,837,000.

The major project cost growth can be attributed to various factors and divided into several different categories:

• City Hall Building Growth	\$ 23,400,000
• Sustainability including Net Zero Energy and LEED Platinum compliance (City Hall)	\$ 16,900,000
• City Hall Structural Design (Seismic Resilience Enhancement)	\$ 6,300,000
• Public Safety Building Redundant System	\$ 2,520,000
• DPS Renovation (Operational Complexity)	\$ 5,920,000
• Campus site design	\$ 7,485,000
• Phasing Complexity	\$ 1,621,000
• Furniture Fixtures & Equipment and Audio Visual/Information Technology	\$ 7,480,000
• Financial considerations (Escalation 8% to 10%)	\$ 2,800,000
• Three Month Schedule Delay (Possible to reduce with addition of an early construction package)	\$ 2,000,000

In an effort to realign the project costs towards the previously approved budget, staff has compiled a list of cost saving strategies. Staff has evaluated these options and has identified several to proceed with.

- Highly Recommended: Options that do not affect Master Plan intent or the function of the Buildings (Attachment 5). These options total a savings of \$4,278,000.
 - Reduce City Hall Roof Parapets from 8' to 4'. This change decreases the height of the screening around the mechanical equipment on the roof. No mechanical equipment will be visible from the ground level.
 - Reduce first floor building area by 1,187 square feet and reduce garage by 2,810 square feet This would change the total number of underground parking stalls from 100 to 89. Reduction in first floor area was achieved through reconfiguration of programmed space to eliminate an extraneous hallway. No programmed space for NOVA has been lost. The reduction of 11 parking spaces can be absorbed by excess surface parking.
 - Eliminate 50 percent of the exterior vertical fins. These fins or vertical louvers have been added to the exterior of the building in order to bring articulation to the building face and wood elements to the building façade. The vertical fins were not included in the original masterplan renderings of the building but they do add architectural interest and provide the wood elements envisioned by the Master Plan.

- Recommended: Options that differ from the Master Plan, but do not compromise the overall design and functionality (Attachment 6). This option totals \$4,701,000.
 - As part of site development, eliminate the portion of the plaza north of Olive Ave. This allows for future flexibility if the remainder of site for future phases. The plaza will extend just past the northern most sidewalk of Olive Ave. Pathways from the northern end of site will continue to connect to the plaza. Development of the plaza north of Olive Avenue would be constructed with a future phase.

Other options were evaluated, but were determined to have a negative effect on the design, outweighing the potential cost savings. (Attachment 7). These options total \$7,246,000.

- Reduce the underground garage by 16,178 square feet This option would leave underground storage currently programmed but would include no underground parking. This means that additional surface parking would need to be created, negating some of the potential cost savings. This option would also require a more robust foundation plan to mitigate building settlement. Finally, this eliminates the possibility of the future expansion of the underground garage as currently shown in the Master Plan as a future phase.
- Eliminate the remaining 50 percent of the exterior vertical fins. This would remove all wood elements from the exterior of the City Hall building.
- Aluminum in lieu of wood mullion glazing for the interior cladding. Wood mullions (slender vertical member that forms a division between units of a window) help add warmth to the interior of the building.
- Use of concrete pavers instead of granite for the plaza. Granite is a natural material with a 100+ year lifespan. Concrete pavers are man-made and have a 25-30-year life span. Concrete pavers will likely fade and require sealant; over the long term, the pavers have more maintenance requirements and cost.

Staff has compiled a combination of funding sources. A total of \$126 million one-time funding is available from a combination of \$63 million in revenue from the sale of multiple properties, \$21 million from the use of reserves already accumulated for infrastructure, plus \$42 million from various funding sources, including Park Dedication Fee revenue, Transportation Impact Fee revenue, and Public Benefit Contributions.

The remaining balance of project costs will most likely come from issuing lease revenue bonds (financing backed by the asset being constructed), which will be paid for through ongoing contributions from the General Fund, as well as from rent paid by other funds (e.g., Enterprise Funds and Internal Service Funds).

If the Council chooses to approve Staff 's recommendation of the Highly Recommended and Recommended value engineering options, the estimated project cost would be approximately \$280 million, requiring the City to finance approximately \$151 million. The remaining \$3 million will come as a one-time contribution for the fixtures, furnishings and equipment from the City's various non-General Fund operating funds.

Based on current market interest rates, the annual debt service payment would be approximately \$10 million. Staff has developed an allocation methodology to distribute the square footage of each department and then calculate a market based rental charge for each user of the facility. The estimated rental payment from non-General Fund sources is approximately \$6.4 million per year

starting the first full year of when the Civic Center is being occupied and increasing by 3 percent annually. Staff has also identified ongoing funding in the General Fund of \$2.5 million per year from annual infrastructure investment contributions made by the General Fund and the Facilities Management Internal Service Fund, and the anticipated utility savings from the new Civic Center which can be used for the debt payment. Through optimally structuring the debt required for the project, the rent and other funding sources will exceed the initial debt service, providing revenue in the General Fund that can be used to absorb the remaining difference until annual rent increases yield sufficient funding to cover the entire debt service.

It is important to note that construction costs are on the rise. Staff will continue to monitor the construction cost estimates as well as the financing plan and will bring the appropriate actions to Council when required.

PUBLIC CONTACT

City Staff presented the schematic design to both the Sustainability Commission (July 15) and the Planning Commission (July 22) for information and comment. Meeting minutes from both meetings can be found in Attachments 1 and 2 respectively.

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

ALTERNATIVES

1. Approve the Schematic Design, the Highly Recommended and Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1.
2. Approve the Schematic Design, the Highly Recommended, Recommended, and Not-Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1.
3. Do not approve the Schematic Design and provide other direction to staff.

STAFF RECOMMENDATION

Staff recommends Alternative 1 - Approve the Schematic Design, the Highly Recommended and Recommended Cost Saving Strategies, and Direct Staff to Proceed with the Design and Construction Procurement for Civic Center Phase 1.

Prepared by: Allison Boyer, Assistant City Engineer
Reviewed by: Jennifer Ng, Assistant Director of Public Works
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. Excerpt of Draft Sustainability Commission Meeting Minutes of July 15, 2019
2. Planning Commission Study Session Summary of July 22, 2019
3. City Hall Renderings
4. Public Safety Building Addition Renderings
5. "Highly Recommended" Option Renderings
6. "Recommended" Option Renderings
7. "Available, but not Recommended" Option Renderings



City of Sunnyvale

Meeting Minutes - Draft

Sustainability Commission

Monday, July 15, 2019

5:30 PM

Community Center, Community Room,
550 E. Remington Dr., Sunnyvale, CA
94086

Special Meeting - 5:30 PM

Special Joint Meeting of the Sustainability Commission and Climate Action Plan 2.0

Advisory Committee - 7 PM (or as soon there after as the matter may be heard)

CALL TO ORDER

Chair Paton called the meeting to order at 5:33 p.m. in the Community Room.

SALUTE TO THE FLAG

Chair Paton led the salute to the flag.

ROLL CALL

Present: 6 - Chair Bruce Paton
Vice Chair Kristel Wickham
Commissioner Stephen Joesten
Commissioner Douglas Kunz
Commissioner Murali Srinivasan
Commissioner Steven Zornetzer

Absent: 1 - Commissioner Shana Padgett

Commissioner Padgett's absence is excused.

Council Liaison – Nancy Smith (absent)

PRESENTATION

[19-0589](#) PRESENTATION - City Hall Schematic Design

Allison Boyer, Assistant City Engineer, presented an update on the City of Sunnyvale's Civic Center Phase I. Staff answered clarification questions and updated the Commission and the public regarding details of the design of the LEED platinum zero net energy Civic Center building.



City of Sunnyvale

Agenda Item

19-0880

Agenda Date: 7/22/2019

Study Session Summary of July 22, 2019 - City Hall Schematic Design Presentation for Comment and Input

Call to Order:

Chair Howard called the meeting to order at 6 p.m.

Planning Commissioners Present:

Commissioner Daniel Howard, Chair
Commissioner Sue Harrison
Commissioner John Howe
Commissioner Ken Rheaume
Commissioner Carol Weiss

Planning Commissioners Absent:

Commissioner David Simons, Vice Chair
Commissioner Ken Olevson

Study Session Summary:

Allison Boyer, Assistant City Engineer, delivered a PowerPoint presentation on the City Hall Schematic Design. She gave background information regarding the Master Plan and Phase 1 and updated the Commissioners on the project to date. She noted that the item will be going to Council on August 27 for review of the Schematic Design as well as some financial updates.

Planning Commissioners asked questions, made comments and expressed concerns:

- Commissioners congratulated Staff on a great presentation.
- Question and discussion about what is restorative about the drought-tolerant plantings and Native Planting Pallets.
- Comment and discussion about the exterior design of City Hall, terra cotta color for the Emergency Operations Center(EOC), and adding more windows to the EOC.
- Comment and discussion about the density of granite in the plaza area and granite absorbing too much heat. Suggestion to provide additional trees for shading or additional landscaping.
- Clarification on the roof and solar panels of the structure looking blue and overhanging.
- Question and discussion about the façade of the building and consideration of using smart glass.
- Question and discussion about the size of the Council Chambers and surrounding area.

- Concern about the Sunnyvale Civic Center sign on the corner obscuring the sculpture.
- Question and discussion about the glass piece located in the lobby and possibility of being fitted glass to include trees or agriculture to represent the cultural heritage of the City and future.
- Question and discussion about the option of using structural timber for the building and having a bike lane on Olive Avenue.
- Comment and discussion about the possibility of including historical exhibits in the lobby.
- Comment about Camellias being a slow growing flowering plant and the possibility of saving existing trees in front of City Hall.
- Question and discussion of a map being available showing how the current City Hall is geographically located in relation to the new City Hall.
- Clarification on the structure and the fins being made from wood.
- Question and discussion on the possibility of looking at additional natural color pallets.

Adjournment:

Chair Howard adjourned the meeting at 6:31 p.m.













SUNNYVALE CITY HALL





STANFORD UNIVERSITY
DEPARTMENT OF
PUBLIC SAFETY



SUNNYVALE
DEPARTMENT OF
PUBLIC SAFETY



City Hall Exterior Design

Highly Recommended

Alternative Proposal:

Reduce height of roof
parapet to 4 feet

Cost Savings:

\$ 1,053,000



Key Plan

Original Design



Alternative Design



Underground Parking Garage

Highly Recommended

Alternative Proposal:

- Reduce 1st Floor area by 1,187 SF
- Reduces area of parking level to by 2,810 SF
- Reduces parking from 98 stalls to 89 stalls

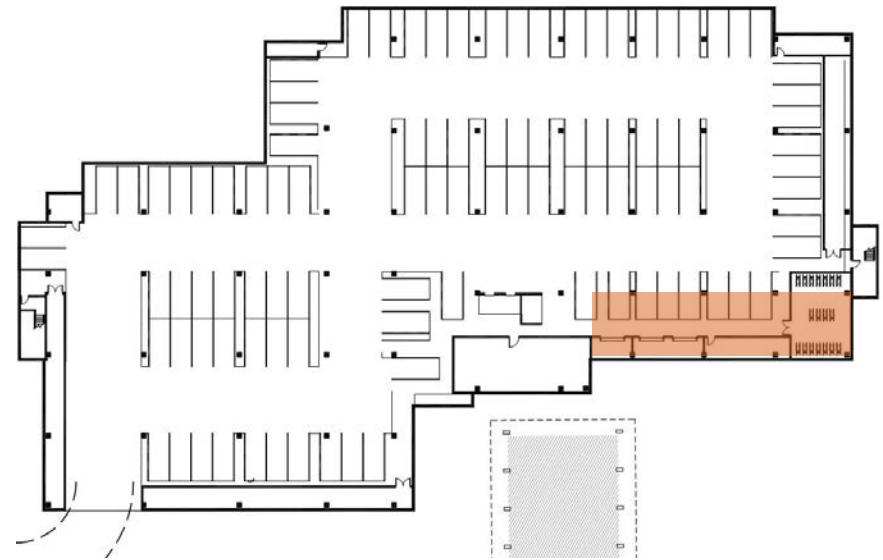
Cost Savings:

\$ 1,725,000

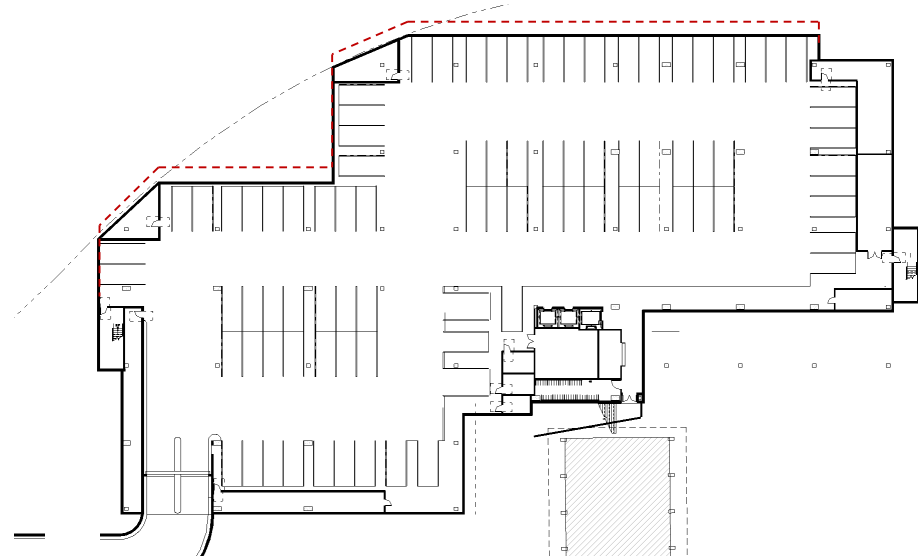


Key Plan

Original Design



Alternative Design



City Hall Exterior Design

Highly Recommended

Alternative
Proposal:

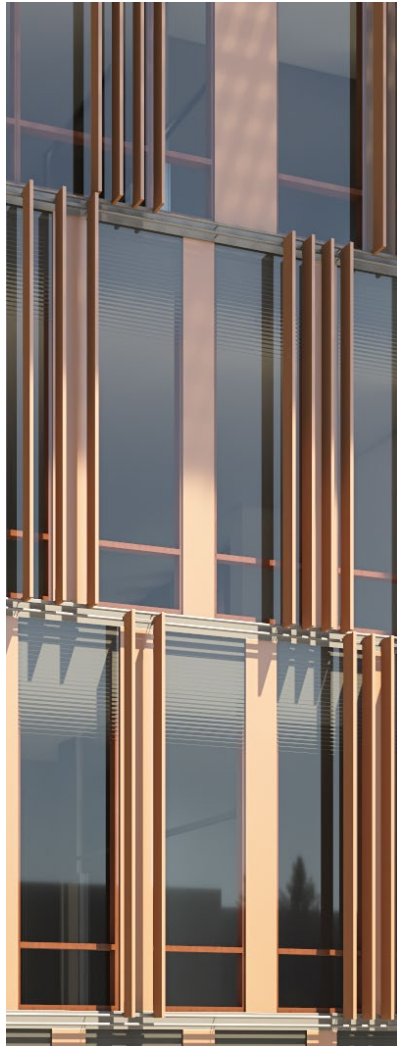
Reduce
quantity of
exterior fins
by 50%

Cost Savings:

\$ 1,500,000



Key Plan



Plaza North of Olive

Recommended

Alternative Proposal:

- Build speed table with bollards on both sides
- Extend plaza north of Olive for a small portion & create curved edge
- Connect decomposed granite paths to pavers

Cost Savings:

\$ 4,701,000

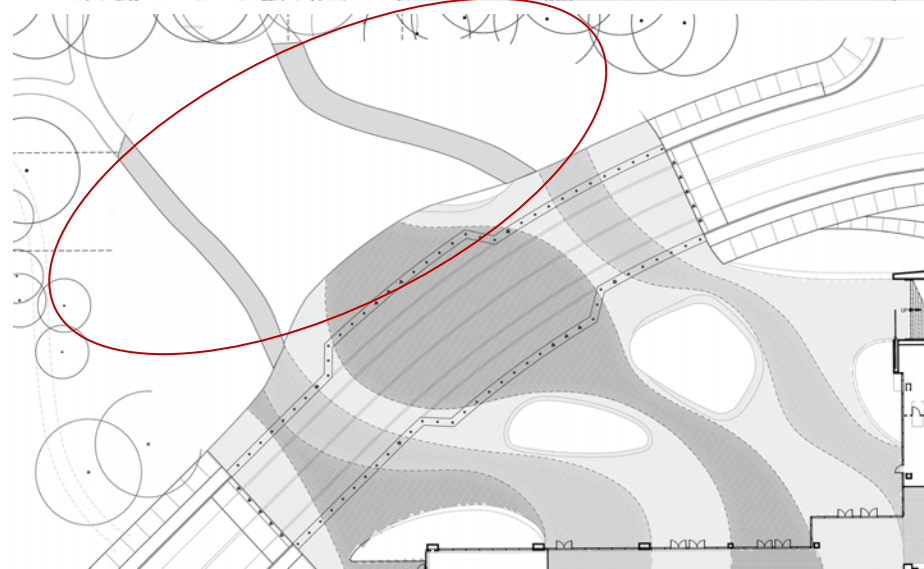


Key Plan

Original Design



Alternative Design



Underground Parking Garage

Available – Not Recommended

Alternative Proposal:

Eliminate underground parking
- storage only

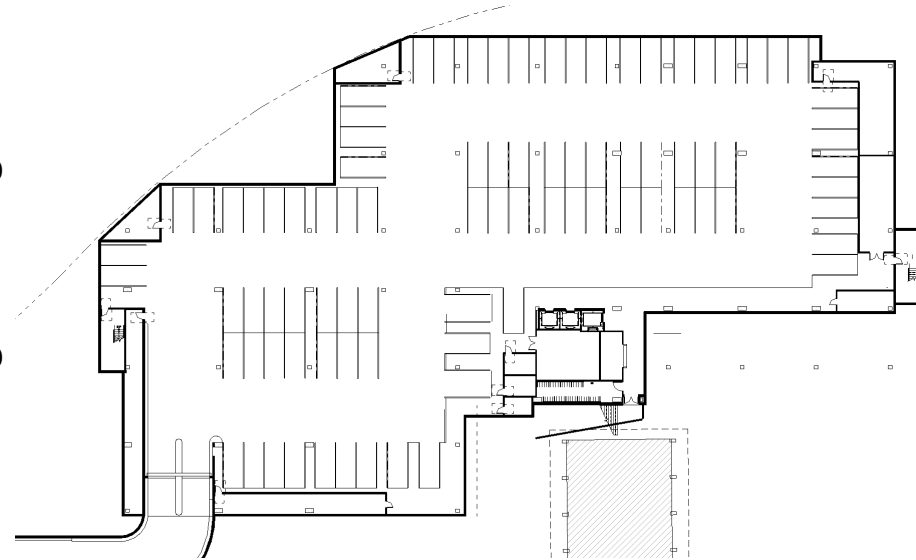
Cost Savings:

\$ 2,459,000

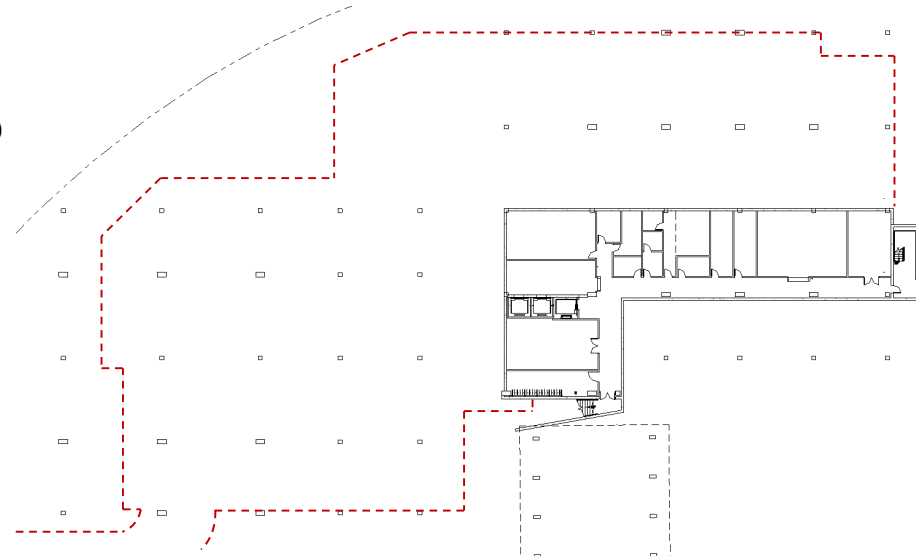


Key Plan

Original Design



Alternative Design



City Hall Exterior Design

Available – Not Recommended

Alternative Proposal:

Eliminate all vertical fins

Cost Savings:

\$ **1,688,000**



Key Plan



50% Fin Design



Alternative Design

City Hall Exterior Design

Available - Not Recommended

Alternative Proposal:

Change from wood mullions to aluminum mullions on the interior

Cost Savings:

\$ 2,083,000

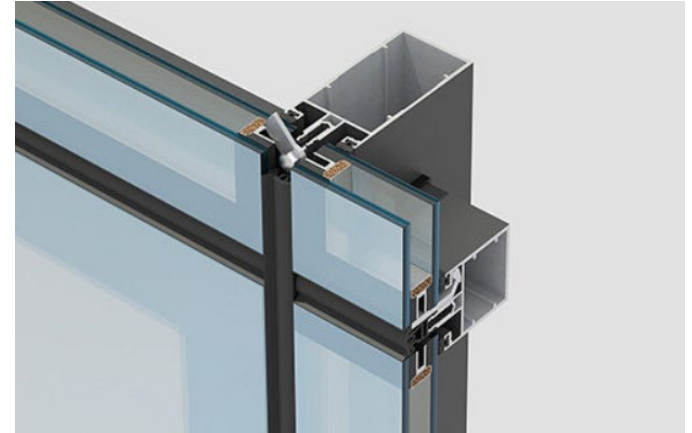


Key Plan

Original Design



Alternative Design



City Hall Plaza Design

Available – Not Recommended

Alternative Proposal:

Change from granite pavers to concrete pavers in plaza

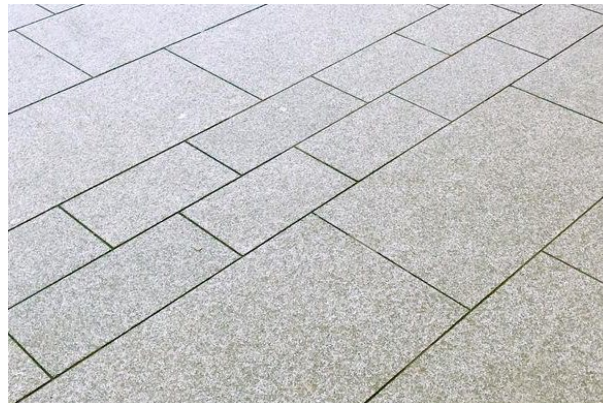
Cost Savings:

\$ 1,053,000



Key Plan

Original Design



Natural material with 100+ year lifespan. Will not fade or require sealant.

Alternative Design



Man-made material with 25-30-year lifespan. Potential for color fade, sealing optional.



City of Sunnyvale

Agenda Item

19-0850

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

Award a Contract to Sierra-Cedar, Inc. in the amount of \$4,025,000 for Implementation Services for an Oracle Cloud Enterprise Resource Planning System (F19-221)

REPORT IN BRIEF

Approval is requested to award a Contract to Sierra-Cedar, Inc. in the amount of \$4,025,000 which includes \$3,842,500 in base services and \$182,500 in optional services for Implementation Services for an Oracle Cloud Enterprise Resource Planning System. Approval is also requested for a 10% contingency in the amount of \$384,250.

EXISTING POLICY

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

In addition, pursuant to Section 2.08.060 of the Sunnyvale Municipal Code the purchasing officer may engage a competitive negotiation procurement and enter into negotiations with the persons reasonably likely to be considered for selection of contract award based on best value to the city and evaluation criteria set forth in the proposal documents. Moreover, SMC Section 2.08.230 states that when a contractor fails to deliver goods or services in the quality, quantity, manner and time specified in the contract, such goods and/or services may be obtained from any source.

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 reasonable foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

In June of 2017 the City issued a Request for Proposals (RFP) for the purchase and implementation of an Enterprise Resource Planning (ERP) System to replace the City's legacy financial and human resources systems. The RFP sought an integrated solution for the City's core financials, human resources, and payroll systems. An evaluation team consisting of staff from the departments of Finance, Human Resources, and Information Technology evaluated the eight proposals. After a comprehensive evaluation process the team recommended the City negotiate with CherryRoad Technologies, Inc. of Morris Plains, NJ (CherryRoad) for the purchase of the Oracle Fusion Cloud platform suite, other necessary third party tools, and implementation services.

In August of 2018, Council awarded a ten-year agreement in the amount of \$12,072,676 to CherryRoad for the implementation services, Software-as-a-Service (SaaS) cloud licensing of the Oracle Fusion Cloud platform suite for an ERP, and licenses for associated third party tools.

Subsequently, the City began the implementation with CherryRoad. After approximately six months, with the project partially underway, the City's ERP Executive Steering Committee elected to part ways with CherryRoad by terminating the agreement and engaging a different service provider to complete implementation services. In the meantime, the project team has continued making progress on project tasks (e.g., data mapping/conversion) and business process changes (e.g., change in accounting periods).

In accordance with the SMC Section 2.08.230, the City engaged three qualified companies, recommended by the product vendor, through a competitive negotiation to select a firm that would restart the implementation services of the Oracle Fusion Cloud ERP. Through an expedited review process that included the departments of Finance, Human Resources, Information Technology and the City Manager's Office, staff evaluated initial proposals, conducted interviews and checked references with each proposer. After this review, staff initiated detailed negotiations with Sierra Cedar Inc., identified as the best qualified proposer, for implementation services.

Contract negotiations proceeded with a City negotiating team, consisting of the ERP Executive Steering Committee (Assistant City Manager, Finance Director, Human Resources Director, and Chief Information Officer), the project leads from the project team, a representative from the Office of the City Attorney and the Purchasing Officer. Negotiations included discussions that reviewed the Master Services Agreement (MSA) and the detailed implementation Statement of Work.

Implementation Approach

Successful implementation of an ERP is a very resource intensive and focused effort. The Sunnyvale ERP project constitutes the following rollouts of functionality, which is described in further detail in the Statement of Work:

- Rollout I - Financials: General Ledger (Chart of Accounts), Vendor Management, Purchasing/eProcurement, Accounts Payable, Accounts Receivable, Inventory/Warehouse Management, Fixed Asset Management, Contract Management, Bank Account Management & Reconciliation, Cashiering & Till Management, Expenses, Projects & Grants
- Rollout II - Human Capital Management (HCM): Payroll, Time Entry, Human Resources, Benefits, Leave Management, Performance Reviews/Management, Risk Management, Certification/Training/Learning Management/Career Development, and Expense reporting

Overall, the project will consist of implementing the following Oracle products:

- Fusion Financials Cloud
- Fusion Procurement Cloud
- Supply Chain Management Cloud
- Fusion Human Capital Management Cloud
- Fusion Talent Management Cloud
- Expense Cloud
- Learning Cloud

The timeline targets a system going live for Rollout I in September of 2020 and Rollout II in April of 2021. The solution will also include at least one additional third party product from CanAm Technologies, called Teller Point of Sale System. Staff is currently working through the details of this implementation and software contract and anticipates bringing it to Council within the next several months. Staff is also evaluating, through the implementation process, the need for tax reporting services from ADP Payroll Services. Should this be required a separate agreement will also be negotiated and brought to council if required.

The following are potential optional products to be implemented within Oracle:

- Planning & Budgeting Cloud Service (not included in this agreement)
- Enterprise Performance Reporting Cloud Service
- Fusion Project Portfolio Management Cloud

Documents to Approve

Master Services Agreement: Staff is recommending approval of a Master Service Agreement with Sierra-Cedar, Inc for the implementation of the Oracle Fusion Cloud platform suite product.

Statement of Work: This document, included by reference in the Master Service Agreement, details the process for implementation, the various deliverables agreed to by the City and Sierra-Cedar, the timeline, and the detailed payment schedule. The publicly redacted elements of the Statement of Work, which include the Project Approach, Sierra Cedar Resources and specific responses to the City's requirements, have been held as Proprietary and Confidential Trade Secrets.

The City will continue to contract with CherryRoad for the Oracle licenses for the next two years, upon which the City anticipates contracting directly with Oracle for future licenses.

In summary, continuing the efforts to replace this key business system is one of the highest priorities for the City. The City's financial, payroll, and human resource systems support key operations across multiple business units in multiple departments. Consolidating to a single ERP solution will streamline work effort, automate outdated processes, and provide new and modern reporting and analytical capabilities.

FISCAL IMPACT

Funds are available in Project 830521 - ERP System Acquisition, Implementation, and Support

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. Award a Master Services Agreement and Statement of Work in substantially the same form as Attachment 1 and 2 to the report in the amount of \$4,025,000 (\$3,842,500 in base services and \$182,500 in optional services) to Sierra Cedar Inc. for Implementation Services for an Oracle Cloud Enterprise Resource Planning System; Authorize the City Manager to execute the Master Services Agreement and Statement of Work when all conditions have been met; and Approve a 10% contingency in the amount of \$384,250.
2. Do not approve the award of contract and provide staff other direction.

STAFF RECOMMENDATION

Staff recommends Alternative 1: Award a Master Services Agreement and Statement of Work in substantially the same form as Attachment 1 and 2 to the report in the amount of \$4,025,000 (\$3,842,500 in base services and \$182,500 in optional services) to Sierra Cedar Inc. for Implementation Services for an Oracle Cloud Enterprise Resource Planning System; Authorize the City Manager to execute the Master Services Agreement and Statement of Work when all conditions have been met; and Approve a 10% contingency in the amount of \$384,250.

Prepared by: Timothy J. Kirby, Director of Finance

Reviewed by: Kathleen Boutté Foster, Chief Information Officer

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Master Services Agreement
2. Statement of Work

Master Services Agreement

This Master Services Agreement ("**Agreement**") between Sierra-Cedar, Inc., a Delaware corporation with its principal offices at 1255 Alderman Drive, Alpharetta, Georgia 30005 ("Consultant") and City of Sunnyvale, a California municipality with principal offices at 650 West Olive Avenue, Sunnyvale, California 94086 ("Client") is effective as of the date on which it has been signed by both Parties. Collectively Consultant and Client shall be known individually as a "Party" and collectively as the "Parties".

The Parties agree as follows:

MASTER TERMS AND CONDITIONS

1. **Services Provided by Consultant**

Consultant shall provide Client with information technology consulting services ("Services") as specified in one or more Statement(s) of Work executed by the Parties (each, a "SOW"). Each SOW is a separate and independent contractual obligation from any other SOW. Together, these Master Terms and Conditions and the SOW(s) comprise this Agreement. Client acknowledges that the performance of the Services under this Agreement will be an interdependent effort with employees and agents from both Consultant and Client working together to perform the Services. Both Parties agree to fully cooperate with each other in the performance of the Services and to meet the obligations assigned to each party in the SOW. The Services may include presentation of options and advice, but Consultant will not make any decisions on behalf of Client in connection with such options and advice.

2. **Fees, Expenses, & Payment**

A schedule of deliverables and progress payments has been defined based on the pricing outlined in the SOW. The SOW explicitly overrides any pricing and payment schedules referenced in Consultant's original proposal and in Client's RFP. Consultant will invoice Client for its services as set forth in the SOW. Client agrees to remit payment for accurately submitted invoices within 30 days of receipt of invoice. Client is responsible for all sales and use taxes, duties, and customs fees concerning the Services performed hereunder, but is not liable for taxes based on Consultant's income or gross revenue.

3. **Staffing**

3.1 Coordination of Resources. Consultant will work with Client to assess and meet staffing and resource needs for provision of the Services.

If Client notifies Consultant that it is dissatisfied with the services of any individual supplied by Consultant, Consultant shall try in good faith to promptly resolve any concerns. If Client continues to be dissatisfied with such individual, Consultant will remove that individual from the situation and identify a suitable/qualified proposed replacement that the Client has the authority to interview and approve before the

Consultant assigns the replacement. Consultant shall have the right to remove or replace an assigned individual with a similarly skilled individual in the event such removal or replacement is required due to promotion, leave of absence, illness, or the like. Any replacement, of an individual at the Consultant's request shall include a transition plan approved by City that provides continuity and avoids cost and schedule impact to the project. Notwithstanding, Client may not require the replacement of Consultant personnel assigned to a fixed-fee or similar engagement except for issues related to performance, organizational fit, or inappropriate behavior.

4. Obligations of Consultant

Consultant shall perform its obligations as set forth in the applicable SOW.

Consultant shall not be entitled to subcontract the performance obligations provided herein to any other party without the prior written consent of Client, which shall not be unreasonably withheld, conditioned, or delayed. All subcontractors hired by Consultant to perform Consultant obligations pursuant to a SOW shall be bound to perform such obligations as if such obligations were being performed by Consultant and Consultant shall be liable for the actions of such subcontractors while performing Services pursuant to this Agreement as if such actions were the actions of Consultant. Nothing in this Agreement shall create any contractual relationship between any subcontractor and Client or any obligation on the part of Client to pay or to see the payment of any monies due to any subcontractor.

In addition, Consultant shall:

- (a) designate and provide for each SOW one Consultant point of contact who shall be responsible for answering and resolving Client's questions and issues relating to the project(s) described therein; and
- (b) provide sufficient, qualified, knowledgeable personnel capable of performing Consultant's obligations as set forth in the applicable SOW.

5. Obligations of Client

Client shall fulfill the following obligations, in addition to Client obligations set forth in the applicable SOW (collectively "Client Obligations"):

- (a) designate and provide for each SOW one Client point of contact who shall be responsible for answering and resolving Consultant's questions and issues relating to the project(s) described therein; and
- (b) provide sufficient, qualified, knowledgeable personnel capable of: (i) performing Client Obligations; (ii) participating in the project and assisting Consultant's consultant resources in reviewing Work Product; and (iii) facilitating searches for information and requirements;

- (c) license or subscribe to and provide all of the software that will be required to render Services other than standard productivity software resident on Consultant devices and any software Consultant specifically agrees to provide in a SOW.

6. SOW Change Order Process

If Consultant is performing services on an hourly basis and Client wishes to add services or extend the engagement, Client may so request in writing to Consultant, which may be via e-mail. If Consultant is not able to accommodate the request, it will so notify Client.

If either Party desires to change the Services to be provided pursuant to a SOW as to which payment for which is not on an hourly basis, the following process shall be followed:

- (a) Consultant will prepare a Change Order for Client's review documenting the change, including relevant information such as a change in resources required, revised end-dates, and change in fees, if applicable;
- (b) When Consultant and Client have agreed by Executive Project Sponsor or Designee on the contents of the Change Order, both parties shall so indicate, either by signing the Change Order or transmitting approval of the Change Order email, or other electronic means.
- (c) Once a Change Order has been agreed to in such manner by the Parties, it shall constitute an amendment to, and shall be deemed part of, the terms and conditions of the applicable SOW. Consultant shall not be obligated to provide the work covered by the Change Order until the Change Order is signed by both Parties.

7. Ownership and Proprietary Rights

- 7.1 Ownership of Pre-existing Technology. Client acknowledges and agrees that Consultant is the sole and exclusive owner of all rights, including but not limited to all patent rights, copyrights, trade secrets, trademarks, and other proprietary rights in the systems, programs, templates, methodologies, tools, accelerators, specifications, user documentation, training materials, and other materials used by Consultant in the course of its provision of Services which were created prior to or independently of the performance of the Services, plus any modifications or enhancements thereto and derivative works based thereon (collectively "Consultant's Technology"). Client acquires no rights in Consultant's Technology. Client shall not copy, transfer, sell, give, loan, distribute, assign, display, or otherwise make Consultant's Technology available to third parties.
- 7.2 Ownership of Tangible Work Product. The work product created by Consultant for delivery to Client pursuant to this Agreement ("Deliverables") shall mutually belong to Client and Consultant and may be used by each Party for its business purposes.
- 7.3 Ownership of Data Processing Know-how. Client recognizes that Consultant's business depends substantially upon the accumulation of learning, knowledge, data, techniques, tools, processes, and generic materials that it utilizes and

develops in its client engagements. Accordingly, to the extent material that is used in, enhanced, or developed in the course of providing Services hereunder is of a general abstract character, or may be generically re-used, and does not contain Confidential Information of Client, then Consultant will own such material including, without limitation: methodologies; delivery strategies, approaches and practices; generic software tools, routines, and components; generic content, research and background materials; training materials; application building blocks; templates; analytical models; project tools; development tools; inventions; solutions and descriptions thereof; ideas; and know-how (collectively "Know-how"). To the extent such Know-how is contained or reflected in the Deliverables, Consultant hereby grants Client a fully paid up, perpetual license to use such Know-how only for its internal business. Client will not sublicense, give, or sell Know-How to any third party, and will not use or exploit the Know-How to compete with the information technology consulting business of Consultant.

8. Confidentiality

The Parties acknowledge and agree that in the course of performing under this Agreement, each will disclose to the other trade secrets and other confidential information relating to each Party's business, including Consultant's Technology and Know-how. Any such information which is designated in writing as confidential or which a Party should reasonably understand to be confidential will be deemed "Confidential Information". Confidential Information will not include Know-How. Each Party agrees to store and use the other Party's disclosed Confidential Information only to the extent necessary to perform the Services. Each Party agrees not to disclose the Confidential Information of the other to any third party and to treat it with the same degree of care as it would its own confidential information. Each Party further agrees not to disclose the Confidential Information of the other to any employees other than those with a need to have access to it, and to instruct those employees of the need to maintain the confidentiality of the Confidential Information. The Parties acknowledge and agree that failure to abide by these confidentiality obligations would constitute a material breach hereof, and may irreparably harm the non-breaching Party, and that the aggrieved Party shall be free, in addition to other relief, to seek injunctive relief to cure or prevent any such breach, without need of posting a bond. Confidential Information will not include information that: (i) is or becomes publicly available through no wrongful act of the receiving Party; (ii) was lawfully obtained by the receiving Party from a third party who had no obligation to maintain the Confidential Information as confidential; (iii) was previously known to the receiving Party without any obligation to keep it confidential; or (iv) was independently developed by the receiving Party without the use of or reliance upon the Confidential Information of the disclosing Party. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal to City or in connection with any Services performed by Consultant, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City

shall give notice to Consultant of any request for the disclosure of such information. The Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorney fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. The Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information. The parties understand and agree that any failure by Consultant to respond to the notice provided by CITY and/or to enter into an agreement with City, in accordance with this Section, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

9. Warranty and Warranty Exclusions

For a period of 90 days from Go-Live Acceptance for each Rollout, which includes the production support period, Consultant warrants that: (a) it will perform the Services in a competent, professional, and workmanlike manner in accordance with industry standards; (b) it will perform the Services in a manner that complies with all applicable laws and regulations; and (c) all work performed by Consultant and all Consultant deliverables shall be provided in accordance with and shall conform in all material respects to any specifications and requirements set forth in this Agreement. Client agrees that all development work performed under this Agreement using third-party proprietary development and integration tools shall be subject to the limitations, if any, of Client's license agreements with such third-party software vendors.

For each of the First Time System Events, as that term is used in the SOW, the Warranty provision in the first paragraph of this section will apply for 90 days after the first occurrence.

To receive warranty remedies, Client must report any deficiencies to Consultant in writing within the warranty period. Consultant shall correct all deficiencies in the Services identified by Client during the warranty period provided that the defective Services are not caused by any inappropriate, improper, or unforeseen usage of the work product or Services by Client, unless such actions are taken at the direction of Consultant. If the deficiency is related to a software issue beyond the control of Consultant, Consultant shall work in good faith with Oracle to resolve the situation or develop a work around solution that materially meets Client's requirements as set forth in the SOW.

The warranties contained herein and in the SOW are consultant's sole and exclusive warranties. Consultant affirmatively excludes any and all other warranties, conditions, or representations (express or implied, oral or written) with respect to the services, including any and all implied warranties or conditions of title, merchantability, or fitness whether arising by law or by reason of custom of the trade.

10. **Sole Remedy and Limitation of Liability**

Client's sole remedy hereunder shall be return of fees paid to Consultant for any service which Client demonstrates to be in breach hereof or otherwise actionable by Client. In no event shall Consultant be liable for consequential, indirect, exemplary, punitive, or incidental damages, including, without limitation, lost data, lost profits, or cost of procurement of substitute goods or services, however arising, even if it has been advised of a possibility of such damages. Any liability incurred by Consultant in connection with the implementation services under this Agreement shall be limited to the applicable dollar amounts of insurance limits as set forth in section 15.10. This limitation of liability shall not apply to claims arising from personal injury or damage to tangible property.

11. **Trademarks/Service Marks**

Neither Party has any rights in any trademark or service mark of the other Party and neither shall use such marks without written consent and consistent with City Administrative Policy Manual Chapter 7, Article 4(attached and incorporated as Exhibit C). Consultant may include Client's name and logo on a client list. Consultant will not identify Client as a reference or use Client's name or logo for other purposes without Client consent.

12. **Termination**

This Agreement may be terminated upon the following events:

Termination by Mutual Agreement. In the event the parties mutually agree in writing, this Agreement may be terminated on the terms and dates stipulated therein.

Termination Without Cause. Client shall have the right to terminate this Agreement without cause by providing Consultant with thirty (30) calendar days' written notice.

Termination for Cause. In the event of a material breach, either party may provide the other party with written notice of the material breach, with such sufficient detail so the party can readily understand the claim for material breach. The other party shall have thirty (30) calendar days from the date of its receipt of such notification to cure such material breach. If the material breach is not cured within that time period, the non-breaching party may terminate this Agreement immediately.

Termination for Lack of Funds. In the event the funds to finance this Agreement become unavailable or are not allocated, Client shall provide Consultant with thirty (30) calendar days' written notice of termination. Nothing in this Agreement shall be deemed or construed to prevent the parties from negotiating a new Agreement in this event.

Upon termination of this Agreement for any reason, including expiration, Consultant shall place no further orders nor enter into subcontracts for materials or services unless it is necessary in accordance with agreed upon wind-down disentanglement procedures. Consultant shall, upon receipt of termination notice, unless otherwise directed by the Client (i) take such action as may be necessary for the protection and preservation of the Client's materials and property; and (ii) shall act in good faith to mitigate costs to Client.

In the event of any termination, Client and Consultant shall mutually agree upon "wind-down" disentanglement procedures to include, without limitation, the scope, staffing, and costs required by such procedures. Such services shall be paid to Consultant on a time and materials basis at the rates listed in this Agreement.

Notwithstanding any other provisions of this Agreement, the provisions regarding insurance, indemnification, confidentiality, limitation of liability, non-solicitation and any other provisions which by their terms survive, shall survive the termination or expiration of this Agreement.

In the event of termination, Client shall compensate Consultant pursuant to the terms of the Agreement for all accepted work performed through the termination date. For any work which has been performed but not yet accepted, Contractor shall be equitably compensated, after negotiation with the City and agreement of partial work completed for each work product within a deliverable, for all Services performed prior to notification of termination, provided that Client can verify the performance of work .

13. Dispute Resolution

Any dispute, disagreement, claim, or controversy between the Parties arising out of or relating to this Agreement (the "Disputed Matter") shall be resolved as detailed in SOW Section 4.2.

14. Indemnification

To the fullest extent provided by law, Consultant shall defend, hold harmless and indemnify City, its officers and employees, and each and every one of them, from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), which Liabilities arise from third party claims for personal injury or death, damage to personal or real property or the environment, or regulatory penalties, to the extent arising out of or in any way connected with performance of or failure to perform this Agreement by Consultant, any subconsultant, subcontractor or agent, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification shall apply whether or not such Liabilities are litigated, settled or reduced to judgment. For avoidance of doubt, the foregoing indemnity does not apply to

liability related to any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of City, its agents, servants, or independent contractors who are directly responsible to City, except when such agents, servants, or independent contractors are under the direct supervision and control of Consultant. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 14, nor shall the limits of such insurance limit the liability of Consultant hereunder.

Consultant shall fully indemnify, defend (including Consultant's providing and paying for legal counsel reasonably agreeable to the City for the City) and hold harmless City, its officials, officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, royalties, fines, penalties, costs or expenses arising out of or alleging any infringement or misappropriation of a patent, copyright, trade secret, trade name, trademark or other intellectual property right or proprietary right by Consultant. Should any work become, or be likely to become, in Consultant's opinion, the subject of infringement of such patent, copyright or other intellectual property right, and without limiting Consultant's infringement indemnity obligations above, Consultant shall procure for Client (i) the right to continue using the same, or (ii) replace or modify it to make it non-infringing, provided that the replacement or modification performs the same functions and matches or exceeds the performance and functionality of the original Work. If neither (i) nor (ii) is commercially reasonable, Consultant will refund amounts paid for the infringing work. Such refund is not intended to foreclose other remedies of the City. Consultant's obligations under this Section 14 shall survive termination of this Agreement.

With regard to intellectual property infringement, Consultant shall have no liability to indemnify for any claim based on: (a) use of Consultant Work Product outside the scope of this Agreement and/or a Statement of Work; (b) the combination, operation, or use of the Work Product furnished or authorized under this Agreement and/or a Statement of Work with software, hardware, or other materials not furnished by Consultant or reasonably anticipated by the applicable Statement of Work if such infringement would have been avoided by the use of the Work Product without such software, hardware or other materials; or (c) any modification by City of the Work Product not made or authorized in writing by Consultant.

Client acknowledges that Consultant makes no representations regarding and accepts no indemnification obligation with regard to any third party commercially available software.

15. General

- 15.1 **Notices.** Any notice hereunder by one Party to the other Party shall be given in writing by personal delivery, facsimile, regular mail, or overnight mail, or certified mail with proper postage, to the Party at the address designated in this

Agreement. Any notice shall be effective on the date it is received by the addressee. Either Party may change its address for notice purposes by giving the other party notice of such change in accordance with this paragraph.

Notices shall be addressed as follows:

If to Consultant:

Sierra-Cedar, Inc.

Attn. General Counsel
1255 Alderman Drive
Alpharetta, GA 30005
Phone: (678) 381-8685
With a copy to: CFO

If to Client:

City of Sunnyvale

Attn: Teri Silva
456 W. Olive Ave
Sunnyvale, CA 94086
Phone: (408) 730-7910
Email: tsilva@sunnyvale.ca.gov

- 15.2 Governing Law and Venue. The validity, performance, and enforcement of this Agreement shall be governed by and be construed in accordance with the laws of the State of California, without regard to the conflicts of law rules thereof and the state courts or the federal courts of California shall have exclusive jurisdiction and venue over the Parties with respect to any dispute or Disputed Matter arising under this Agreement. By signing this Agreement, each Party consents to personal jurisdiction in state and federal courts located in California and venue shall be in the County of Santa Clara, and agrees to not raise any defense to same.
- 15.3 Attorneys' Fees. In the event of any litigation between the parties hereto relating to the interpretation or enforcement of any of the terms of this Agreement, the prevailing party therein shall be entitled to its reasonable costs and attorneys' fees, all of which shall be included in the judgment rendered in such litigation.
- 15.4 Relationship of Parties. This is an agreement for professional services. The parties hereto are independent of one another and both agree that no agency, employment, franchise, or other relationship exists between the parties. Neither party shall have the authority to bind the other with respect to third parties or in any other manner.
- 15.5 Severability. If any provision of this Agreement is held to be unenforceable or invalid, in whole or in part, then all of the remaining provisions shall nevertheless continue in full force and effect.
- 15.6 No Assignment. Neither party may assign this Agreement or the rights granted hereunder without the prior written consent of the other, except that a party may assign this Agreement to any successor to the business of the party by merger, consolidation, or sale of assets or to any corporation controlling, controlled by,

or under common control with the party and Consultant may assign its right to receive payment hereunder. Any required approval shall not be unreasonably withheld, conditioned, or delayed.

- 15.7 Payment by Credit Card or Bank Issued Purchasing Card. Sierra-Cedar does not accept payment by credit card or bank issued purchasing card.
- 15.8 Client Use of Third-Party Vendors. If Client requests Consultant to submit information such as time records or invoices to a third-party agency such as a vendor manager or payment manager, all costs associated with Consultant's use of the third-party agency shall be borne by Client. Consultant shall have no obligation to provide such third-party agency with confidential or personal information nor shall Consultant's submission of information to the third-party agency relieve Client of any obligations hereunder.
- 15.9 No Third-Party Beneficiaries. This Agreement is made and entered into for the sole benefit of the parties hereto. Both parties acknowledge and agree that none of the rights or obligations granted or undertaken herein shall inure to the benefit of any third parties.
- 15.10 Insurance. Consultant agrees that it shall maintain at least the following minimum levels of insurance and, upon Client's request, shall cause a Certificate of Insurance to be issued and mailed to the Client.

Type of Insurance:	Policy Limits:
General Liability	\$1,000,000 each occurrence and \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers Compensation and Employer's Liability	State minimum for each state where work is performed
Errors and Omissions, including Cyber Coverage	\$2,000,000

Mailing Address for Certificate of Insurance:
CITY OF SUNNYVALE
Attn: Human Resources – Risk Management
505 W. OLIVE AVENUE, SUITE 200
SUNNYVALE, CA 94086

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 respect to liability arising out of: activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied, or used by Consultant; or automobiles owned, leased, hired, or borrowed by 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 claim related to this project, 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 in excess of Consultant's insurance and shall not contribute with it.
3. To the extent permitted by Consultant's insurance policies, 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. 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, other than errors and omissions, shall be endorsed to state that coverage shall not be cancelled before 30 days prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale. As to errors and omissions insurance, Consultant will give the required notice, since its carrier does not give notice to clients.

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 a Certificate of Insurance evidencing the coverage required. The certificate is to be signed by a person authorized by the 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.

- 15.11 Schedules, Exhibits, and Attachments. These terms are used interchangeably and refer to the following referenced documents:

Reference	Description
A.	Sierra-Cedar Travel and Expense Billing Policy
B.	Sierra-Cedar Labor and Rates Policy
C.	City Administrative Policy Manual, Chapter 7, Article 4
D.	Reserved
E.	Reserved

Reference	Description
F.	Reserved
G.	Reserved

- 15.12 Force Majeure. Neither party shall be liable to the other for any failure or delay in performance hereunder due to circumstances beyond its reasonable control, including but not limited to acts of God, labor disputes, and governmental and judicial action not the fault of the party causing such failure or delay in performance. Upon receipt of notice of failure or delay in performance caused by the foregoing, performance time shall be considered extended for a period of time equivalent to the time lost as a result of such delay. If either party is unable to continue to perform for a period of 30 calendar days from the date such notice was issued, then either party may terminate this Agreement.
- 15.13 Entire Agreement. This Agreement shall constitute the entire Agreement between the Parties and supersedes all prior agreements and/or representations between the Parties relating to the subject matter hereof. The Parties acknowledge and agree that they have not relied upon any representations not set forth herein in entering into this Agreement. Both Parties have had the opportunity to have this Agreement reviewed by competent counsel. No terms, provisions, or conditions of any purchase order will have any effect on the obligations of the Parties under or otherwise modify or be incorporated into this Agreement.
- 15.14 Waiver or Modification of Agreement.
- (a) Both Parties understand and agree that any and all changes and modifications to the terms and conditions of this Agreement shall be by mutual written agreement of both Parties.
 - (b) No waiver or modification of this Agreement or of any covenant, condition, or limitation contained herein shall be valid unless it is reduced to written form and duly executed by the Parties. No evidence of any waiver or modification of the terms herein shall be offered or received into evidence in any proceeding, mediation, arbitration, or litigation between the parties arising in any manner out of this Agreement, unless such waiver or modification is in writing and duly executed by the Parties.
 - (c) No waiver by either Party of any default, breach, or condition precedent shall be construed as a waiver of any provision of this Agreement nor as a waiver of any other default, breach, condition precedent, or any other right hereunder.
- 15.15 No Conflict. Consultant and Client each represent and warrant that execution and performance of this Agreement does not and will not violate, conflict with, or constitute a default under any contract, commitment, arrangement, understanding, agreement, or restriction, or any adjudication, order, injunction,

or finding of any kind by any court or agency to which Consultant or Client respectively is bound.

- 15.16 Electronic documents. The Parties agree to treat facsimile or electronic copies of documents as binding on the Parties in the same manner and to the same degree as original versions of the same documents.
- 15.17 Change in Document. By signing and delivering this Agreement and/or any schedule, exhibit, amendment, or addendum, each Party will be deemed to represent to the other that the signing Party has not made any changes to such document from the draft(s) most recently provided to the other Party by the signing Party, or vice versa, unless the signing Party has expressly called such changes to the other Party's attention in writing (e.g., by "redlining" the document or by a comment in a memo or email).
- 15.18 Excused Performance. Consultant's nonperformance of its obligations as to any specific Deliverable or other obligation under this Agreement shall be excused to the extent such nonperformance is due to: (a) the acts or omissions of Client or any third party authorized to act on Client's behalf which hinder or delay Consultant's ability to perform its obligations under this Agreement; or (b) unanticipated substantive changes to applicable laws and regulations that interrupt, delay, or fundamentally alter the scope of the engagement.
- 15.19 Survival. All sections of this Agreement which by their nature would be expected to survive termination or expiration will do so. This includes but is not limited to sections 2, 3.2, 7, 8, 9, 10, 14, and 15.17.
- 15.20 Order of Precedence. If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: (1) The SOW; (2) the terms and conditions set forth in this Agreement.
- 15.21 Good Faith of Parties. In the performance of this Agreement or in considering any requested approval, acceptance, or extension of time, the Parties agree that each will act in good faith and will not act unreasonably, arbitrarily, or capriciously, or unreasonably withhold, condition, or delay any approval, acceptance, or extension of time required or requested pursuant to this Agreement.
- 15.22 Non-Discrimination. Consultant agrees that it will not discriminate against any person(s) because of age, ancestry, race, color, creed, marital status, political affiliation, religion, disability, national origin, citizenship, sex, or sexual orientation.
- 15.23 Counterparts. This Agreement may be executed in one or more counterparts. All executed counterparts, each of which shall be deemed an original, shall constitute one and the same instrument.
- 15.24 Participation by Other Local Government Agencies. Consultant agrees to allow other government entities or agencies to purchase services pursuant to the terms

and conditions of this Agreement if such agencies are authorized, by law or their governing bodies, to execute such purchases, subject to mutual agreement. Client shall not be a party to such purchases and assumes no liability or responsibility associated with such purchases.

IN WITNESS WHEREOF, the Parties acknowledge that they have each read the terms hereof and that in signing below, they agree to all of said terms.

City of Sunnyvale, CA

Sierra-Cedar, Inc.

Kent Steffens
City Manager

Kevin Bryant
General Manager, Public Sector

ATTEST:

David Carnahan
City Clerk

Approved as to Form:

John A. Nagel
City Attorney

EXHIBIT A
SIERRA-CEDAR TRAVEL AND EXPENSE BILLING POLICY

The following are Sierra-Cedar's policies for consultant travel and expenses:

Actual Costs:

All travel and living expenses (with the exception of per diem meal allowances) are billed at the actual costs incurred, with receipts for such costs retained by Sierra-Cedar in accord with IRS guidelines.

Airfare:

Client is responsible for the cost of round-trip coach airfare. Consultants purchase airline tickets as early as possible consistent with Client schedules in order to obtain a reasonable fare. Discounted fares are normally non-refundable. Client assumes the cost of any penalties due to cancellations as a result of Client's changes in consultants' schedules. Sierra-Cedar assumes the cost for any penalties arising from Sierra-Cedar requested schedule changes.

On international travel with flight time greater than 7 hours, Client will be charged for a business class ticket unless other arrangements have been made in advance.

Lodging:

Consultants acquire lodging consistent with business travel rates for the area of Client's offices. Consultants use the lower of Sierra-Cedar's or Client's corporate rate at designated national brand hotels whenever possible.

Per Diem:

Meal expenses are calculated on a per diem basis using the allowed rate for a specific local or metropolitan area under the General Service Administration ("GSA") tables applicable to Federal employees traveling at government expense. GSA publishes Continental US (CONUS) per diem tables for each local or metropolitan area annually on October 1. The per diem rate includes all meals, meal tips, and incidental expenses. The per diem rate is prorated for partial days of travel away from home according to the GSA guidelines. Refer to the GSA website for per diem rates at www.gsa.gov/perdiem, and the meal per diem breakdown at www.gsa.gov/mie. Foreign Per Diem Rates can be found at http://aoprals.state.gov/web920/per_diem.asp.

Car Rental:

Car rental is for a four-door mid-sized car. Consultants attempt to share transportation whenever possible.

EXHIBIT ATaxis/Trains:

Client is billed for the cost of taxi, bus, shuttle, or train fare to Client's offices. Consultants attempt to use the most cost and time effective means for commuting to the Client's site.

Parking/Tolls:

Client is billed for the cost of parking and tolls associated with transportation to and from the Client's site, as well as airport parking and mileage to and from the airport.

Mileage:

Mileage is billed at the current published IRS mileage rate.

EXHIBIT B**LABOR AND RATES****BILLABLE TIME POLICY**

The following are Sierra-Cedar's policies with respect to consultant time billable to Client:

Hours Worked:

Unless otherwise specified in a SOW, Consulting support is billed on a time and expense basis, based on the actual hours worked on Client matters, whether performed onsite or offsite. Client matters exclude time devoted to submission of time and expense reports and similar internal administrative functions.

Consultants maintain a daily timesheet of all hours worked with a brief designation of the nature of work performed for that day. Hours are logged to the nearest quarter of an hour.

For ad hoc consulting engagements, in which a consultant is brought in for a one- or two-day assignment, a minimum of eight hours per day will be charged unless prior arrangements have been made for part time work.

International Travel:

For assignments in North America, including Canada and Mexico, Sierra-Cedar will bill Client a minimum of eight hours when travel is required. For assignments to South America and Europe, Sierra-Cedar will bill Client a minimum of 40 hours. For assignments to Asia, Africa, Antarctica, Australia, and New Zealand, Sierra-Cedar will bill Client a minimum of 65 hours.

Lunch or Travel Time:

Client will not be billed for consultants' lunch or travel time, unless work or business is conducted during that time.

SIERRA-CEDAR STANDARD RATES & PAYMENT

Payment of any invoice sent by Sierra-Cedar shall be due 30 days after the invoice date. Invoices shall issue twice monthly. Remittance shall be made to the address designated on the invoice or to the following lockbox address:

Sierra-Cedar, Inc.
PO Box 402521
Atlanta, GA 30384-2521

EXHIBIT B

Compensatory Tax – If a Sierra-Cedar employee works at a client site for longer than one year, the assignment may be deemed permanent by taxing authorities such that reimbursement for living expenses is treated as taxable income to the employee. Consultant and Client will work together to arrange project schedules to avoid this result. If Client's needs are such that Client cannot agree to an arrangement which will avoid taxation to the employee for living expenses required by the Client project, Client agrees to pay Sierra-Cedar the amount of additional compensation Sierra-Cedar pays to its employee to compensate for such additional taxes.

Travel Inflation Adjustment (applicable only to engagements with travel-inclusive rates) – On each anniversary of this Agreement, Consultant will review the Consumer Price Index published by the U.S. Department of Labor ("CPI") to determine whether adjustment to the travel component of fees payable under this Agreement is required. If the CPI has increased 5% or more since the last annual adjustment, Consultant shall be entitled to increase the travel component of fees payable under this Agreement by the same percentage as the CPI increase.

ATTACHMENT A: STATEMENT OF WORK ENTERPRISE RESOURCE PLANNING SYSTEM

This Statement of Work ("SOW") is effective as of September ____, 2019 ("**SOW Effective Date**") and is entered into pursuant to the Master Service Agreement (the "**Agreement**") by and between Sierra-Cedar, Inc. ("Contractor," or, as used herein, "Sierra-Cedar" or "SCI"), and City of Sunnyvale, California ("Customer," "**Client**," or, as used herein, "**City**") dated September ____, 2019.

This SOW is subject to and governed by the terms and conditions of the Agreement, which are incorporated herein by this reference. Capitalized terms used herein but not defined in this SOW shall have the respective meanings given such terms in the Agreement. Purchase orders will not have any effect on the obligations of the parties or otherwise modify the Agreement or this SOW.

General Information:

Sierra-Cedar Account Manager	Name:	Chris Myers
	Address:	1255 Alderman Drive, Alpharetta, GA
	Phone:	312-399-9952
	E-mail:	Chris.Myers@sierra-cedar.com
Sierra-Cedar Vice President of Services	Name:	Bill Anderson
	Address:	1255 Alderman Drive, Alpharetta, GA
	Phone:	720-839-3408
	E-mail:	Bill.Anderson@sierra-cedar.com
Client Business Sponsor	Name:	Teri Silva
	Address:	456 W. Olive Ave., Sunnyvale, CA 94086
	Phone:	408-730-7910
	E-mail:	tsilva@sunnyvale.ca.gov
Client Project Manager	Name:	
	Address:	
	Phone:	
	E-mail:	

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Table 3, Section 4, and the Sierra-Cedar responses to the City Requirements Matrix in Appendix B (3 columns on the far right of the table) of this SOW are Proprietary and Confidential Trade Secrets to Sierra-Cedar, Inc.

2. INTRODUCTION

2.1 PURPOSE

This SOW documents the agreed-upon Services and Deliverables to be provided by Sierra-Cedar to the City of Sunnyvale's for the Oracle Cloud Implementation Project, and the respective rights, responsibilities, obligations, and expectations of the Parties regarding the performance of such Services and the provision of such Deliverables.

After execution of this SOW by duly authorized representatives of both the City and Sierra-Cedar, any changes or modifications to this SOW must follow the SOW Change Order process described in Section 6 of the Master Service Agreement (MSA). All approved and executed Change Orders will amend and update this SOW, and this SOW as amended by such Change Order will then form the new baseline upon which any future changes will be made. Any additional distinct Services to be delivered to the City would be defined in an additional, mutually agreeable SOW.

2.2 SCOPE OF SERVICES TO BE PERFORMED

Sierra-Cedar will work with the City to implement the functional and technical requirements listed in Appendix B with a response code of "Y" in the column titled "In SCI Scope" with any modifications agreed to as the parties identify functional and technical specifications ("Eligible Functional Requirements"). The software necessary for meeting these requirements is listed in Section 1.2.1 below.

2.2.1 SOFTWARE SCOPE

Oracle has noted on review of Appendix B that the Oracle Cloud Application Modules listed below provide relevant functionality for the Eligible Functional Requirements. The implemented version of the modules will be the most current release as of the time of User Acceptance Testing (UAT) commences.

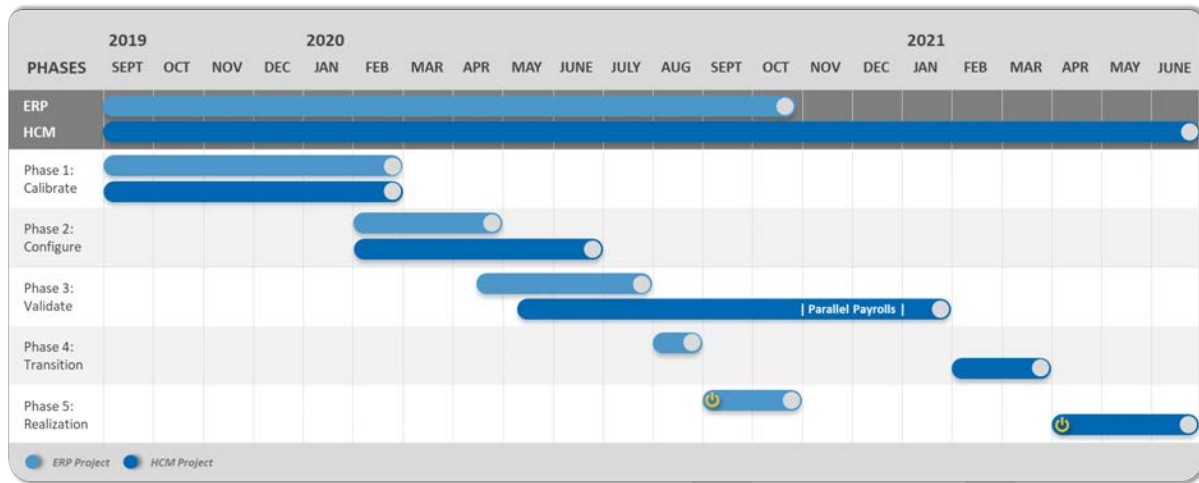
Oracle Cloud Applications:

- Financial Management
 - Financials Cloud Service
 - Automated Invoice Processing Cloud Service
 - WebCenter Forms Recognition Cloud Service
 - Expenses Cloud Service
 - Advanced Collections Cloud Service
 - Cashiering (Teller Cashiering from Can/Am Technologies, not Oracle)
- Procurement / Inventory Management
 - Inventory Management Cloud Service
 - Purchasing Cloud Service

- Procurement Contracts Cloud Service
- Supplier Portal Cloud Service
- Self Service Procurement Cloud Service
- Sourcing Cloud Service
- Supplier Qualification Management Cloud Service
- Project Portfolio Management (Optional)
 - Project Financials Cloud Service (Optional)
 - Project Contract Billing Cloud Service (Optional)
 - Grants Management Cloud Service (Optional)
- Enterprise Performance Reporting Cloud Service (Optional)
- Human Capital Management
 - Human Capital Management Base Cloud Service
 - Payroll Cloud Service
 - Time & Labor Cloud Service
- Talent Management
 - Performance Management Cloud Service
 - Learning Cloud Service

Sierra-Cedar and the City will develop standards and controls that will govern project activities throughout the term of this SOW. Sierra-Cedar and the City will utilize mutually agreed-upon standard templates for all Deliverables, Work Product, Status Reports, Meeting Minutes, and general Project Information. Most of these templates will be provided by Sierra-Cedar from its repository and will be modified, as mutually agreed-upon by the City and Sierra-Cedar. When possible, Sierra-Cedar will leverage standards and controls established from previous projects. Sierra-Cedar will work with the City to review, analyze, and confirm the City's current stated business requirements and, where appropriate, recommend changes and propose alternatives to business workflows and processes. The steps the team will use to accomplish this will be outlined in the Project Plan. Sierra-Cedar and the City will jointly design, develop, and deploy the system that meets the City's business requirements, as communicated to Sierra-Cedar by the City, identified in this SOW, and clarified and confirmed in Phase I – Calibrate, which is outlined in Section 4.2, along with any specifications developed for this project by Sierra-Cedar in the form of any project Deliverable.

The Propel Methodology for Cloud, which consists of five phases, will guide the implementation process. The project is estimated as an 18-month Project with an estimated start date in mid-October 2019. The project will go-live in two rollouts occurring in September 2020 for Cloud ERP Rollout 1 and April 2021 for HCM Rollout 2. In addition, post-implementation support will be provided for two months after Cloud ERP Rollout 1 and for three months after HCM Rollout 2. Sierra-Cedar has also included support for the initial quarterly Oracle Cloud Applications update after each of the two rollouts (anticipated to be November 2020 and May 2021) to further familiarize the City on the process of evaluating and adopting new capabilities that become available in these updates from Oracle.



The Project Schedule is defined as an implementation deliverable detailed in Section 3.2.1 of this SOW. Any changes to major milestones or phases within the project schedule must be reviewed and approved by the City's Steering Committee and Sierra-Cedar.

2.2.2 ORGANIZATIONAL SCOPE

The organizational scope for the project includes the following entities:

The City of Sunnyvale, CA government plus the following Component Units which are legally separate from the City government, but for which the City has administrative responsibilities.

- Community Facilities District #1
- Community Facilities District #3 – Estates at Sunnyvale
- Sunnyvale Financing Authority
- Sunnyvale Redevelopment Successor Agency

2.2.3 DATA CONVERSIONS

The City and Sierra-Cedar will leverage the data conversion tools Oracle provides for populating Oracle Cloud modules with data from systems being replaced. The tasks and responsibilities for data conversion are set forth in greater detail in Section 3.3 and Table #6/Deliverable Number 7. The primary tools leveraged will be File-Based Loader and HCM Data Loader. The City and Sierra-Cedar will jointly complete the data conversions necessary to support first time transactions in Oracle Cloud applications at the go-live of each Rollout:

Data Conversions:

- General Ledger Journal Entries (initial GL balance, journal activity by transaction, and original and modified budget for each year, by account, to support/supplement financial data and budgetary control from July 2018 through the point of Go-Live)
- Active Vendors and related detail (e.g. contacts, addresses, categories, Descriptive FlexFields, etc.) for the Calendar Year and Prior Year

- Open Purchase Orders, including all purchase document types (e.g. blanket agreements and contract purchase agreements including open unmatched and partially matched PO lines and items)
- Open Payables Supplier Invoices (Unpaid and Partially Paid)
- 1099 Reportable Vendor Invoices for Current Year (with mid-Year Transition)
- Active Customers and related detail (e.g. contacts, addresses, Descriptive FlexFields, etc.) for the Calendar Year and Prior Year (to Support Accounts Receivable Transaction Entry)
- Open Customer invoices (Unpaid and Partially Paid)
- Active Fixed Assets with Inception to Date Depreciation
- Active Projects with Budget and Summary Cost Balances by Expenditure Type and Revenue Source (including award source information, staff resource assignments, etc.)
- Inventory Item Master (Active items with On-Hand Balances by Sub-inventory Location including all items for Receivables fee schedules, if applicable)
- Active Employees (including terminated employees within the calendar year) and retirees owed medical payments, including top of stack records for: user defined fields (Descriptive Flexfields), payment methods, tax records, address records, assignment (job / position) records, employee premium pays, bargaining unit/union information, assigned schedule, employee demographic records, benefits enrollments, dependent records, contacts, email addresses and phone numbers, and salary / compensation records; including the necessary structural information to support this list of items
- Absence Management (top of stack enrollments and balances)
- Payroll Balances will include monthly, quarter and year to date payroll balance initialization (with mid-Year Transition, for both hours and dollars as jointly determined at the conclusion of the Calibrate Phase for Rollout 2)
- Bank and bank branch load (for Payables and Payroll)

The City and Sierra-Cedar will refine and finalize the scope of these data conversions and the corresponding Oracle provided data conversion tool to be used by Phase II – Configure. For any refinements or additional elements that materially change the level of effort or duration (increased or decreased), a change order would be negotiated.

2.2.4 INTEGRATIONS

The City and Sierra-Cedar will utilize the integration tools delivered with Oracle Cloud applications to integrate/interface with existing infrastructure and information technology assets, whether for real-time integration or batch interfaces. The tasks and responsibilities for integration/interfaces are set forth in greater detail in Section 3.3 and Table #6/Deliverable Number 8. The integration tools are:

- Inbound Integration: For moving data into the Oracle Cloud, Oracle offers; File Based Data Import (FBDI), Human Capital Management Data Loader (HDL), and Spreadsheet Loader. These mechanisms allow for error correction and support the same common set of objects that are required for integration.

- Outbound Integration: To export data from the Oracle Cloud, Oracle offers two mechanisms, Extracts and Business Intelligence (BI) Publisher. Oracle also delivers module-specific extracts for Payroll and Benefits, reducing the amount of time customers need to spend on them.
- Web Services Integration: Oracle Cloud supports the use of Web Services to provide a standardized way of integrating Cloud services both inbound and outbound with other disparate application systems. Web Services Integrations will be deployed for integrations requiring real-time data exchange.

Manual integration is justified when the data volumes are low and the frequency of data exchange is infrequent (monthly or less frequent). The City reserves the exclusive right to determine whether a manual integration is justified. The City and Sierra-Cedar will finalize the integrations and corresponding Oracle provided integration tool by Phase II – Configure.

DRAFT

Table 1 - Integrations

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
F-Int01	Finance	Chandler (formerly Sympro)	Provide integration or file exchange with Chandler.	No	Yes	FIN-GL	Import	Monthly	Low	FBDI	None
F-Int02	Finance	CryWolf (formerly RMS)	False alarm billing, security alarm system permit fees	No	Yes	FIN-GL	Import	Weekly	Medium	Web Services from Teller	Web Services to Teller
F-Int03	Finance	DemandStar	Bid info	No	Yes	FIN-Procurement	Export	Weekly	Low	None	OTBI or BI Publisher
F-Int04	Finance	Digital Health Department (DHD)	Annual and pro-rated Hazmat Permit Renewal	No	Yes	FIN-A/R	2-Way	Monthly	Medium	FBDI from DHD with Web Services (A/R with Teller)	OTBI to DHD with Web Services (A/R with Teller)
F-Int05	Finance	DocuSign	For Procurement (both contracts & purchasing modules), and where gaps exist for approvals/e-signatures.	No	Yes	FIN-Procurement	2-Way	Daily	Medium	Oracle Process	Oracle Process
F-Int06	Finance	eBuilder	Construction Management System	No	Yes	FIN-Procurement; FIN-AP	2-Way	Daily	Medium	FBDI	OTBI or BI Publisher
F-Int09	Finance	EzLinks	Golf Fees	No	Yes	FIN-GL	Import	Daily	Medium	FBDI	None
F-Int10	Finance	Firehouse	Yearly and pro-rated Fire Prevention Permit Renewal and annual inspections	No	Yes	FIN-A/R	2-Way	Monthly	Medium	FBDI from Firehouse with Web Services	OTBI to Firehouse with Web Services (A/R with

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
										(A/R with Teller)	Teller)
F-Int11	Finance	HDL	Business license registration (in-person) and Web Renewals (online) payments	No	Yes	FIN-GL	Import	Monthly	High	Web Services from Teller	Web Services to Teller
F-Int12	Finance	HDL	Integration with Procurement modules for validation of business license	No	Yes	FIN-Procurement	Import	Weekly	Medium	FBDI	None
F-Int13	Finance	HostCompliance	Short term rentals compliance (tax payments)	No	Yes	FIN-GL	Import	Weekly	Low	FBDI (with A/R for Bank Recon)	None
F-Int14	Finance	IPS	Parking meter payments (downtown Caltrain station area)	No	Yes	FIN-GL	Import	Daily	Medium	FBDI (with A/R for Bank Recon)	None
F-Int15	Finance	Library WebMIS/CreditCall	Library fines/fees for self-checkout machines	No	Yes	FIN-GL	Import	Daily	Medium	FBDI (with A/R for Bank Recon)	None
F-Int16	Finance	LoanLedger	Used for tracking housing loan balances and interest	No	TBD	FIN-GL	TBD	TBD	Low	Manual (Assume End of Life)	Manual (Assume End of Life)
F-Int17	Finance	Millenium/Sierra	Library Fines	No	Yes	FIN-GL	Import	Daily	Medium	FBDI (with A/R for Bank Recon)	None

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
F-Int18	Finance	Miscellaneous payments	Miscellaneous payments without a system (fees, fines, property tax and sales tax revenue)	No	No	No Interface	No Interface	No Interface	Low	Web Services (A/R with Teller)	Web Services (A/R with Teller)
F-Int19	Finance	Naviline / Utility Billing (Central Square, Superior / Sungard)	Utility Billing JV Posting - Check payments	No	Yes	FIN-GL	Import	Monthly	High	Web Services from Teller	Web Services to Teller
F-Int20	Finance	PetData	Pet licensing online system	No	No	No Interface	No Interface	No Interface	Low	Excluded	Excluded
F-Int21	Finance	Police CAD / Police One	Officer time reporting / costing (where / how time is spent)	TBD	TBD	HCM- Payroll	Import	Bi-weekly	Low	Oracle Process	Oracle Process
F-Int22	Finance	Prevailing Wage System	Prevailing wage data	No	Yes	FIN- Procurement	Import	Weekly	Low	FBDI	None
F-Int23	Finance	Questica Budget	Operating and Capital Projects Actuals daily load	No	Yes	FIN-GL	Export	Daily	High	None	OTBI or BI Publisher
F-Int24	Finance	Questica Budget	Operating and Capital Budget Load (annual + mid-year changes)	No	Yes	FIN-GL	Import	Annually	Medium	FBDI	None
F-Int25	Finance	Rash Curtis (3rd Party Collections Administrator)	Send delinquent invoices to TPA	No	Yes	FIN-A/R	Export	Monthly	Low	None	OTBI or BI Publisher
F-Int26	Finance	SunGIS Land Management System & SunGIS Online Billing (e- permit system)	Development Permits, Land Management System	No	Yes	FIN-GL	Import	Daily	High	FBDI (with A/R for Bank Recon)	None

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
F-Int27	Finance	Union Bank	Bank account reconciliation	No	Yes	FIN-Cash Mgmt	Import	Daily	High	Oracle Process	None
F-Int28	Finance	Union Bank	Electronic payment files, positive pay	No	Yes	FIN-A/P	Export	Daily	High	None	Oracle Process (also includes Payroll)
F-Int29	Finance	Union Bank	Cashiering: Cash, check, credit card payments	No	Yes	FIN-GL	No Interface	No Interface	Low	Web Services from Teller	Web Services from Teller
F-Int30	Finance	Vermont Systems VSI (including VSI Mobile)	Class registration fees, facilities fees, theatre tickets	No	Yes	FIN-GL	Import	Daily	High	FBDI (with A/R for Bank Recon)	None
F-Int31	Finance	PINS Advantage	Vendor Insurance information	No	TBD	HCM-Risk	TBD	TBD	Medium	FBDI	None
H-Int01	HCM	American Fidelity (Third Party Administrator - TPA)	ACA Reporting	TBD	TBD	HCM-Benefits	Export	Bi-weekly	Medium	None	Oracle Process
H-Int02	HCM	PBIA	PBIA Enrollment Information	No	Yes	HCM-Benefits	Export	Monthly	High	None	OTBI or BI Publisher
H-Int03	HCM	ICMA-RC, Nationwide	Deferred Compensation Elections	No	Yes	HCM-Benefits	Import	Bi-weekly	Low	HDL	None
H-Int04	HCM	CalPERS (xml interface)	Membership & Medical Info sent to CalPERS	No	Yes	HCM-Benefits	Export	Weekly	High	None	OTBI or BI Publisher

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
H-Int05	HCM	Federal Government - DOL Website	VETS 4212	No	Yes	HCM- Benefits	Export	Annually	Low	None	OTBI or BI Publisher
H-Int06	HCM	Federal Government EEOC Website	EEO4	No	Yes	HCM- Benefits	Export	Bi-annually	Low	None	OTBI or BI Publisher
H-Int07	HCM	P&A (TPA for FSA and COBRA)	FSA (Health, DepCare, Commute) and COBRA info to P&A	No	Yes	HCM- Benefits	Export	Weekly	Medium	None	OTBI or BI Publisher
H-Int08	HCM	Issues management (sharepoint database)	employee relations issues	TBD	TBD	HCM-Core	TBD	TBD	TBD	FBDI using User Defined Fields	None
H-Int09	HCM	DocuSign	For HCM - Approval, Actions, Uploads?	No	Yes	HCM-Core	TBD	TBD	TBD	Oracle Process in Check-lists	Oracle Process in Check-lists
H-Int10	HCM	Volgistics	People Information	No	Yes	HCM-Core	Export	TBD	Low	None	OTBI or BI Publisher
H-Int11	HCM	Telestaff	Schedules, time keeping	No	TBD	HCM-Core	TBD	TBD	Medium	Excluded (Schedules Defined in Oracle)	OTBI or BI Publisher
H-Int12	HCM	Budget System	Questica demographic/salary files	No	Yes	HCM-Core	Export	Semi-annually	High	None	OTBI or BI Publisher

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
H-Int13	HCM	ITSM/PPM	New hire worker file information	No	Yes	HCM-Core	Export	Daily	Medium	None	OTBI or BI Publisher
H-Int14	HCM	MS Active Directory	Provide integration to MS Active Directory.	No	Yes	HCM-Core	TBD	TBD	TBD	Oracle Process	Oracle Process
H-Int15	HCM	NeoGov	Onboarding	No	Yes	HCM-Core	TBD	TBD	TBD	Web Services	Web Services
H-Int16	HCM	State Government - EDD Website	New Hires	No	Yes	HCM-Core	Export	Bi-weekly	Low	None	OTBI or BI Publisher
H-Int20	HCM	Bank - Union Bank Website	Disbursements - Direct Deposit	No	Yes	HCM-Payroll	Export	Bi-weekly	High	None	Oracle Process (also includes AP)
H-Int21	HCM	ICMA-RC, Nationwide, PARS	Deferred compensation payments to vendors (ICMA-RC, NW, PARS)	No	Yes	HCM-Payroll	Export	Bi-weekly	Medium	None	FBDI or BI Publisher
H-Int22	HCM	CalPERS (xml interface)	Payroll information sent to CalPERS	No	Yes	HCM-Payroll	Export	Bi-weekly	High	None	FBDI or BI Publisher
H-Int23	HCM	Federal Government - IRS Website	IRS Quarterly Reports	TBD	TBD	HCM-Payroll	Export	Quarterly	Medium	None	ADP
H-Int24	HCM	Federal Government - SSA Website	W-2s	TBD	TBD	HCM-Payroll	Export	Annually	Medium	None	Oracle Process

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
H-Int25	HCM	State Government - Employment Development Dept (EDD) Website	Quarterly reporting PIT, SDI, SUI	No	Yes	HCM- Payroll	Export	Quarterly	High	None	ADP
H-Int26	HCM	Vector Solutions	Safety Training Information	No	TBD	HCM-Risk	TBD	TBD	Low	None	OTBI or BI Publisher (from Learning)
H-Int27	HCM	Target Solutions	Training Information	No	TBD	HCM-Risk	TBD	TBD	Low	None	OTBI or BI Publisher (from Learning)
H-Int28	HCM	Keenan	Claims Administrator (WC)	No	TBD	HCM-Risk	TBD	TBD	Low	HDL (assume User Defined Fields in HCM Core)	None
H-Int29	HCM	Employee/Staff Directory	Pull personal information from HR system	No	Yes	HCM-Core	Export	Daily	Medium	None	OTBI or BI Publisher (from HCM Core)
H-Int30	HCM	Outlook	Push to Outlook calendar	No	Yes	HCM- Learning	Export	TBD	Low	Oracle Process	Oracle Process

The City and Sierra-Cedar will complete temporary integrations for use by the City between Rollout 1 and Rollout 2 until such time as the Oracle Cloud Human Capital Management modules are in production. The City and Sierra-Cedar will finalize the temporary integrations and corresponding Oracle provided integration tool during Phase 1 – Calibrate of Rollout 1. The temporary integrations in Table 2 are included for transaction processing between Rollout 1 and Rollout 2 in the Oracle Cloud modules.

Table 2 – Temporary Integrations

#	Group	Name of Application	Interface Description	Replaced by ERP?	Interface to Oracle?	Expected Fusion Module	Fusion: Import to/ Export from	Oracle Interface Frequency	Est. Data Volume	SIERRA – CEDAR INBOUND TOOL	SIERRA- CEDAR OUT- BOUND TOOL
<i>F-Int07</i>	Finance	ePersonality	Payroll upload to Finance GL	Yes	TBD	FIN-GL	TBD	TBD	TBD	FBDI	None
<i>F-Int08</i>	Finance	ePersonality	Finance to Payroll system cost update	Yes	TBD	FIN-GL	TBD	TBD	TBD	None	OTBI or BI Publisher
<i>H-Int17</i>	HCM	HR training registration system (sharepoint)	Employee training classes registration	Yes	TBD	HCM-Learning	TBD	TBD	Medium	Excluded	Excluded
<i>H-Int18</i>	HCM	Performance Series	Payroll upload to Finance GL (See F-Int07)	Yes	TBD	HCM-Payroll	TBD	TBD	TBD	FBDI	None
<i>H-Int19</i>	HCM	Performance Series	Finance to Payroll Cost Update (See F-Int08)	Yes	TBD	HCM-Payroll	No Interface	No Interface	High	None	OTBI or BI Publisher
<i>H-Int31</i>	HCM	ePersonality	Employee Adds, Position Changes, and Terminations from Legacy for ERP User Security and Workflow (including supervisor hierarchy to support workflow)	Yes	TBD	HCM-HR	TBD	TBD	Medium	HDL	None

The City will provide data extracts, performing any necessary changes to 3rd Party systems that interface with the new Cloud Applications system, and informing Sierra-Cedar of file formats for outbound interfaces from Oracle Cloud Applications. Sierra-Cedar will assist the City with the interface plan and data mapping efforts and advise on approaches for loading/extracting data to/from Oracle Cloud Applications. Common interfaces in and out of the new Oracle Cloud Applications system will conform to a single format in and out of the Oracle Cloud Applications system. For example, each interface that would create a journal entry into Oracle Cloud Applications would create one common file format, logic, and approach.

2.2.5 REPORTS

Consistent with the tasks and responsibilities for identifying and developing reports as set forth in greater detail in Section 3.3 and Table #6/Deliverable Number 9, Sierra-Cedar's reporting scope includes the extensive library of out-of-the-box reports and those which are required to support the City's reporting requirements to 25 reports including ten report layouts for each Rollout (via either BI Publisher or Oracle Transactional Business Intelligence) and 5 reports in Financial Reporting Studio to address the related requirements communicated by the City in RFP Appendix D. The City will be responsible for any other reports whether configured or custom developed. The City and Sierra-Cedar will participate in knowledge transfer during the development of custom reports to promote self-sufficiency.

In the event that a workaround is deployed which includes the creation of a custom report for satisfying any items within the Eligible Functional Requirements, that report will not be counted against the quotas listed above.

2.2.6 WORKFLOWS

The standard out-of-the-box workflows within the Software Scope listed in Section 1.2.1 above are available for implementation. If standard out-of-the-box workflows are insufficient to meet the City's business requirements, SCI will support the City in its redesign of its business process.

3. PROJECT RESOURCES

3.1 TEAM ROLES

The following section provides a description of the City's and Sierra-Cedar's anticipated project roles or positions, and the respective duties and responsibilities for each of these roles or positions. It is possible that one individual may fulfill multiple roles.

3.2 PROJECT TEAM DESCRIPTIONS

Table 2 - Project Team Descriptions

Role	Description
Business Sponsor	The City person acting as the business sponsor will be responsible for the oversight management of the project for the City. The business sponsor will support the project by communicating the vision of the project within the City and working to reduce barriers and risks. In addition, the business sponsor will act as liaison to the City's key stakeholders, providing guidance and support to the project management team. This role will also facilitate interdepartmental collaboration and reviews and will review and, if acceptable, approve proposed Change Orders.
Steering Committee	The Steering Committee consists of the City's ERP Executive Team. The Steering Committee is facilitated by the City's Project Manager. Sierra-Cedar may be invited to participate in Steering Committee meetings.
Project Team	The Project Team includes the City's and Sierra-Cedar's Project Manager, Functional Leads, Technical Leads, Organizational Readiness Leads, Developers, Subject Matter Experts (SMEs), personnel in other roles listed below, and others who are assigned to the project.
Project Managers	The City and Sierra-Cedar Project Managers are responsible for managing the project budget, the Project Schedule, and their respective personnel, for resolving issues, and for achieving overall project success. They are also responsible for validating that the structure of the project and design of the Cloud Applications system reflect an integrated business process orientation.
Change Management / Training Leads	The City and Sierra-Cedar Organizational Readiness Leads will focus on change management, communication, and training needs throughout the project. Change Management will focus on the key impact areas and getting the departments organized for the project. The training needs to focus on the training curriculum, training facilities, training materials, and training sessions.
Functional Leads	Functional Leads are the primary business process experts who are responsible for leading a specialized team in the design and implementation of the application for a specific functional area. They will also assist with train-the-trainer training planning and support.

Role	Description
	The City Functional Leads will be the City employees in each functional/business area who are knowledgeable of the City's current business processes and policies and are familiar with the City's legacy systems. They will be empowered to make decisions to organize and lead SMEs in design, testing, and training.
Subject Matter Experts (SMEs)	SMEs are the City project members with expertise in specific business and technical processes at the City, who are called on at various times during the project to review and redesign business processes, design prototypes, and test specific functionality.
Training Specialists (Training)	These specialists are responsible for developing the "End User Training Plan" Deliverable, the training schedule, and training materials. Sierra-Cedar's Organizational Readiness Lead and Functional Leads will assist the City with these training deliverables. The City Training Specialists will deliver training to end users. The City Training Specialists should have excellent verbal and written communication skills and familiarity with the City's key business processes in one or more targeted functional areas.
Technical Leads (The City & SCI)	The Technical Leads are responsible for formulating technical strategies for the project. They will lead the development, data conversion, and other technical activities. The City Technical Lead shall have extensive experience managing technical staff.
Technical Developers (The City & SCI)	Technical Developers are the individuals responsible for developing technical specifications, programming modifications, and reports and interfaces; and for prototyping and integrating the application modules and components.

3.3 RESOURCES

During this Project, Sierra-Cedar and the City will each provide personnel with agreed upon commitment levels who will work collectively as a team to make this Project a success. The City will provide an individual to serve as the "lead" for each Oracle Cloud module as noted in Section 2.5 City Personnel below.

Sierra-Cedar Project personnel will typically work a four-day, 40-hour work week. This anticipated schedule will change appropriately depending on the needs of the Project. Sierra-Cedar functional lead(s) and the technical lead will work remotely approximately 2 weeks each month. Other personnel will work remotely as agreed by the parties.

Personnel with different skillsets will become involved in the Project as dictated by the agreed upon project schedule specified in the Project Schedule. Sierra-Cedar anticipates planning efforts will begin on the SOW Effective Date, requiring both Sierra-Cedar and the City Project Managers to be available at that time.

3.4 SIERRA-CEDAR PERSONNEL

The roles of the personnel that Sierra-Cedar shall assign to this project, and their respective areas of responsibility, are as set forth below.

Table 3 - Sierra-Cedar Resources (REDACTED)

For the named resources above, Client has the authority to interview and approve before the Consultant assigns the individual. For other resources assigned to the project, with the exception of Developers, Client has the authority to interview and provide feedback before the Consultant assigns the individual. Those individuals named in Table 3 – Sierra-Cedar Resources, except for the Project Director and Organizational Readiness Lead, are noted as Key Personnel and will be staffed at a minimum of 80% to the City’s project.

3.5 CITY PERSONNEL

The roles of the personnel that the City will assign to this project and their respective areas of responsibility, and estimated percentages of working time that they will devote to the Project are estimated below. It is possible that one individual may fulfill multiple City roles.

Table 4 - City Resources

City Role	Area of Responsibility	Availability
Project Manager	Overall Cloud Applications	100%
Organizational Readiness Lead	Change Management and Training	75-90%
Finance Functional Lead	General Ledger	100%
Procurement Lead	Purchasing and Payables	100%
Finance Analyst	Receivables / Billing / Collections	80-95%

City Role	Area of Responsibility	Availability
Project Performance Management Lead	Projects, Grants, Asset Management	50-75%
HCM Lead	Human Resources, Benefits	100%
Payroll Analyst	Payroll	50-75%
HCM Analyst	Payroll / Time Management	100%
Talent Management Lead	Performance, and Learning	40-50%
Technical Lead	Technical Management & Development (Data Extracts, Interfaces, Reports, Data Validation)	75-90%
Technical Developers	Development (Data Extracts, Interfaces, Reports, Data Validation)	2 @ 60-75%
Trainers	1-2 Trainers to conduct end-user training (when scheduled)	25-30%
Departmental and IS Subject Matter Experts	As Needed	10-25%

4. PROJECT APPROACH (Pages 22-52 REDACTED)

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5. PROJECT GOVERNANCE AND MANAGEMENT PROCEDURES

The following section addresses project governance and project management procedures that shall be used with respect to this SOW.

5.1 PROJECT MANAGEMENT RESPONSIBILITIES

The following section shows the respective project management responsibilities for both the City and Sierra-Cedar in overseeing the completion of Deliverables and Milestones in Section 3.

Project Schedule

Sierra Cedar will create the Project Schedule within 30 calendar days from the MSA effective date. The tasks and responsibilities for creating the Project Schedule are set forth in greater detail in Section 3.2.1 and Table #5/Deliverable Number 3. Once the project schedule is approved by the City, Sierra Cedar's Project Manager will edit and update as necessary as part of regularly scheduled project management meetings with City's Project Manager. All project tasks will be assigned owners and due dates which correspond with the overall project schedule. Sierra Cedar shall incorporate tasks into the project schedule necessary for satisfying any Eligible Functional Requirements. The City shall provide information on any tasks not associated with the Sierra Cedar implementation methodology for inclusion in the project schedule.

Status Reports

Sierra Cedar will prepare a weekly project status report throughout the project for the City providing the following key elements:

- Project Status
- Summary of Accomplishments
- Status of Key Milestones and Deliverables
- Upcoming Tasks and Schedule
- Newly Identified Risks/Barriers
- Issues/Risks (including issues/risk that may impact project goals)
- Planned Risk Mitigation Strategy
- Summary of Change Requests, if any

Sierra Cedar's Project Manager will also review project progress and status with the project leads and team members for both Sierra Cedar and the City on a weekly basis.

Meetings

The City and Sierra-Cedar will participate in various meetings to review the progress of the project. The following table describes some, but not necessarily all, of the types of meetings that will be conducted, their frequency, and the proposed attendees. The schedule of these

meetings may be adjusted and updated as necessary, by mutual agreement of the Parties, throughout the project. The Parties' Project Managers will closely monitor the number and effectiveness of meetings throughout the project, agreeing upon changes necessary to achieve appropriate productivity and accomplish project objectives.

Table 10 - Meetings

Type of Meeting	Frequency	City Attendees	Sierra-Cedar Attendees
Kick-off	Once at the beginning of the project	City's Project Manager, City's project team members, and other City employees	Sierra-Cedar's Project Director and Project Manager, and Sierra-Cedar's project team
Weekly Status Meeting	Weekly, on the Workday, and at the time, mutually agreed upon by the Parties	City Project Manager / the core City Project Team Members / other invited City employees	Project Manager/ Project Team members (as necessary)
Broad Project Update Meetings	Quarterly or as needed	City stakeholders from all departments (may be part of a larger City meeting)	Project Manager/ Project Team members
Steering Committee Meetings	Bi-weekly or Monthly or as needed based on project demands mutually agreed upon by the Parties	City's Project Manager and City's project executives and project sponsors	Sierra-Cedar's Project Director and Project Manager
Project Close-out	As scheduled in the Project Schedule, at completion of every phase of the project	City's Project Manager and City's project executives and project sponsors	Sierra-Cedar's Project Director and Project Manager

Meeting Agendas

When possible, Sierra Cedar consultants will provide meeting agendas to the City Project Manager at least five business days prior to any scheduled onsite or remote session/meeting.

Meeting Agendas will include:

- Session Title
- Meeting Logistics (including Facilities/Tools/Equipment Requirements)
- Meeting Objectives
- Required Attendees
- Preparatory Tasks for the City (including, but not limited to eLearning and Documentation)
- Session Topics

Meeting Minutes

Following meetings between Sierra Cedar and City team members, Sierra Cedar will provide meeting minutes within three business days of the session/meeting, unless otherwise agreed.

Meeting Minutes will include:

- Time, Date, Participants
- Topics discussed
- Decisions made, including best practices and Sierra Cedar recommendation if different from the decision made
- Action items

Risks and Issue Log

The City and Sierra Cedar will maintain a list of risks and issues (both open and closed) that have been identified for the project. Any project risks, disputes, or late tasks shall be identified on the Risks and Issues Log.

Upon identification of project issues, risks, and key project decisions both Sierra Cedar and City team members are responsible for adding to the Risks and Issues Log. For each identified risk or issue, the following information will be captured:

- Risk / Issue Number
- Reported by/date
- Status (i.e. new, open, closed, pending)
- Module/Business Process
- Priority
- Risk / Issue
- Comments
- Findings
- Recommendations
- Resolution Assignment
- Date Tested
- Date Closed

City and Sierra Cedar Project Managers will review the Risks and Issues Log during project status meetings, or in individual meetings as needed. City and Sierra Cedar Project Managers will collaboratively assign a priority to each issue and identify the individual(s) responsible for facilitating its resolution.

City and Sierra Cedar Project Managers will review the Risks and Issues Log weekly. During the critical phases of the project, City and Sierra Cedar Project Managers will review the Risks and Issues Log on a daily basis. Issues and risks identified through the Risks and Issues Log will be resolved jointly by Sierra Cedar and the City's implementation team.

Project Communications

Sierra Cedar and the City will be responsible for developing project communications throughout the entire project. Planned communications are listed below:

- Regular project updates for broad audience (newsletter)
- Business process change communications
- Communication around important events (training, testing, go-live)

Overall, Sierra Cedar will assist in developing all project communications and share examples from past projects.

Quality Management

The purpose of quality management services is for Sierra-Cedar to validate that the overall project and specific project deliverables meet quality guidelines, as determined jointly by Sierra-Cedar and the City. The concepts upon which these services are based are listed below:

- Quality planning is the identification of relevant quality standards and determination of how to achieve them.
- Quality control involves reviewing the overall project schedule for completeness, reasonableness of tasks and assignments, reporting project status, and following a process-centric methodology.
- Quality review is the process of monitoring specific project results and deliverables to determine if they comply with the applicable quality standards.

Sierra-Cedar's quality review process is performed by the Project Director who is external to the project. The Project Director conducts periodic reviews at key milestones as specified in the plan and at the conclusion of the project. The Project Director reports the review of findings to the City Executive Sponsors, Steering Committee, and Project Managers. Other participants may include Project Team members, key stakeholders, and Sierra-Cedar consultants.

5.2 DECISION / ESCALATION RESOLUTION PROCESS

The Sierra-Cedar and the City Project Team members will be faced with making many decisions through the course of the project. The City, as the project owner, will be responsible for making decisions that impact the City's business processes, procedures, and policies, or the interpretations of legislative or administrative mandates that affect the City. In the event the City and Sierra-Cedar have differing interpretations regarding the designation of any event, requirement, measurement, scope or Deliverable as being subject to a change to this SOW, the parties shall use the following escalation procedure to resolve the dispute:

1. The issue in dispute shall be forwarded, in writing, to the City Project Manager, the Sierra Cedar Project Director, and the Sierra-Cedar Project Manager. Within three business days, or an alternative duration that has been mutually agreed between Sierra Cedar and the City, after the City's Project Manager has been notified in writing of the issue, the City's Project Manager and Sierra-Cedar's Project Manager will convene at the City's facilities and make a good faith effort to settle the dispute.
2. Should the issue not be resolved by Sierra-Cedar's Project Manager or Project Director and the City's Project Manager within the period identified above, it will be escalated, in writing (or via email) to Sierra-Cedar's Executive Sponsor and the City's Steering Committee. Such Executives shall meet at the City's facilities and attempt to settle the dispute within ten business days after their receipt of the written notice.

3. If a resolution of such dispute does not occur during such meeting or within five business days thereafter, the parties agree to elevate the dispute to the General Manager or Chief Executive Officer level of Consultant and Client's City Manager.
4. In the event the dispute is not resolved as set forth above, either Party may submit the dispute to the courts for resolution. Upon mutual agreement, the Parties may instead submit the dispute to alternative dispute resolution channels, such as non-binding mediation.

5.3 DELIVERABLE/MILESTONE ACCEPTANCE PROCESSES

Sierra-Cedar shall, on an ongoing basis, consult with appropriate City personnel with regard to intermediate versions of Work Product and Deliverables, and collaborate with appropriate City personnel on design decisions relating to the project. Final Deliverables will be submitted by Sierra-Cedar for approval to the City's Project Manager and the applicable Functional Leads. Similarly, Sierra-Cedar shall notify the City's Project Manager and Executive Sponsors when Milestones (which may involve the completion of specified deliverables) related to payment as listed in Table 13 are ready to be submitted for acceptance. Upon the City's approval pursuant to Section 4.3.1 of this SOW of any given payment-related milestone or deliverable, Sierra-Cedar shall submit an invoice to the City in accordance with the provisions of this SOW.

5.3.1 DELIVERABLE / MILESTONE APPROVAL

The City will either approve or reject Deliverables and Milestones included in Section 3. Deliverables and Milestones will be considered approved when authorized signatures are affixed by both the City and Sierra-Cedar to the Deliverable and Milestone Acceptance Certificate included in Section 10 of this SOW. If a Deliverable or Milestone is rejected, specific reasons will be stated, and both the City and Sierra-Cedar will work expeditiously to revise the Deliverable and conditions related to the Milestone. If after three iterations of the Deliverable or conditions of the Milestone having been submitted for approval, and rejected, it will be escalated via the Decision/Escalation Resolution Process outlined in Section 4.2 of this SOW.

Unless defined in the Acceptance criteria for a Deliverable or Milestone, the City will have five business days to review and take action on submitted final Deliverables. If the City fails to act within the allotted time, Sierra-Cedar shall notify the City of its failure to respond. If the City does not respond within a total of ten business days, Sierra Cedar will notify the Steering Committee members. If the City does not respond within five additional business days, the City will be deemed to have accepted the Deliverable or Milestone. If the City does not approve the Deliverable or Milestone, it must provide in writing to Sierra-Cedar the deficiencies in the Deliverable or Milestone. Sierra-Cedar will then have three business days or as mutually agreed between the City and Sierra Cedar to take corrective action on the Deliverable or Milestone and resubmit to the City for approval. If Sierra-Cedar disputes the Deliverable or Milestone is deficient, it will escalate this to the project management team for additional action, following the Decision/Escalation Resolution Process outlined in Section 4.2 of this SOW.

5.3.2 PAYMENT ACCEPTANCE

Sierra-Cedar will generate invoices for all approved Deliverables and Milestones listed in Table 13 as outlined in the Payment Section 8 of this SOW.

5.4 SYSTEM ACCEPTANCE

5.4.1 GO-LIVE AUTHORIZATION

“Go-Live Authorization” means the City’s execution of the Certificate of Go-Live Authorization, which specifies the mutually agreed upon Go-Live Date and will be issued only upon resolution of all Critical and Urgent Defects and a mutually agreed upon plan for resolution of non-Critical and non-Urgent Defects from User Acceptance Testing (“Pre-Live” Testing). The tasks and responsibilities for User Acceptance Testing are set forth in greater detail in Section 3.4.1 and Table #7/Deliverable Number 17. Sierra-Cedar will present the City with the Certificate of Go-Live Authorization when Pre-Live Testing is complete. The City will have five business days to review and take action on the Certificate of Go-Live Authorization. If the City does not execute the Certificate of Go-Live Authorization, it must inform Sierra-Cedar in writing of the deficiencies in the Go-Live Authorization Certificate within the five-day period. The Go-Live will not occur absent the execution of the Certificate of Go-Live Authorization. “Go-Live” is defined as the point in time where the Cutover Plan has been executed, the system actually begins operating for the City (examples include AP checks are processed in Oracle, payroll checks are processed in Oracle, Oracle becomes the system of record for such functional areas such as personnel administration and general ledger) and is released for usage to all or part of the City’s user community.

5.4.2 GO-LIVE ACCEPTANCE

“Go-Live Acceptance” means the City’s execution of the Certificate of Go-Live Acceptance, which will be issued only upon the acceptable resolution of all Critical and Urgent Defects (except any Critical and Urgent Defects the parties have agreed to resolve post Go-Live Acceptance) and a mutually agreed upon plan for resolution of non-Critical and non-Urgent Defects that remain 30 days after the Go-Live date. Sierra-Cedar will then present the City with the Certificate of Go-Live Acceptance for review. This Certificate will not be presented earlier than 30 days after the Go-Live date. The City will follow the Deliverable/Milestone Acceptance Process in section 4.3.1.

5.4.3 FINAL ACCEPTANCE

“Final Acceptance” means the City’s execution of the Certificate of Final Acceptance upon resolution of all Critical and Urgent Rollout Defects as identified in the Post Implementation Report, all deliverables and tasks listed in this SOW, as well as any requirements or deliverables added via change orders throughout the project for which Sierra-Cedar is responsible. The criteria for Final Acceptance also include the successful execution of First Time System Events. First Time System Events include system features that under normal operation of the software would not be executed within the first 30 days of post go-live support and shall include the City’s year-end close, completion of the Comprehensive Annual Financial Report (CAFR, limited to system-related setup and reports while excluding features available in Enterprise Performance Reporting Cloud Service such as narrative statement preparation and automated workflow routing during report preparation), 1099 generation, capital asset depreciation, encumbrance rollover, interest apportionment, W-2 generation, Affordable Care Act (ACA) reporting, benefit open enrollment, benefit plan year rate updates, leave plan rollovers and cash-outs, and any required federal and state reporting as noted in the finalized Requirements Traceability Matrix (limited to system-related setup and reports while excluding features available in Enterprise Performance Reporting Cloud Service such as narrative statement preparation and automated workflow routing during report preparation). During the Calibrate phase, additional First Time Events may be added to the list above by mutual

agreement through written correspondence between the Project Managers from the City and Sierra-Cedar.

Sierra-Cedar will present the City with the Certificate of Final Acceptance, as well as the finalized Post Implementation Report, when all criteria described above have been met. The City will have five business days to review and take action on the Certificate of Final Acceptance. If the City does not execute the Certificate of Final Acceptance, it must inform Sierra-Cedar in writing of the deficiencies in the Certificate of Final Acceptance within the five-day period. If the City has not responded to the Certificate of Final Acceptance within ten business days, the Certificate will be deemed executed.

“Defect” means any failure of the delivered Services or component thereof to conform in any material respect with applicable functional requirements set forth in Appendix B or as mutually agreed during the project.

Defects found during the implementation and prior to Go-Live are categorized in the following table.

Defect Category	Description
Critical	A portion of the system is not operable until the defect is resolved. An acceptable workaround long-term has not been identified. An acceptable short-term workaround may or may not have been identified.
Urgent	A portion of the system is negatively impacted until the defect is resolved. An acceptable long-term workaround has not been identified. An acceptable short-term workaround may or may not have been identified.
Standard	A portion of the system is negatively impacted until the defect is resolved. An acceptable long-term workaround has been identified.
Low	A portion of the system is being slightly impacted in a negative manner until the defect is resolved. An acceptable long-term workaround will be deployed if necessary.

5.5 PRODUCTION SUPPORT

For the period of two months from and including the date of the Rollout 1 Go-Live as well as for the period of three months from and including the date of the Rollout 2 Go-Live, the parties will continue to conduct weekly status meetings. Sierra-Cedar will provide production support inclusive of Defect resolution, end user operating assistance, technical support, help desk support, and troubleshooting user errors. The tasks and responsibilities for Production Support are set forth in greater detail in Section 3.6.1 and Table #9/Deliverable Number 20. For the avoidance of doubt, Sierra-Cedar shall remain obligated to resolve any Defects that were identified prior to the expiration of the defined periods provided in this section or until the parties otherwise reach agreement on a resolution of the issues regardless of the expiration of the two month period for Rollout 1 and three month period for Rollout 2.

Sierra-Cedar will provide two months of production support for Rollout 1 and three months of production support for Rollout 2 which provides access to the following Sierra-Cedar resources:

- Project Manager
- Financials Functional Lead
- Procurement / Payables Functional Lead
- Projects / Grants Functional Lead
- Human Resources Functional Lead
- Payroll Functional Lead
- Time and Absence Functional Lead
- Performance / Learning Functional Lead
- Technical Lead

City resources will increasingly take responsibility for resolving Low and Standard Defects as part of the transition process of production support responsibilities from Sierra-Cedar to the City. For avoidance of doubt, any Defects assigned to Sierra-Cedar shall remain Sierra-Cedar's obligation to resolve at no additional cost to the City after the expiration of the defined Production Support periods. Sierra-Cedar will be available to provide compensated hourly production support to the City after the defined production support period ends as mutually agreed upon.

5.6 DEFECT CATEGORIES

Defects found during the Production Support Period including First Time System Events are categorized as follows and with the noted response times:

Defect Category	Description	Response Time
Critical	Preventing daily production functionality	Within 4 hours
Urgent	Preventing periodic production functionality	Within 1 business day
Standard	Impacting periodic production functionality, temporary business workaround, acceptable to the City, is available	Within 3 business days
Low	Impacting periodic production functionality, workaround is available	Within 5 business days

The parties will jointly develop and maintain a Post Implementation Report summarizing such requirements, Defects, and expected remediation actions.

- Sierra-Cedar will work in conjunction with the City staff to resolve Defects as documented in the Post Implementation Report.
- Sierra-Cedar will provide documentation and specification updates, as well as walkthroughs associated with any Defect resolution.

5.7 ISSUE RESOLUTION PROCESS

The Sierra-Cedar and the City Project Managers are responsible for tracking project level Risks and Issues throughout the project. Any stakeholder/User may raise a risk or issue. The Sierra-Cedar and the City Project Manager will regularly review the list of risk and issues as well as develop a plan for resolution including assigning the appropriate resource(s) for ownership and resolution.

The table below outlines the basic path and process for when to escalate a project issue:

Table 11 - Issue Resolution Path

From	To	Reason to Escalate
Assigned Project Team Member	Sierra-Cedar / City Project Manager	Lack of action from others needed to resolve the issue Resolution requires change in project scope, cost or schedule Lack of skills or knowledge needed to resolve the issue Cannot resolve the issue by the target date
Sierra-Cedar / City Project Manager	Steering Committee	Lack of action from others, outside the project team, needed to resolve the issue Cannot obtain needed resources with the skills or knowledge needed to resolve the issue. Unable to resolve differences with City resources relative to the appropriate resolution Project Change Order is required to resolve the issue
Sierra-Cedar / City Project Manager	Project Sponsor	Cannot reach agreement on the resolution with City Project Management Resolution will require a change in the contractually agreed upon milestones or implementation date The issue relates to regulatory requirements The issue cannot be resolved at lower levels (i.e. significant cost, change in the City business policies, etc.)

Should the project issue not be resolved in three business days either party may escalate the issue by contacting, in the case of Sierra-Cedar, the Project Director, or in the case of the City, the Business Sponsor, in writing (email). These parties shall attempt to resolve the issue by mutual agreement. If the issue is not resolved by these parties within three business days from the date of escalation, either party may escalate the issue by contacting, in the case of Sierra-Cedar, the Executive Sponsor, or in the case of the City, the Project Executive of at least managing director level and not involved on a day to day basis with the project, in writing. These parties shall attempt to resolve the issue by mutual agreement prior to escalating Decision / Escalation Resolution as defined in Section 4.2 of this SOW.

6. FACILITIES/TOOLS/EQUIPMENT REQUIREMENTS

The following are the minimum facility requirements that Sierra-Cedar needs in order to properly deliver the Services identified in this SOW. The City will be responsible for providing these facilities to Sierra-Cedar prior to work being initiated. The City will also be responsible for all costs associated with use of its facilities, including all charges incurred by the City from third parties for the installation and use of telephones and network connections for project purposes only.

Facilities provided by the City for the Project team hereunder will only be accessible to Sierra-Cedar's authorized personnel, authorized City personnel, and City-authorized third parties. The office areas provided by the City will be fitted by the City with locks, card key entry, or electronic security pads, as the City deems appropriate for security purposes. The City will also provide Sierra-Cedar with reasonable access to the City's conference rooms, cafeterias, parking, and other similar facilities, at no charge or at a charge commensurate with that charged by the City to its own employees.

Sierra-Cedar requires the following facilities and equipment for its Project Team, while onsite at the City's facilities during the project:

Table 12 - Facilities, Tools & Equipment

Facility/Tool/Equipment	Description
Individual Workspace	Each onsite Sierra-Cedar consultant will need a workspace. Whether all Sierra-Cedar personnel are grouped together or distributed in the various City business areas is up to the City and how its available workspace is allocated. It is recommended that the functional consultants be located with their City counterparts, if possible.
Computer	Each of Sierra-Cedar's personnel will have an individual laptop for accessing personal email and productivity.
Email / Scheduling Tools	Guest access through MS Teams and access to the City's SharePoint site will be made available to Sierra Cedar consultants.
Conference Rooms	The City will provide at least one conference room dedicated to the project, for conducting project meetings. A speakerphone should be available in the conference room(s).
Internet / Network Access	Each consultant workspace should have access to an electrical plug and access to available WIFI.
Copy Machines	Access to copy machine for project purposes.
HVAC	Heating and air conditioning available and working in all work areas being provided.
Lights and Temperature Control	Lights and temperature control available and working in all work areas.

7. SECURITY REQUIREMENTS

7.1 FACILITIES

The City will provide Sierra-Cedar with appropriate security access to the City's designated work location throughout the term of this SOW. Office hours at the Project Team Site in the City's Building are from 8:00 a.m. to 5:00 p.m., Pacific Time, each Monday through Friday, excluding City holidays. Sierra-Cedar's personnel will have access to their work areas in this building during these times. Additionally, the City will provide Sierra-Cedar resources remote access to Oracle environments and collaboration tools such as SharePoint.

7.2 PERSONNEL

The City will provide appropriate security access to Sierra-Cedar project personnel for all areas for which such access is required, within, for any given member of Sierra-Cedar's project team, three business days after such person's assigned start date.

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8. ENGAGEMENT ASSUMPTIONS

The successful implementation of Oracle Cloud modules is based on the following requirements and assumptions. Should any of these assumptions not hold true during the course of the project, Sierra-Cedar may request a change order or initiate the Decision/Escalation Resolution Process in Section 4.2 of this SOW.

1. Sierra-Cedar assumes that the City resources will have the appropriate City subject matter expertise, be available as required, and be empowered to make decisions regarding the requirements, configuration, and operation of the system. Timely decision making by the City will be crucial to meeting the estimated time and costs in this SOW, as such, the City will make every reasonable effort to make critical decisions in a timely manner (within three business days or as mutually agreed between Sierra-Cedar and the City) so as not cause delays to the project schedule.
2. The City will implement leading public sector practices as provided by the delivered software. Where variances occur between software functionality and current the City business processes, the City will adapt business processes to be compatible with the standard application functionality. To the extent that deficiencies exist in the software that prevent the City from utilizing standard functionality to meet a requirement, Sierra-Cedar will work with the City to develop appropriate work around solutions.
3. The City will make any known existing documentation available so that it can be reviewed before and during the project implementation. This includes, at a minimum, Business Process Documentation and Legacy System User Manuals.
4. The City will drive the project towards a common set of business processes for all divisions/departments in scope. The City will be responsible for resolving conflicting requirements between City divisions/departments during the project in a timely manner.
5. Sierra-Cedar cannot be held responsible for project delays beyond its control which are caused by the City or any third parties. To the extent additional Sierra-Cedar costs result due to these delays, a change order may apply.
6. Our proposed project timeline, staffing, pricing, scope, and assumptions are based on the City's stated objectives and specifications included in the RFP and subsequent clarifications provided to us. If the specifications or assumptions upon which we have relied change during the course of the project, a change order may result. The following Oracle Cloud Applications configuration assumptions are provided based on the information provided to Sierra-Cedar during the RFP process:
 - Bi-Weekly Payroll processing will be enabled for one state (California) and one Tax ID (FEIN) encompassing approximately 1,214 employees (including approximately 914 full-time and up to 300 part-time, temporary/contract, and seasonal) encompassing 10 MOUs requiring approximately 437 pay codes.
 - Absence Management functionality will be enabled following FMLA, California, and Union guidelines for leave accrual (including sick, personal, vacation). All absence management accrual policies and rules will be finalized prior to the end of the Calibrate Phase.
 - All benefit plans and rules (such as medical, dental, vision) will be finalized prior to the end of the Calibrate Phase of the HCM Rollout.
 - Time Management will include time entry codes (policies/rules) calculated within Oracle Time and Labor Cloud in order to process payroll. All Time and Labor policies and rules

for Payroll processing pay elements will be finalized prior to the end of the Calibrate Phase of the HCM Rollout.

- The City will contract separately with ADP for services to support quarterly tax reporting, if determined in the Calibrate phase.
 - Single Sign-On (SSO) setup and deployment is completed by Oracle via a Service Request logged with Oracle Cloud Managed Services. The City is responsible for the coordination of activities and deployment of SSO in working with Oracle Cloud Managed Services with assistance from Sierra-Cedar.
 - Annual volumes are as follows for estimating data conversions (plus or minus 10%):
 - 254 Active GL Accounts (Across 29 Funds)
 - 1,000 Blanket Purchase Orders
 - 425 Purchase Orders (One-time)
 - 6,500 Vendor Invoices
 - 6,940 Active Vendors
 - 9,248 Active Customers
 - 1,400 Inventory Items
 - 9,028 Active Fixed Assets
 - 1,214 Employees (including approximately 914 full-time and up to 300 part-time, temporary/contract, and seasonal)
 - 44 Benefit Plans
 - 639 Job Classifications
 - 1,225 Active Positions
7. To the extent the project is delayed by a minimum of two weeks due to third party application bug(s), defect(s), or delay(s) where a mutually agreeable workaround isn't an option, Sierra-Cedar will have the option to partially disengage its impacted resources until such time that the third party provides fix(es), update(s), or workaround(s) acceptable to the City at which point Sierra-Cedar resources will resume work as soon as reasonably possible. Sierra-Cedar will provide at least one week notice of potential disengagement. Notwithstanding, prior to and during disengagement, the City and Sierra-Cedar will actively communicate, collaborate and plan for minimizing the effect of disengagement. Whether or not Sierra-Cedar has disengaged as permitted in this paragraph, Sierra-Cedar will advocate for the City with the applicable software vendor in communicating the application bug and/or defect and requesting assistance in resolution. In addition, the City will work aggressively with the third party to promote a timely resolution to the application bug(s), defect(s), or delay(s).
8. The City and Sierra-Cedar will each assign an Executive Sponsor and establish a joint project management team. The Sierra-Cedar Executive Sponsor will oversee all resources, deliverables, and commitments that are the responsibility of Sierra-Cedar and will validate appropriate collaboration across entities. The City Executive Sponsor will actively advocate and support this project and will oversee the resources and commitments of the City and validate the appropriate collaboration across entities.

9. Sierra-Cedar and the City will share project management responsibilities. The City Project Manager will serve as the single point of contact for City correspondence related to the mechanics of the project deliverable approval process. Review and approval of deliverables will be performed in a timely manner (within three business days or as mutually agreed between Sierra-Cedar and the City) so as not to cause delays to the project schedule.
10. Decisions made during Phase 1 – Calibrate will be the basis for subsequent implementation tasks. The completion of the System Design with Configuration Requirements Document will be a critical milestone for the project, and City approval of the System Design with Configuration Requirements Document as a Deliverable will be requested prior to the start of full development and configuration activities for the implementation. A change of a substantial nature may increase the project schedule, scope, timeline, personnel requirements. To the extent that such a change incurs actual additional costs to Sierra-Cedar, such as a project schedule extension or adding of additional staff to the project, such changes may be subject to the Change Order Process.
11. Sierra-Cedar's pricing for this SOW anticipates an October 2019 start date and the associated timeframes that are identified in this SOW.
12. Sierra-Cedar's project team will be on site an average of two weeks out of every four weeks with developers working 100% off-site.
13. The City has sole responsibility for the networking and telecommunications environment in supporting Oracle Cloud Applications. Sierra-Cedar will not be responsible for project delays resulting from the networking and telecommunications environment.
14. The City will have the associated Oracle Cloud environments procured (from Oracle or another party) and available at the project start and the environments will remain available throughout the project duration.
15. If needed, the City will be responsible for verifying that User training complies with the Americans with Disabilities Act of 1990, as amended ("ADA"). Sierra-Cedar will work with the City as a contributor and advisor to assist the City with meeting ADA requirements. This means that Sierra-Cedar will not be responsible for ADA compliance with respect to the City's facility; nor will Sierra-Cedar have primary responsibility for ADA compliance with respect to training materials / documentation and training delivery. The issues for which Sierra-Cedar will not be responsible includes, but is not limited to, responsibility with respect to: (i) disabled classroom and bathroom access; (ii) Braille training and hard-copy documentation; (iii) Braille display or sight enhancement capabilities; and (iv) deaf or hard of hearing adaptation or assistive devices. (This paragraph only pertains to ADA compliance for end-user training. It does not pertain to ADA compliance with respect to implemented software accessibility, as to which Sierra-Cedar assumes no responsibility.) The City will provide the necessary training facilities, along with the required training scheduling tools, for end-user training and train-the-trainer training. Additionally, the City will be responsible for producing any printed training materials for the Users.
16. The City will contract with Oracle for the Cloud Application licensing, ADP for services to support quarterly tax reporting, and Can/Am Technologies for services and application licensing related to the Teller Cashiering functionality.

9. PAYMENT SCHEDULE

9.1 FIXED FEE PAYMENT

Sierra-Cedar will provide the Services and Deliverables described in this Statement of Work on a fixed fee basis, in accordance with the payment schedule set forth below. The total fixed fee for this project is \$3,842,500. Any changes to scope and fees will be documented in a mutually agreed upon Change Order. **Travel and lodging expenses for the Sierra-Cedar personnel are included in these Fees, and no expenses shall be separately reimbursed hereunder.**

Sierra-Cedar will invoice the City according to the payment schedule set forth in the Fixed Fee Schedule table below. All payments shall be due within 30 days of the City's receipt of Sierra-Cedar's electronic invoice which will be accompanied by the related Acceptance Certificate associated with the deliverable or milestone listed in Table 13 below.

Table 13 - Fixed Fee Schedule

ROLLOUT 1 AND 2 JOINT DELIVERABLES					
DELIVERABLE #	DESCRIPTION	PAYMENT AMOUNT	RETAINAGE	PAYMENT RELEASE	TARGET DATE
1	Kickoff and Mobilization	\$ 75,000	\$ (7,500)	\$ 67,500	October 2019
2	Project Charter	\$ 25,000	\$ (2,500)	\$ 22,500	October 2019
3	Project Schedule	\$ 110,000	\$ (11,000)	\$ 99,000	October 2019
4	Deliverable Acceptance Plan	\$ 25,000	\$ (2,500)	\$ 22,500	November 2019
5	Requirements Traceability Matrix	\$ 125,000	\$ (12,500)	\$ 112,500	November 2019
6	Organizational Readiness Assessment	\$ 105,000	\$ (10,500)	\$ 94,500	November 2019
ROLLOUT 1 - CLOUD ERP DELIVERABLES					
DELIVERABLE #	DESCRIPTION	PAYMENT AMOUNT	RETAINAGE	PAYMENT RELEASE	TARGET DATE
11A-ERP	Configuration Requirements (Draft)	\$ 25,000	\$ (2,500)	\$ 22,500	December 2019
7-ERP	Conversion Inventory and Plan	\$ 83,750	\$ (8,375)	\$ 75,375	December 2019
8-ERP	Interface Inventory and Plan	\$ 83,750	\$ (8,375)	\$ 75,375	December 2019
9-ERP	Reporting Inventory and Plan	\$ 83,750	\$ (8,375)	\$ 75,375	January 2020
10-ERP	Security Matrix	\$ 40,000	\$ (4,000)	\$ 36,000	January 2020
11B-ERP	Configuration Requirements (Final)	\$ 108,750	\$ (10,875)	\$ 97,875	January 2020
12-ERP	Functional Specifications	\$ 102,500	\$ (10,250)	\$ 92,250	February 2020
13-ERP	Training Plan / Course Curriculum	\$ 77,500	\$ (7,750)	\$ 69,750	February 2020
14-ERP	Production Support Plan	\$ 90,000	\$ (9,000)	\$ 81,000	March 2020
15-ERP	Technical Specifications	\$ 133,750	\$ (13,375)	\$ 120,375	May 2020
16-ERP	System Integration Testing	\$ 165,000	\$ (16,500)	\$ 148,500	June 2020
17-ERP	User Acceptance Testing	\$ 190,000	\$ (19,000)	\$ 171,000	August 2020
	ERP UAT Retainage Release			\$ 23,250	August 2020
18-ERP	Cutover Plan	\$ 90,000	\$ (9,000)	\$ 81,000	August 2020
19-ERP	End User Training	\$ 127,500	\$ (12,750)	\$ 114,750	August 2020
20-ERP	Production Support Completion	\$ 102,500	\$ (10,250)	\$ 92,250	October 2020
	ERP Go-Live Acceptance Retainage Release			\$ 112,750	October 2020
ROLLOUT 2 - CLOUD HCM DELIVERABLES					
DELIVERABLE #	DESCRIPTION	PAYMENT AMOUNT	RETAINAGE	PAYMENT RELEASE	TARGET DATE
11A-HCM	Configuration Requirements (Draft)	\$ 30,000	\$ (3,000)	\$ 27,000	February 2020
7-HCM	Conversion Inventory and Plan	\$ 81,250	\$ (8,125)	\$ 73,125	February 2020
8-HCM	Interface Inventory and Plan	\$ 81,250	\$ (8,125)	\$ 73,125	February 2020
9-HCM	Reporting Inventory and Plan	\$ 87,500	\$ (8,750)	\$ 78,750	March 2020
10-HCM	Security Matrix	\$ 87,500	\$ (8,750)	\$ 78,750	April 2020
11B-HCM	Configuration Requirements (Final)	\$ 118,750	\$ (11,875)	\$ 106,875	May 2020
12-HCM	Functional Specifications	\$ 112,500	\$ (11,250)	\$ 101,250	June 2020
13-HCM	Training Plan / Course Curriculum	\$ 87,500	\$ (8,750)	\$ 78,750	July 2020
14-HCM	Production Support Plan	\$ 100,000	\$ (10,000)	\$ 90,000	July 2020
15-HCM	Technical Specifications	\$ 150,000	\$ (15,000)	\$ 135,000	August 2020
16-HCM	System Integration Testing	\$ 225,000	\$ (22,500)	\$ 202,500	October 2020
17-HCM	User Acceptance Testing with Parallel Payroll	\$ 300,000	\$ (30,000)	\$ 270,000	January 2021
	HCM UAT Retainage Release			\$ 23,250	January 2021
18-HCM	Cutover Plan	\$ 150,000	\$ (15,000)	\$ 135,000	February 2021
19-HCM	End User Training	\$ 150,000	\$ (15,000)	\$ 135,000	March 2021
20-HCM	Production Support Completion	\$ 112,500	\$ (11,250)	\$ 101,250	June 2021
	HCM Go-Live Acceptance Retainage Release			\$ 140,500	June 2021
	Final Deliverable Acceptance Retainage Release			\$ 84,500	June 2021
	Total	\$ 3,842,500	\$ (384,250)	\$ 3,842,500	
Optional	Oracle Cloud Project Performance Management Implementation	\$ 145,000		\$ 145,000	
Optional	Oracle Enterprise Performance Reporting Setup & Enablement	\$ 37,500		\$ 37,500	
	Total	\$ 4,025,000	\$ (384,250)	\$ 4,025,000	

Payment Number is not intended to establish order of payment.

The City shall retain 10% of each Deliverable Payment as indicated in the Fixed-Fee Schedule. The City will pay the Retainage Release Payment amounts in accordance with the acceptance

of deliverables indicated in Table 13 – Fixed Fee Schedule. In case of termination of this SOW by the City, retention on any accepted deliverables shall be released and paid to Sierra-Cedar.

Final Deliverable Acceptance is defined as the City's completion of signed Acceptance Certificates (template provided in Section 11) for Rollout 1 and Rollout 2 milestones and deliverables #1 to #20 in Table 13 – Fixed-Fee Schedule.

Optional Service #1

Optionally, the City can add an implementation of Project Financials Cloud Service, Project Contract Billing Cloud Service, and Grants Management Cloud Service (Optional) for Rollout 1 on a fixed-fee basis of \$145,000 including any travel and lodging expenses. The City must indicate acceptance of the implementation of these applications in writing no later than the conclusion of the Calibrate phase of Rollout 1.

Optional Service #2

Optionally, the City can add the implementation/configuration of the Oracle Enterprise Performance Reporting Cloud Service (EPRCS) on a fixed-fee basis of \$37,500 including any travel and lodging expenses. The City must indicate acceptance of the implementation of these applications in writing no later than the conclusion of the Validate phase of Rollout 1.

The EPRCS implementation activities shall include:

- Assist the City with the configuration of EPRCS single sign - on security.
- Assist the City with the configuration of EPRCS user security provisioning.
- Develop EPRCS Microsoft Word based Training Guides including;
 - Performance Reporting End User Training Guide (up to 30 pages).
 - Performance Reporting Administration Training Guide (up to 30 pages).
- Perform EPRCS Training for up to 10 users for the following;
 - Performance Reporting End User Training Guide (up to 4 hours).
 - Performance Reporting Administration Training Guide (up to 16 hours).
- Interactively assist the City with the configuration of a single Reporting Package for the following;
 - Reporting Center Properties
 - Configuration of Reporting Package Style Sheet
 - Upload Custom Fonts (up to five)
 - Development of Word or Excel Doclets (up to five).

Sierra-Cedar does not accept payment by credit card or purchasing card. Remittance shall be made to the following address:

Sierra-Cedar, Inc.
PO Box 402521
Atlanta, GA 30384-2521

DRAFT

10. CHANGE ORDER REQUEST FORM

PROJECT NAME AND CONTROL NUMBER:	
REQUESTOR:	
ORGANIZATION:	
DATE OF REQUEST:	
PROPOSED CHANGE(S) AND REASON/JUSTIFICATION FOR CHANGE (INDICATE URGENCY LEVEL)	
URGENCY LEVEL: <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW	
DESCRIPTION OF CHANGE	
IMPACT OF COST/MILESTONES(S):	
IMPACT ON PERSONNEL:	
IMPACT ON OTHER RESOURCES (E.G., CITY'S HARDWARE, INFRASTRUCTURE, ETC.):	
IMPACT ON SCHEDULE:	
IMPACT ON REQUIREMENTS:	
IMPACT ON COST:	
ASSUMPTIONS / RISKS	

ALTERNATIVES TO PROPOSED CHANGE(S) (IF ANY)
SUMMARY OF TOTAL IMPACT OF CHANGE
PERSONNEL:
OTHER RESOURCES:
SCHEDULE:
REQUIREMENTS:
COST:

REQUIRED APPROVALS:

REVIEWER NAME	DEPARTMENT	DECISION	DATE
		<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	
		<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	
		<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	
		<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	

This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Services.

Sierra-Cedar Approval

Date _____

City of Sunnyvale, CA Approval

Date _____

11. DELIVERABLE AND MILESTONE ACCEPTANCE CERTIFICATE

SIERRA-CEDAR ACCEPTANCE CERTIFICATE			
CLIENT NAME:	City of Sunnyvale, CA		
PROJECT NAME:			
SUBMITTED FOR:	<input type="checkbox"/> PARTIAL COMPLETION <input type="checkbox"/> FULL COMPLETION		
TO BE COMPLETED BY SIERRA-CEDAR			
Date Submitted:		Submitted by:	
Date Requested for Response:			
Submitters email:		Submitter's Phone #	
Milestones Achieved and Basis for Acceptance	Task/Deliverable Number: Basis:		
Documents attached, if any:			
Amount	\$		
Signature		Title: Project Manager	
TO BE COMPLETED BY CITY			
Date Returned:	/ /		
Returned by:			
Reviewers email:		Reviewer's Phone #	
Action Taken:	<input type="checkbox"/> ACCEPT <input type="checkbox"/> REJECT <input type="checkbox"/> OTHER:		
If rejected, please indicate reason:	<input type="checkbox"/> Supporting documents are incomplete <input type="checkbox"/> Project Management Team disagrees with information provided <input type="checkbox"/> More information is needed (see below) <input type="checkbox"/> Other (see below)		
If rejected, other comments			
Other Comments, if any:			
Documents attached if any:			
Other:			
Authorized Signature		Title: City Project Manager	

Signature page to follow:

DRAFT

The Parties represent that the undersigned are representatives of the Parties authorized to sign this SOW.

IN WITNESS WHEREOF, the Parties have caused this SOW to be effective as of the SOW Effective Date.

City of Sunnyvale, CA**Sierra-Cedar, Inc.**

Authorized Signature

Kent Steffens

Printed Signature

City Manager

Title

Authorized Signature

Kevin Bryant

Printed Signature

General Manager, Public Sector

Title

ATTEST:

Authorized Signature

David Carnahan

Printed Signature

City Clerk

Title

Approved as to Form:

Authorized Signature

Printed Signature

City Attorney

Title

APPENDIX A: CHANGE ORDER RATE DETAILS

Hourly Rates for Additional Work Requested

Any additional work requested by the City that falls outside the scope of this Statement of Work will be billed the rates outlined in Table 14.

Table 14 - Sierra-Cedar Change Order Rates

Sierra-Cedar Role	2019 Rate Per Hour	2020 Rate Per Hour	2021 Rate Per Hour
Project Manager	\$160	\$170	\$180
Organizational Readiness (Change Management / Training) Lead	\$155	\$160	\$165
Oracle ERP Functional Lead	\$155	\$160	\$165
Planning and Budgeting Functional Lead	\$155	\$160	\$165
Enterprise Performance Reporting Lead	\$155	\$160	\$165
Oracle HCM Functional Lead	\$155	\$160	\$165
Technical Lead	\$155	\$160	\$165
Developer	\$140	\$150	\$160
Offshore Developer	\$45	\$50	\$55

For each change order, travel related expenses, in addition to the hourly billing rates above, will be invoiced as incurred unless an alternative billing arrangement is specified in the change order.

APPENDIX B: CITY REQUIREMENTS MATRIX

DRAFT

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
D01	Document Management	General	Configure applications to support workflow processes, achieving a paperless environment, and improve ability to perform research and analysis without relying on hardcopy files.	1.3.1					
D02	Document Management	General	Configure the ability for attachment of multiple media types.	1.3.2	e.g. audio, video or images				
D03	Document Management	General	Configure the ability to automatically image and index documents created by the system including purchase orders, checks, AP & AR invoices, W2's, 1099's, etc.	1.3.4, 1.3.5	Images should be available by individual record (an individual payroll check vs. payroll check register).				
D04	Document Management	General	Configure manually scanned images to be attached to appropriate transaction records.	1.3.6	The module should prompt for scanned attachments during processing.				
D05	Document Management	General	Review City policy, and configure system for records management requirements including retention schedules. Recommended changes to policy, if required.	1.3.7	If concerns exist over long-term availability of file attachments, recommend process to ensure this information is archived for duration of retention period.				
D06	Document Management	General	Configure batch processing of images to include OCR (Optical Character Recognition) and associative images to appropriate Fusion objects.	1.3.8	For example, allow AP to scan invoices received, batch with email invoices and then perform OCR and associate with each purchase order, etc.				
D07	Document Management	General	Configure application entry screens (e.g. journal entries) to capture supporting documentation, entry origin source, system references and transaction dates.	2.1.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
D08	Document Management	General	Configure descriptive and meaningful error messages.	1.5.3					
R01	Reporting, Dashboard & Data Inquiry	General	Configure dashboards for staff and for the public that provide information regarding performance in key areas in a graphic format that can be modified by City staff. Public dashboards should be publishable to the City's web site.	1.4.1					
R02	Reporting, Dashboard & Data Inquiry	General	Configure the ability to publish and schedule for run inquiries/reports for use by other staff with system access & with results constrained based on the security profile of those users.	1.4.9, 1.4.10					
R03	Reporting, Dashboard & Data Inquiry	General	Configure the ability to notify a user-defined distribution list of an available report when report is complete and/or attach the completed report to the notification email.	1.4.11					
R04	Reporting, Dashboard & Data Inquiry	General	Recommend and configure security access within the reporting module based on security roles.	1.4.12					
R05	Reporting, Dashboard & Data Inquiry	General	Configure ability to modify existing inquiries and reports to include new data elements, and to create new reports, dashboards and data models.	1.4.13, 1.4.18					
R06	Reporting, Dashboard & Data Inquiry	General	Provide reporting capabilities to support budget and expense reporting and financial analysis including ability to address budget vs actual, expense reporting, journal reporting, and transactional reporting.	1.4.14					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
R07	Reporting, Dashboard & Data Inquiry	General	Provide the ability to develop new reports which generate accurate results	1.4.15	Results that complement those provided via canned reports and in-system inquiry.				
R08	Reporting, Dashboard & Data Inquiry	General	Develop reports per City's requirements list and assign proper security access within the reporting module based on security roles.	1.4.1	See City's Reports list.				
R09	Reporting, Dashboard & Data Inquiry	General	Configure reporting, dashboards and data inquiry to enable staff to create and/or obtain reports or to export data with minimal training or assistance from the IT Department.	1.4.2					
R10	Reporting, Dashboard & Data Inquiry	General	Configuration and role security should limit queries and reports by default to the user's organization/sub-unit.	1.4.5					
W01	Workflows	General	Provide documentation, training and collaborative development for workflow configuration so City can follow to change workflow business rules in the future.	1.2.2					
W02	Workflows	General	Configure best practice system workflows for all core financial, payroll and HR transactions (e.g. payables processing, expense approval, self-service purchasing, GL transaction approval, payroll corrections, etc.).	1.2.1					
W03	Workflows	General	Integrate Oracle workflow engine with 3 rd party e-signature application (e.g. DocuSign) across Oracle modules.	-	The City is aware of integration points for Purchasing and Contracts, and potentially the I-9 form, however other integrations may be identified to fill requirement gaps.				
W04	Workflows	General	Workflow design is based on clear business rules, promotes efficiency, supports a paperless environment and minimizes effort needed to maintain workflow.	1.2.3, 1.2.5, 1.2.8					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
W05	Workflows	General	Configure workflow notifications when user action or notification is required (via City email or worklist). Integrate notifications with City's email system.	1.2.4, 1.2.7					
W06	Workflows	General	Configure workflows to allow for review and approval on mobile devices; implement mobile solutions for workflow approval (e.g. leave requests).	1.2.9					
W07	Workflows	General	Configure workflows to allow delegation and ease delegation maintenance.	1.2.10					
W08	Workflows	General	If workflow is not available to support City requirements, provide alternative solution (e.g. eSignature integration or approval method outside of Oracle, role configuration, etc).	-	For example, in the case of A/R, workflow does not exist for self-service requisitions.				
AP01	Accounts Payable	Finance	Configure the ability to receive invoices (e.g. electronically or paper), log and queue them to staff for processing.	2.4.1, 2.4.2					
AP02	Accounts Payable	Finance	Configure security to allow appropriate staff to view vendor detailed payment history (i.e. see all PO's outstanding and payments made).	2.4.19	Both A/P staff and other City staff may need access to view this (or a subset of) information.				
AP03	Accounts Payable	Finance	Configure employee expense reimbursements, including pre-authorization of expenses, cash advances, substantiation of expenses, audit and repayment of any overages by employees.	-	The City provides several types of reimbursements (e.g. travel, tuition and misc expenses). One type is taxable to the employee (local meals). City policy may need revision.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
AP04	Accounts Payable	Finance	Configure process for the issuance of one-time payments (e.g. refunds to residents), including setup of suppliers (if required).	-	One-time payments are requested by City staff and not tied to purchasing documents. Requests must be approved prior to payment issuance.				
AP05	Accounts Payable	Finance	Configure the ability to see the current status of checks (outstanding, cleared, stop payment).	2.11.5	Staff anticipates the ability to update check status on a daily basis. Interface with bank should minimize the need for manual processes.				
AP06	Accounts Payable	Finance	Configure preparation of invoices for payment including apportionment of the invoice to specific accounts and/or splitting across multiple accounts, and then electronically route for approval.	2.4.3, 2.4.14					
AP07	Accounts Payable	Finance	Provide best practice guidance and configure the system for automated invoice review, 3-way matching, tolerances, encumbrance accounting and approval requirements. Configure the system to identify and/or flag invoices for discrepancies and internal audit.	2.4.4					
AP08	Accounts Payable	Finance	Allow payment of multiple invoices from a vendor with a single payment to the vendor and generate a remittance advice to send via the supplier's preferred delivery method.	2.4.6					
AP09	Accounts Payable	Finance	Configure the system to allow and properly account for contract retention, and for monies held in the event of a court order.	2.4.7	Contract retention is typical for construction projects and also large, deliverable-based contracts. This may be a crossover with Payables, Purchasing or other modules. When the AP payment is posted, it should be posted to both the expense account for				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
					payment and a liability account for retention. Retention rates vary (e.g. 5% or 10%).				
AP10	Accounts Payable	Finance	Configure ability to generate an image of the payment advice and attach it to the vendor record.	2.4.8					
AP11	Accounts Payable	Finance	Provide ability to designate the type of payment (paper or electronic) and provide workflow to automatically route electronic payment requests to the City's designated financial service provider.	2.4.9	Configure file feeds from Oracle to the City banking provider to issue payments, stop payments, etc.				
AP12	Accounts Payable	Finance	Configure automatic calculation of payment discounts based on supplier, purchase document or other user-specified criteria.	2.4.11	The City negotiates discounts with suppliers, or on certain purchase agreements/documents.				
AP13	Accounts Payable	Finance	Provide ability to view the purchase order image, invoice image and payment image in vendor inquiry.	2.4.10					
AP14	Accounts Payable	Finance	Provide ability to automatically calculate sales taxes as appropriate for items being paid.	2.4.12	The City's current sales tax is 9% but it may change periodically and the appropriate rate must be charged at time of sale. Provide guidance on how Oracle does this with invoice imaging. Additionally, some suppliers charge sales tax but the wrong rate, and we need to accrue the difference as use-tax.				
AP15	Accounts Payable	Finance	Provide ability to accrue State of California use-taxes on invoices, or in other instances where use-tax is identified (e.g. internal	2.4.12	For suppliers who do not charge sales tax (or charge an incorrect amount), the City must accrue				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			audit) and provide an efficient process for remitting use-taxes to the state.		and remit the appropriate sales tax to the State of CA quarterly.				
AP16	Accounts Payable	Finance	Assign or update shipping and tax amounts at time of data entry.	2.4.13	Current City practice is to assign shipping and tax at time of invoice (not on purchase document). If this is not recommended, we are open to a change in practice.				
AP17	Accounts Payable	Finance	Configure ability to short-close a purchase document.	2.4.15					
AP18	Accounts Payable	Finance	Configure the ability to set up recurring payments to a vendor.	2.4.16					
AP19	Accounts Payable	Finance	Configure the ability to generate multiple payment advices for vendors with multiple locations.	2.4.17	The City works with suppliers with multiple locations. Based on purchase document or invoice, remit to address may differ.				
AP20	Accounts Payable	Finance	Configure the ability to cancel, correct and re-issue a check.	-					
AP21	Accounts Payable	Finance	Configure pre-note process, or provide recommendations and configuration to address fraud risks, if pre-note is unavailable.	-	We understand Oracle may not offer pre-noting for payables. The City currently uses pre-notes for all electronic payment transactions.				
AR01	Accounts Receivable	Finance	Configure multiple types of receivables (e.g. receivable master items) in accordance with the City's Master Fee Schedule, each having a default distribution, price and unique interest rate terms.	2.8.1	The City produces an annual Master Fee Schedule. Both the price and distribution need to match the schedule for A/R billings. Preference is setup of items to minimize entry error. Items may have separate interest rates (e.g. 10% for an administrative citation vs. 1% for most others).				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
AR02	Accounts Receivable	Finance	Configure the ability to allocate payments to multiple invoices and/or accounts (including partial payments and 3rd party payments), and to track outstanding balances.	2.8.10 , 2.8.9	Some customers pay on behalf of multiple customer accounts, or one payment is made against multiple invoices.				
AR03	Accounts Receivable	Finance	Configure A/R customer self-service, including the ability to receive credit card payments from an on-line payment portal or POS System and automatically post the revenue and update the account balance.	2.8.11	It is our understanding the A/R module does not currently take credit card payments directly. Configuration could potentially be met by an interface from a self-service online cashiering system.				
AR04	Accounts Receivable	Finance	Configure the ability to reverse a payment and reinstate the invoice.	2.8.12	In the case of misapplied payments or insufficient funds.				
AR05	Accounts Receivable	Finance	Configure the ability to specify parent/child relationships within accounts for companies with multiple locations / divisions within the City.	2.8.13					
AR06	Accounts Receivable	Finance	Configure the ability to define and manage payment plan agreements (PPA). This includes defining expected payment dates and amounts, alerting A/R staff of breach of PPA, and ability to pull report detailing all PPAs with status.	2.8.14	A/R staff negotiates payment plans for invoices with some customers who otherwise are unable to pay. If a customer enters into a PPA, interest accrual would follow the new payment agreement due dates.				
AR07	Accounts Receivable	Finance	Configure the ability to generate notices for unpaid invoices based on user-specified criteria including 2nd letter, final demand, etc.	2.8.15	Notices would include interest accrued.				
AR08	Accounts Receivable	Finance	Configure the ability to refer individual invoices (vs. entire customer accounts) to a collection agency based on a user-defined business rule.	2.8.16	Customers are often billed for separate items over the year and are only in delinquency for a portion of their outstanding invoices. Additionally, some item types (e.g. administrative citations) may not be referred to collections and instead				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
					placed on the county property tax roll.				
AR09	Accounts Receivable	Finance	Configure the ability to track and reconcile accounts referred to outside collections agency.	2.8.17	A/R needs to be able to reconcile accounts referred to collection with Oracle to ensure our 3rd party collections vendor is attempting to collect on the correct debt.				
AR10	Accounts Receivable	Finance	Configure the ability to reverse a collection referral.	2.8.18					
AR11	Accounts Receivable	Finance	Configure the ability to process a refund check and/or to hold a credit balance.	2.8.19	A/R staff need ability to see status of checks/payments in order to process a refund.				
AR12	Accounts Receivable	Finance	Configure the ability for department staff to submit invoice requisitions for miscellaneous billings such as administrative citations, public safety fees and fines. Proposed process should be paperless, with appropriate department and A/R approval workflow, and not require additional data entry by A/R staff.	-	If Oracle does not offer role security for self-service requisition entry by departments, provide workaround for streamlined invoice request and approval process (request by department user, approved by manager).				
AR13	Accounts Receivable	Finance	Configure the ability to put an account on hold to stop interest accumulation in the event of disputes.	-					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
AR14	Accounts Receivable	Finance	Support required CUPA and county tax rolling reporting requirements (e.g. reporting on revenue and cash received by item code and period).	-		F-R11			
AR15	Accounts Receivable	Finance	Configure the ability to issue one invoice with multiple line items that may cross funds. (e.g. the system will need to post revenue and receivable to multiple funds dependent on item billed.)	-	Invoices may contain items/lines with different funds. Fund accounting must be configured correctly to book the revenue, receivable, and ultimately, cash, by fund.				
AR16	Accounts Receivable	Finance	Configure ability to accept payments through front counter point-of-sale cashiering system and update A/R module in real-time.	-					
AR17	Accounts Receivable	Finance	Configure the ability for mass-updates to customer records, invoices, etc.	-	For example, sending a batch of delinquent invoices to collections.				
AR18	Accounts Receivable	Finance	Recommend business process for tracking self-reported Transient Occupancy Taxes (TOT) owed by hotels and configure in Oracle.	-	The City receives this tax from approximately 40 hotels in the City. The amount owed is dependent on hotel sales and is self-reported on a tax return each month. Currently, staff tracks hotel payment status using a spreadsheet but would like to leverage A/R module (or				

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					other Oracle functionality) to assist in this process.				
AR19	Accounts Receivable	Finance	Recommend business process for tracking self-reported Utility Users Tax (UUT) owed by companies operating in Sunnyvale and configure in Oracle.	-	The City receives this tax from approximately 100 companies in Sunnyvale. Taxes are remitted typically quarterly, with some vendors remitting more frequently. The amount owed is dependent on sales/usage and is self-reported on a tax return each period. Currently, staff tracks payment status using a spreadsheet but would like to leverage A/R module (or other Oracle functionality) to assist in this process.				
AR20	Accounts Receivable	Finance	Recommend business process for restitution payments, including appropriate revenue recognition, owed by individuals and configure in Oracle.	-	Individuals who damage City property are ordered to pay restitution to the City. Payment terms differ from other items in the system: interest typically 0% and no deadline to pay. Payments may be made in installments by a 3rd party (California Dept of Tax & Collections) over multiple years.				
AR21	Accounts Receivable	Finance	Configure invoice, interest statement and final demand templates.	2.8.3	Preference to provide an all-in-one statement with interest accrued (same template, where possible).				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
AR22	Accounts Receivable	Finance	Configure ability to create and generate recurring invoices including the ability to specify the billing cycle and dollar amount.	2.8.4	The City has multi-year agreements in some cases (e.g. a 20 year lease agreement that changes each year, or a quarterly contract for pool use billed over 5 years).				
AR23	Accounts Receivable	Finance	Configure the ability to track agreements and supporting documentation.	-	Recommend best practice for tracking agreements (e.g. cost sharing agreements between the City and other parties).				
AR24	Accounts Receivable	Finance	Configure automatic calculation of interest on unpaid balances by item/line billed.	2.8.6	Items may have separate interest rates (e.g. 10% for an administrative citation vs. 1% for most other items billed).				
AR25	Accounts Receivable	Finance	Configure the ability to automatically recognize revenue and create receivable, with correct fund accounting, by item/line billed on creation of the invoice.	2.8.7	Invoices may contain items/lines with different funds. Fund accounting must be configured correctly to book the revenue, receivable, and ultimately, cash, by fund.				
AR26	Accounts Receivable	Finance	Configure aging and tracking receivables by customer and line distribution accounting (e.g. by fund or natural account segment).	2.8.8	A/R staff requires ability to review outstanding receivables by multiple criteria (aging, customer, item/line type, etc.).				
AR27	Accounts Receivable	Finance	Configure the ability to add internal or external notes to customer accounts and to individual invoices (e.g. payment status, outreach). Configure the ability to add supplemental attachments to invoices.	2.8.21					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
AR28	Accounts Receivable	Finance	Recommend business process for monitoring other major revenue sources with varying dollar amounts such as Property Tax and Sales Tax.	-	Currently the City handles this manually by reviewing our budget to actuals reports by revenue account.				
CT01	Cashiering & Till	Finance	Provide and configure a commercial off the shelf (COTS) point of sales system which integrates with Oracle Fusion.	2.12.1	The City requires replacement of manual registers in multiple locations with an integrated cashiering system (e.g. Finance front desk and Public Safety).				
CT02	Cashiering & Till	Finance	Configure cashiering and till management functionality to replace manual registers around the City and integrate existing point of sale systems with Oracle.	2.12.1	The City uses several cashiering point of sale systems that are part of other software (e.g. VSI, EZLinks). These systems need to be integrated with Oracle.				
CT03	Cashiering & Till	Finance	Provide standard point of sale functionality (customer display, cash drawer, etc.) and recommended needed peripherals by City location.	2.12.1 2	The City has several locations, each with distinct cashiering needs.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CT04	Cashiering & Till	Finance	Generate a revenue transmittal report for a till group, compatible with import to Oracle, including appropriate supporting documentation, breakdown by tender type of cash received for bank reconciliation, and distribution detail for coding transactions to the general ledger/appropriate module.	2.12.10	Currently, the City prepares a daily paper cash receipt by cashiering location which is used to book cash and transactions at a summary level to the general ledger. Supporting documentation should be included in the interface to GL as backup for transmittal report.	F-R12			
CT05	Cashiering & Till	Finance	Configure receipt format and generate itemized receipts according to customer's preferred delivery method (e.g. email or paper).	2.12.11					
CT06	Cashiering & Till	Finance	Generate till reports by payment type or transaction type.	2.12.9		F-R13			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CT07	Cashiering & Till	Finance	Configure integrations between cashiering system, software listed on the interfaces list, and Oracle (e.g. Oracle A/R module, Utility Billing system).	2.12.1 3	See the Interfaces list for more detail on integrations.				
CT08	Cashiering & Till	Finance	Provide the ability to identify multiple payment types including cash, check, credit card and electronic payments to facilitate reconciliation.	2.12.1 4					
CT09	Cashiering & Till	Finance	Configure the ability to reconcile a till by payment type or transaction type.	2.12.8					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CT10	Cashiering & Till	Finance	Configure the ability to define multiple tills, till groups and to group individual tills.	2.12.2 , 2.12.3					
CT11	Cashiering & Till	Finance	Configure the ability to define multiple pre-configured items and item categories within a fee schedule (licenses, permits, etc.) and to assign a default fee schedule to a till group (e.g. not all locations accept payments for all items).	2.12.4	The City's cashiering counters take payments for many items on our Master Fee Schedule. Till setup should facilitate this process and minimize incorrectly coded transactions.				
CT12	Cashiering & Till	Finance	Configure process for adding or modifying fee schedules and items.	-	The Master Fee Schedule is updated each year and changes to pricing and distributions are made. Cashiering system should facilitate maintenance of items and updating associated information.				
CT13	Cashiering & Till	Finance	Configure the ability to assign a cashier and a supervisor to a till.	2.12.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CT14	Cashiering & Till	Finance	Configure the ability to accept multiple payment types (cash, credit cards, etc.) and restrict tender type by item type.	2.12.6	Certain item types (e.g. Transient Occupancy Taxes) must be made via cash/check and cannot be paid with a credit card.				
CT15	Cashiering & Till	Finance	Credit card processing must be PCI-compliant.	2.12.6					
CT16	Cashiering & Till	Finance	Configure role security to ensure separation of duties, and recommend business process for till management and audit.	2.12.7	The City currently shares tills but is open to process revision for better controls.				
CT17	Cashiering & Till	Finance	Configure business process for accepting and later applying payments not linked to invoices, or in the case of overpayments made by a customer.	-	Cashier may receive checks that do not have a corresponding invoice or overpayments. Implementer to recommend and configure best process for handling this situation.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CT18	Cashiering & Till	Finance	Configure ability to scan, interface and/or otherwise make available any supporting documentation by transaction (e.g. scan of a Transient Occupancy Tax return or Business License Tax application).	-	Cashiers often take supporting paperwork when receiving payments and these need to be reviewed by City staff and typically are kept on record for setup or audit.				
CT19	Cashiering & Till	Finance	Provide recommendation for consolidation of credit card gateways and processors.	-	The City currently employs multiple vendors for these services and is open to consolidation, where possible.				
CO1	Contract Management	Finance	Configure ability to enter contract information including contractor information, project and task information, milestone payment schedule, payment terms, incentives, etc.	2.7.1	The City frequently executes complex (both construction and non-construction) contracts with multiple project phases with milestone payments, retainage, etc. This may be a crossover between procurement, payables or projects in some cases.				
CO2	Contract Management	Finance	Configure ability to initiate payment request based on completion of milestone and route for approval.	2.7.2	City contracts may have milestones which impact payment terms. This may be a crossover between procurement, payables or projects in some cases.				
CO3	Contract Management	Finance	Configure ability to attach and view electronic documents such as contract	2.7.3					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			status updates, emails, schedules, contract documents, etc.						
CO4	Contract Management	Finance	Provide ability to track contract status including payments, amendments, renewal status, changes in contact information, etc.	2.7.4	Tracking and updates should allow for both internal and external communications, notes, attachments, etc.				
CO5	Contract Management	Finance	Provide the ability to generate notifications based on contract expiration date (for both buy and sell contracts).	2.7.5		F-R14			
CO6	Contract Management	Finance	Implement the ability to electronically execute/amend both purchase documents and contracts using secure digital signatures.	2.7.6	All purchase documents and contracts are routed for signature. Electronic signature integration (e.g. Docusign) needs to be configured for both Procurement-initiated documents and Contracts module.				
FR01	Financial Reporting	Finance	The system must be configured to hold all data used for financial reporting, without the need for manual conversions at year-end.	-	Current practice is to convert data outside the system for financial reporting. This is a recommendation from GFOA.				
FR02	Financial Reporting	Finance	Recommend and configure business process for tracking and ensuring timely renewal of lines of credit.	2.10.4	The City renews a letter of credit every 3 years. This must be included in CAFR reporting.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
FR03	Financial Reporting	Finance	Configure the capability to prepare, publish or subsubstantially assist in the preparation of the Comprehensive Annual Financial Report (CAFR). Configuration and data structures should conform to best practice and simplify preparation.	2.13.3	Also see reports list; this requirement refers to the configuration needed to generate the CAFR using standard, out-of-the-box tools.	F-R08			
FR04	Financial Reporting	Finance	Both configuration and data structures (e.g. COA, module design) should conform to best practice standards and simplify preparation of standard, mandated reports including State Controller's Report, the Streets Report, SEFA and other standard regulatory reports.	1.4.21	Ability to generate or substantially assist in the preparation of various mandated financial reports including: reports submitted to the California State Controller's Office: Cities Financial Transactions Report (aka State Controller's Report), Annual Streets Report, and Special Districts Financial Transactions Report; Comprehensive Annual Financial Report (CAFR) reported with three accounting bases (budgetary basis, modified accrual and full accrual basis – see CAFR for more information).	F-R15, F-R16, F-R17			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
FR05	Financial Reporting	Finance	Provide recommendations and configure ability to generate management/internal financial reporting including budget to actual revenue, expenditure reporting, cash flow reporting, department, operating and project monitoring.	-	Tools should facilitate reporting across the Oracle system. Budget to actuals need to be available for both revenue and expenditure budgets.	F-R05, F-R06, F-R07, F-R23			
FR06	Financial Reporting	Finance	Enable and simplify the reporting of revenues and expenditures by function, category and type (e.g. function and natural account for CAFR and State Controller's reporting).	-	The City defines several major functions, and the State Controller has a separate function structure for revenues and expenditures falling in specific programmatic areas (e.g. Land Use and Development, Public Safety, Animal Control). The City is required to report by these functions and it is important data structures are configured to support this.				
FA01	Fixed Assets	Finance	Provide the ability to capitalize assets based on a work in process schedule over multiple fiscal years including the ability to capture a WIP balance.	2.6.1	For ongoing projects, the asset should not be capitalized until the work is fully complete. Fixed Assets module needs to accommodate for this.				
FA02	Fixed Assets	Finance	Configure the ability to track non-capitalized assets.	2.6.11	In some cases, the City may track assets under the standard reporting threshold (e.g. a laptop issued to an employee). These assets should be be capitalized or reported on our financial reports as tracking is for administrative purposes only.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
FA03	Fixed Assets	Finance	Configure ability to flag assets for creation through purchasing requisition, A/P invoice and other means (e.g. journal entries).	2.6.2	If potential fixed assets cannot be identified at requisition or purchase document issuance, invoice-level is acceptable.				
FA04	Fixed Assets	Finance	Configure the ability to capitalize one asset with multiple funding sources.	2.6.3	Example: a truck partially paid by our General Fund and an Internal Services Fund.				
FA05	Fixed Assets	Finance	Provide asset tag management or interface of data. (Optional)	2.6.4	The City is open to asset management technology that could assist in printing tags or conducting inventory. However, this is not a high-priority.				
FA06	Fixed Assets	Finance	Configure full life cycle maintenance for assets (including adjustments, transfers, disposal, retirement, etc.)	2.6.5, 2.6.7					
FA07	Fixed Assets	Finance	Configure the ability to handle asset depreciation schedules, and ability to change depreciation methodology from a point in time and recalculate the depreciation based on the remaining life of the asset.	2.6.6	The City uses straightline depreciation.				
FA08	Fixed Assets	Finance	Configure the ability to continue to use an asset beyond the end of depreciation.	2.6.8	In this case, the asset would be fully depreciated but still maintained in the system.				
FA09	Fixed Assets	Finance	Configure the ability to manage the sale of an asset, record receipt of revenue and calculate gain or loss.	2.6.9					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
FA10	Fixed Assets	Finance	Provide support for GASB-34; review and provide assistance in modifying the City's Chart of Accounts structure to support GASB-34 reporting requirements, as needed.	2.6.10	Assets are reported/treated differently under the City's 3 accounting conventions (budgetary/cash basis, GAAP/modified accrual basis, and GASB/full accrual basis). Under budgetary basis, all assets are expensed. Under GAAP/modified accrual, assets for governmental funds are expensed. Under the full accrual basis, assets in both governmental and proprietary funds are reported as assets.	F-R03			
FA11	Fixed Assets	Finance	Configure a process to reconcile the fixed assets module with source systems around the City (e.g. FleetFocus for fleet & equipment, ITD's ITSM system, EAMS).	-	This may be addressed with an interface between systems, reports or other means. Originally on interfaces list.	F-R04			
GL01	General Ledger	Finance	Review and recommend best practice design for the City's Chart of Accounts (COA) segment structure, hierarchy and values to align with application functionality and meet financial and budgetary reporting requirements.	2.1.1	The City has developed an updated Chart of Accounts (COA). Implementer review and feedback is desired to ensure it will meet the City's reporting requirements and is optimized for use across all Oracle sub-ledgers. This is a recommendation from GFOA.				
GL02	General Ledger	Finance	Provide an interface and business process to load City revenue and expenditure budgets for both operating programs and projects from the 3rd party budget system to Oracle. Budgets are loaded at the beginning of the fiscal year, with mid-year modifications happening throughout the year.	2.14.1	If needed, recommended changes to better align the City's budgeting practices and 3rd party system (Questica) with Oracle requirements. We are unsure if budgets would be loaded into both GL and PPM but are open to recommendation.	F-Int23, F-Int24			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
GL03	General Ledger	Finance	Ensure proposed GL and project budgeting configuration is compatible with City budgeting requirements.	-	e.g. Council policy, municipal code, etc. Open to revision, if needed.				
GL04	General Ledger	Finance	Proposed budget design should facilitate future migration to the Oracle PBCS budgeting system.	-					
GL05	General Ledger	Finance	Configure the ability to manage all of the City's revenues and expenditures, including the ability to define additional categories, update hierarchies and add or change values (e.g. new cost centers or revenue accounts).	2.1.1, 2.1.2					
GL06	General Ledger	Finance	Configure journal entries to support the City's multiple reporting conventions, transaction-type requirements (including one-time, recurring, allocations and distributions, and the ability to apply reversals).	2.1.3	The City is required to report under three accounting conventions (budgetary/cash basis, GAAP, and GASB 34/Government-wide). Configuration must support these conventions without manual conversions outside of the system.				
GL07	General Ledger	Finance	Configure streamlined and automated fiscal year-end closing processes for each application, including closing of revenue and expenditure accounts, posting of balances to subsequent-year beginning balances, and rolling of encumbrances.	2.1.4					
GL08	General Ledger	Finance	Provide best practice configuration, documentation and support for cost accounting, distributed purchases, payments, labor costs, operating activities and projects.	2.1.6					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
GL09	General Ledger	Finance	Configure a design which allows for and eases the reconciliation of balance sheet accounts.	-	For example, we need the ability to view the composition of balance sheets accounts, such as passthrough accounts used to hold money on behalf of developers. Other examples include: deposits payable, deposits receivable, CUPA payable, Business Improvement District payable, etc. Implementer to recommend best practice business processes for reconciling.				
GL10	General Ledger	Finance	Recommend and configure a design which allows the City to track deposits made to the City and by the City.	-	We have multiple sources of deposits (housing, performance and other deposits) and need recommendation for each on best way to administratively track these. This may be a crossover with Payables, Receivables or other modules.				
GL11	General Ledger	Finance	Provide and assist in configuration to address and minimize the need for manual interfund transfers (including project and interfund loan transfers). Provide guidance on the use of the interfund segment.	-	The City maintains a manual transfer schedule, with Accounting staff processing transfers. We want to minimize the need for manual transfers (particularly project transfers) and spreadsheets to track the schedule.				
GL12	General Ledger	Finance	Configure process and frequency for pushing sub-ledger transactions - including corrections - to the GL, and for review by Accounting staff. Process should be very clear as to when direct updates to the GL are allowed vs. updates to the sub-ledgers only.	-	City staff are accustomed to direct JEs. Sub-ledger accounting is a new process for us. For example, payroll corrections which do not impact pay (correcting where time is charged) are made to the GL and not to the payroll system.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
GP01	Grants & Project Management	Finance	Configure the ability to track grants, including funding entity, status of grant application, renewal dates, status reporting dates, grant budget by year and amount funded.	2.9.1	For some of our grants, budget is allocated by year, and unused budget is rolled forward.				
GP02	Grants & Project Management	Finance	Provide recommended scheduled and ad-hoc reports regarding project, grant and award status, including budget to actuals by date, period, etc.	2.9.9	CFDA number needs to be included for grant reporting.	F-R18			
GP03	Grants & Project Management	Finance	Configure role security to allow for management of projects, including the ability for next-tier management to designate and modify project owners.	2.9.10	For example, a project manager may grant access to select employees to charge to a project task, or a department director may re-assign ownership of a project to a different project manager.				
GP04	Grants & Project Management	Finance	Configure the ability to import and export project data to applications such as MS Project. (Optional)	2.9.11					
GP05	Grants & Project Management	Finance	Provide the ability to allocate and report indirect costs to grants in accordance with OMB regulations.	2.9.2	During indirect cost calculation, provide ability to exclude certain costs from the calculation (e.g. a direct cost that is also included in the indirect cost formula).				
GP06	Grants & Project Management	Finance	Provide the ability to track specific grant requirements such as Disabled Veteran Business Enterprise (DVBE), Local Business Enterprise (LBE), Small Business Enterprise (SBE), etc. and generate compliance reports.	2.9.3	This requirement would likely be for FEMA-related supplier procurements issued under a grant. The requirements would likely be indicated on the supplier record, however these items are reportable under FEMA grants.	F-R19			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
GP07	Grants & Project Management	Finance	Recommend and configure the ability to create projects funded by one or multiple funds, with some funding potentially from a grant.	2.9.4, 2.9.5	City Council approves all budgeted project expenditures, including money from grant awards. Budgets are established by sub-fund and project. If grant sources are awarded, they are booked as revenue to the sub-fund. PPM will need to reconcile to both the Council approved project budget, which is typically funds by one or multiple funds, and the grant award source.				
GP08	Grants & Project Management	Finance	Configuration must allow for reconciliation of project budget and actuals to the City's budget system.	-	The City currently uses Questica for preparing budgets. PPM and the GL need to reflect project budgets and any mid-year modifications to project budgets. Questica needs to sync back actuals from the financial system.				
GP09	Grants & Project Management	Finance	Configure the ability to create multiple tasks per project and include budgeted amount per task.	2.9.6	If a project has multiple phases or components, budget may be further broken down and charges made to a more granular task level.				
GP10	Grants & Project Management	Finance	Configure the ability for staff to charge actual labor costs to projects (i.e. an employee should be able to record time spent on a project on his/her timecard with the hours and salary posted to the project.)	2.9.7, 3.5.1	In particular, we are concerned about the cross-over between HCM OTL/Payroll and PPM.				
GP11	Grants & Project Management	Finance	Configure the ability to identify by grant whether certain expenditure types (e.g. over-time hours) can be reported per grant requirements.	2.9.8	Configure reportable charges based on grant restrictions. If non-eligible charges are booked to a project that is grant funded, those would be paid by other City funding sources.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
GP12	Grants & Project Management	Finance	Configure ability to re-book incorrect charges to or from projects and operating programs.	-	Crossover between HCM/OTL/Payroll and GL/PPM.				
GP13	Grants & Project Management	Finance	Recommend configuration for administration of debt service.	-					
IN01	Inventory & Warehouse	Finance	Configure ability to establish, maintain and obsolete inventory items manually, directly through purchase process and through other means such as RFID scanning.	2.5.1					
IN02	Inventory & Warehouse	Finance	Provide the ability to manage inventory at multiple locations.	2.5.9	Currently the City has a single inventory location (Central Stores). However, configuration should allow for additional locations, if desired.				
IN03	Inventory & Warehouse	Finance	Configure electronic form requests, workflow review and approvals.	2.5.10	Inventory ordering, changes to inventory counts, issuance should have appropriate workflow review and approval.				
IN04	Inventory & Warehouse	Finance	Configure ability to manage tools and to apply billing for use by hour, day, project, etc. to programs and projects.	2.5.11	The City is interested in exploring this functionality but does not currently rent tools.				
IN05	Inventory & Warehouse	Finance	Provide the ability to appropriately account for inventory values, to expense issued inventory to the correct distribution code (program or project) and to record appropriate transactions to the general ledger.	2.5.8					
IN06	Inventory & Warehouse	Finance	Configure ability to run inventory valuation by weighted averages or FIFO at month end,	2.5.13	Inventory purchased but not yet paid for should not be included in the value of inventory				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			and to accurately report inventory value to GL.		reported to the GL.				
IN07	Inventory & Warehouse	Finance	Configure and document the process to reconcile inventory at year-end, at other specified intervals, and on-demand, including the ability to track and report on inventory loss.	2.5.14 , 2.5.17	Current City practice is an annual inventory count, but City is open to more frequent counts, if recommended. Inventory loss is one of the City's performance measures.	F-R21			
IN08	Inventory & Warehouse	Finance	Provide the ability to categorize and analyze inventory cost and usage based on user-defined classification systems.	2.5.15	This requirement could be met through reporting.	F-R20			
IN09	Inventory & Warehouse	Finance	Configuration should facilitate timely vendor deliveries based on Just in Time (JIT) techniques.	2.5.16					
IN10	Inventory & Warehouse	Finance	At point of re-order, system should indicate order has been placed so manual tracking does not need to be kept.	2.5.7					
IN11	Inventory & Warehouse	Finance	Recommended and configure process for surplus disposal, including for unused inventory items, such as sealed bids, auctions, negotiated sales, trade-ins, donations, etc.	2.5.5, 2.5.18	Inventory disposal is primarily handled through return to vendor or direct expense to departments. However, Central Stores oversees surplus disposal for the City. This requirement refers to Citywide surplus disposal.				
IN12	Inventory & Warehouse	Finance	Configuration to allow for multiple item types and/or allow sub- categories under parent item.	2.5.2					
IN13	Inventory & Warehouse	Finance	Capture the requesting employee ID number for inventory orders.	-	Whether miscellaneous issue or other method, capture requesting employee information on inventory orders.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
IN14	Inventory & Warehouse	Finance	Ensure configuration allows for inventory items returned by staff to Central Stores.	-					
IN15	Inventory & Warehouse	Finance	Support the purchase of inventory items via purchase order or purchasing card.	-	If Oracle cannot accommodate purchasing card usage for inventory items, please propose a workaround process. The City can minimize purchasing card usage but certain stores will not allow POs.				
IN16	Inventory & Warehouse	Finance	Track storage/shelf life-cycles.	2.5.3					
IN17	Inventory & Warehouse	Finance	Provide barcoding/scanning of inventory.	2.5.4	RFSmart was originally proposed for scanning but cost is prohibitive given the size of Central Stores. If another option is available for cycle counts and miscellaneous issue of inventory, the City would be interested in considering.				
IN18	Inventory & Warehouse	Finance	Provide streamlined process for issuance of inventory orders either electronically or in person at the City's Central Store.	-	Central Stores takes urgent morning orders from work crews. Process design is needed to ensure streamlined issuance of inventory and appropriate tracking of items with minimal administrative burden.				
IN19	Inventory & Warehouse	Finance	Configure automated inventory replenishment at pre-defined reorder points (e.g. min-max).	2.5.6	Configuration should allow for review prior to order being placed (draft/review).				
PE01	Purchasing & eProcurement	Finance	Configure purchasing methods/processes in accordance with City requirements (e.g. Charter, Municipal Code, Administrative Policy, etc.) from requisition through surplus disposal.	2.3.1	The City is open to review/revision of City requirements in some cases, if it will optimize workflow. Additionally, configuration should include independent contractor evaluation and exemption requests.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PE02	Purchasing & eProcurement	Finance	Configure purchase document types and associated contract libraries, including one-time (PO), blanket purchase agreements and contract purchase agreements.	2.3.11	The City has a variety of contract templates for use in issuing both one-time purchase orders and blanket agreements. Some of the complexities include Maintenance Agreements which may be paid up front but contract terms are for the full year. We want to ensure these remain 'active,' even if the PO is paid.				
PE03	Purchasing & eProcurement	Finance	Review and recommend configuration for or redesign of field purchase order process.	2.3.11	GFOA recommended elimination of field purchase orders, however there are times where services must be rendered quickly (e.g. plumber to fix a burst pipe). A proposed redesign must accommodate this requirement but the City is open to alternatives to field POs.				
PE04	Purchasing & eProcurement	Finance	Configure the ability to bid and award Public Works construction contracts with support functions to include: fund encumbrance, allowance for multiple funding sources, establishing contingency amounts for release and retention, electronic bid submittal, pre-bid/active bid/post-bid requirements, and uploads of various documents including standard specifications, technical specifications, general provisions, special provisions, drawings, bid form, bid alternate items, pre-bid meeting, questions and answers, and various media file uploads (i.e. audio, video). In addition, the ability to verify the following: surety, CA State Licenses, DUNS number and Department of Industrial Relations (DIR) registration.	-	Construction contracts have historically been handled outside of our legacy purchasing system (paper). These are complex contracts with very specific requirements (including those in our City Charter and Municipal Code). Our implementer will need to review and provide best practice guidance to accommodate this process in Oracle. Additionally, eBuilder integration needs to be explored as part of meeting this requirement.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PE05	Purchasing & eProcurement	Finance	Provide reporting on current, active vendors, including vendor information (name, city of business, NIGP, contact info) for publication.	-	Purchasing distributes a list of basic vendor information publicly.	F-R22			
PE06	Purchasing & eProcurement	Finance	Configure purchasing card (credit card) process, including substantiation of expenses, manager approval, audit and repayment in the event of a personal charge.	-	The City currently contracts with Wells Fargo for Purchasing Cards. Approximately 115 City staff use p- cards and submit documentation.				
PE07	Purchasing & eProcurement	Finance	Enable duplication of requisitions for the purchase of recurring services by automatically generating a requisition/purchase order based on pre-established criteria (i.e. Health Insurance, Cleaning Services, and Leased Vehicles).	2.3.12	Provide reporting or alerts to identify POs/contracts needing expiration and facilitate simplified duplication of requisitions and/or purchase documents in the event of a standard renewal.				
PE08	Purchasing & eProcurement	Finance	Allow for the capture of external justification, notes, or comments on purchase documents. Allow for the capture of internal justification, notes, or comments in the system, viewable only by staff with appropriate role security (should not appear on purchase order).	2.3.13					
PE09	Purchasing & eProcurement	Finance	Configure streamlined and automated year-end processes for encumbrance rollover, updates to purchase document distributions and handling of payments for POs which expired at year-end but are invoiced in the months following, etc.	2.3.14	Year-end processes should be facilitated ERP-wide, however the business process for year-end updates should be documented clearly due to the complexity.				
PE10	Purchasing & eProcurement	Finance	Provide best practice guidance for use of commodity codes, logical groupings, forms and other setups to balance reporting needs with self- service use by City staff.	-		F-R24			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PE11	Purchasing & eProcurement	Finance	Configure the ability to document determination of independent contractor status and competitive procurement exemption requests.	-	The City currently uses a paper-based process to meet these requirements. We would prefer to move this tracking into the system.				
PE12	Purchasing & eProcurement	Finance	Configure integration with business license system (HDL) to ensure vendors meet City licensing requirements.	2.3.2	In lieu of an interface, a report and reconciliation process may suffice (e.g. periodic recon between HDL and Oracle).	F-Int12			
PE13	Purchasing & eProcurement	Finance	Configure the emergency procurement process, including the ability to identify emergency suppliers, expedite procurement approvals/timelines, or update the system in the event a procurement is handled offline.	-	There are several tiers of emergency procurement. In the event of a disaster, procurements may need to happen entirely on paper/offline. In other cases, procurements may need to be rushed in the system. If a disaster, procurements must comply with FEMA requirements to be eligible for reimbursement.				
PE14	Purchasing & eProcurement	Finance	Configure and facilitate the creation of bid documents (e.g. Request for Proposals (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQL), Request for Quotes (RFQ), and Request for Information (RFI)).	2.3.16					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PE15	Purchasing & eProcurement	Finance	Configure the process of receiving and opening sealed bids (electronic or paper), including bid item detail.	2.3.18					
PE16	Purchasing & eProcurement	Finance	Configure bid award functions, including split and lump sum.	2.3.19					
PE17	Purchasing & eProcurement	Finance	Configure the ability to manage pre- and post-bidding processes, including ability to manage local bid preferences, create bid tabulations, generate automatic notifications and acknowledgements of bid addenda.	2.3.20 , 2.3.21 , 2.3.22 , 2.3.24	Pre-bidding process would include notifying vendors, gathering quotes, etc. Post-bidding process would include scoring, posting intent to award or protest letters.				
PE18	Purchasing & eProcurement	Finance	Configure the ability to track insurance or other certifications at the purchase document level, including expirations.	-	Some purchase agreements include specific insurance requirements or coverage levels.	F-Int31			
PE19	Purchasing & eProcurement	Finance	Configure the ability to preclude (and/or flag) bidders from bidding who don't meet identifiable federal, state or local requirements.	2.3.23					
PE20	Purchasing & eProcurement	Finance	Configure and facilitate use of e-catalogs and e-commerce.	2.3.25	E-commerce would encompass paperless handling of procurements and supplier communications.				
PE21	Purchasing & eProcurement	Finance	Configure and allow for maintaining a library of bid specifications and proposal requirements.	2.3.26					
PE22	Purchasing & eProcurement	Finance	Configure best value proposal bidding and evaluation processes.	2.3.27	Configuration needs to comply with the City's Charter, Municipal Code and Administrative Policy requirements, or modifications would need to be proposed and approved.				
PE23	Purchasing & eProcurement	Finance	Configure the ability to track information for the entire life-cycle of the	2.3.3					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			procurement (i.e. requisition through disposal).						
PE24	Purchasing & eProcurement	Finance	Support handling large complex bids with multiple funding sources such as capital construction projects which require bonding, contractor retention, progress payments, etc.	2.3.28	Complex bids may also be non-construction, such as a multi-stage RFP for ERP services.				
PE25	Purchasing & eProcurement	Finance	Provide the functionality to conduct reverse auctions. (Optional)	2.3.29	The City does not currently conduct reverse auctions but wants to ensure we are not precluded from doing so.				
PE26	Purchasing & eProcurement	Finance	Configure the ability to create change orders, with workflow approval, for all purchase document types.	-	Change orders are requested by departments to extend purchase document expiration, add funds, update distributions, etc. Changes need to be reviewed prior to approval and may trigger additional approval requirements, such as approval by City Council.				
PE27	Purchasing & eProcurement	Finance	Configure process for stakeholder review of negotiation documents prior to bid issuance.	-	Prior to negotiation bid issuance, department stakeholders review and provide feedback on negotiation documents. Any changes requested need to be reviewed prior to acceptance.				
PE28	Purchasing & eProcurement	Finance	Configure purchasing process, including purchase document, to facilitate 3- way matching.	-	3-way matching was recommended by GFOA and is a new process for the City. Assistance is needed to find the right setups and business process for City requirements.				

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PE29	Purchasing & eProcurement	Finance	Configure requisition workflows to support the wide variety of City procurement requests.	2.3.4					
PE30	Purchasing & eProcurement	Finance	Design and configure replacement business process for internal Print Shop ordering (e.g. internal and external requests for printed and mailed materials).	-	The City's Print Shop provides internal printing and mailing of materials for the City. Approximately 40% of requests are printed in-house, with the remainder outsourced to a number of suppliers. Using Smart Forms or other process, we need to design a replacement process in Oracle to the Print Shop software.				
PE31	Purchasing & eProcurement	Finance	Configure encumbrance accounting to pre-encumber/encumber requisitions and purchases against pre-determined budgets, validate funds are available to cover the requisition, and release funds when a PO or requisition is cancelled or closed.	2.3.5, 2.3.7	The full procure-to-pay process.				
PE32	Purchasing & eProcurement	Finance	Provide the ability for Purchasing Officer or designee to override the standard approval paths when required, with appropriate notifications/reporting to higher-level management (e.g. Finance Director, City Manager).	2.3.6	In special cases, the Purchasing Officer or designee may need to process administrative or rush changes that skip standard approval processes. Provided configuration to maintain appropriate internal controls.				
PE33	Purchasing & eProcurement	Finance	Configure emails/notifications when POs and contracts are reaching a certain amount expended/% expended or are approaching expiration date.	2.3.8	This may be addressed with dashboards, reports, etc.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PE34	Purchasing & eProcurement	Finance	Configure purchasing workflow rules for dollar limits and purchase types to efficiently direct workflow approvals, allow sufficient flexibility to meet user needs and minimize system maintenance requirements.	2.3.10	Workflow design should use existing structures whenever possible (e.g. HCM position reporting hierarchy), be consistent across the City and minimize maintenance required. If possible, adding option for additional layers of approval (e.g. an override field that can be used in certain circumstances) may assist in this process.				
SU01	Supplier Management	Finance	Recommend and provide configuration to ensure that supplier information maintained meets minimum record requirements, including W9, 1099 status, banking/payment preferences, insurances, certifications (including DBE, MBE, etc.) and licenses.	2.2.1, 2.2.2, 2.2.10	The City is required to issue 1099s and other reporting to/on behalf of certain suppliers, as well as track insurance and licenses for active suppliers.				
SU02	Supplier Management	Finance	Recommend and configure vendor outreach communications, including emails and questionnaires.	2.2.9					
SU03	Supplier Management	Finance	Configure system to support creation and issuance of 1099 and independent contractor reporting forms.	2.2.4	The City is required to issue 1099s and other reporting to/on behalf of certain suppliers.	F-R01, F-R02			
SU04	Supplier Management	Finance	Configure ability to store multiple addresses, contacts and contact information for suppliers.	2.2.2, 2.2.5					
SU05	Supplier Management	Finance	Provide ability to identify, categorize and deactivate suppliers based on user-specified criteria (e.g. last payment date, etc.)	2.2.7, 2.3.15	Categories may include, for example, FEMA-approved vendors.				
SU06	Supplier Management	Finance	Configure self-service supplier registration and profile management, including commodity code advertising preferences, ability to submit address changes, etc. Recommended design to address security concerns (e.g. for	2.2.8	The City wants to ensure updates to supplier records are reviewed and fraud risks are minimized.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			changes to remittance addresses or banking information).						
TB01	Treasury & Banking	Finance	Configure the ability to recognize interest earned, post to GL, allocate to appropriate funds, and accrue at year-end.	2.10.1					
TB02	Treasury & Banking	Finance	Configure the ability to distribute and post to GL interest earnings at month end to various Funds based on Fund cash balances.	2.10.3	Interest earned on banking and investments needs to be allocated to the appropriate sub-fund. For investments, the City now has a 3rd party investment manager.				
TB03	Treasury & Banking	Finance	Configure the ability to capture from electronic statement/report investment activity (purchases, maturities, interest payments received), and post to GL.	2.10.5	This refers to investment activity by our investment administrator, Chandler.				
TB04	Treasury & Banking	Finance	Configure the ability to calculate deferred interest for loans and post to the GL (e.g. for executive mortgages).	2.10.6	In addition to executive mortgages, housing loans also need to be accounted. We understand Oracle may not have this functionality however we need assistance in designing business process.				
TB05	Treasury & Banking	Finance	Support the accounting of housing loans, director mortgage loans, and property leases, including imputed income and issuance of 1098s.	2.10.8	We understand Oracle does not have a module for this, however we need assistance in designing business process for properly accounting these transactions and reporting imputed income in W2 wages. 1098s are currently prepared in-house by staff.				

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TB06	Treasury & Banking	Finance	Accommodate management of, transactions for and reconciliation of multiple banks and bank accounts. Note: the City uses pooled cash accounts (cash for multiple City funds is managed in a single account).	2.11.1	Currently the City uses Union Bank with multiple bank accounts. Maintain integrity of fund accounting in the tracking of cash, revenue and related liabilities and receivables of each fund.				
TB07	Treasury & Banking	Finance	Configure import of bank statements to reconcile the bank accounts to the GL at the transaction level.	2.11.2	See interfaces list.	F-Int29			
TB08	Treasury & Banking	Finance	Configure the ability to import payment and revenue information from third party solutions (e.g. EZLinks, InfoSend, VSI, etc.) for all locations around the City taking cash. Recommend business process redesign to eliminate the use of paper cash receipt backup.	2.11.3	See interfaces for further detail on required interfaces. The City has several point of sales systems and processes payment transactions (cash, check, credit card, wire) in multiple locations.				
TB09	Treasury & Banking	Finance	Ability to streamline or simplify NSF check processing, including payment reversal and GL account reversal, rebill with NSF check charge and track all history on customer record.	2.11.4	Some NSF checks are not associated with A/R customers. Design needs to address this as well.				
TB10	Treasury & Banking	Finance	Configure the ability to void or reverse an electronic payment and to re-generate it as needed.	2.11.6					
TB11	Treasury & Banking	Finance	Assist in the implementation of payee positive pay, electronic payment methods, Oracle-assisted banking and associated best practice processes.	-	GFOA recommended implementation of positive pay. The City has begun the process of implementing payee positive pay.				
DH01	Desktop Hardware & Software	Technical	Implementer should recommend a browser and version compatible with Oracle Fusion, Windows 10 and Windows 7 for City of Sunnyvale.	1.1.1, 5.3.4	Any recommended third-party software should have a strong track record of compatibility with standard browsers, Oracle and Windows products.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
DH02	Desktop Hardware & Software	Technical	Provide City with the ability to maintain add-ons like SmartView and to retain compatibility with Microsoft Office 365, Outlook 365 and Windows Operating Systems.	5.3.3					
DC01	Documentation	Technical	Provide documentation for all configuration, including flowcharts, decision points, standard operating procedures (SOPs) for maintenance of configuration and identify areas where configuration impacts other modules.	-					
DC02	Documentation	Technical	Provide and maintain up-to-date System Administration/Operations documentation from configuration through post go-live, including, but not limited to: <ul style="list-style-type: none"> • Functional Design documentation • As-built documentation for configuration • As-built documentation for Administration, Operations and Maintenance 	5.4.1					
DC03	Documentation	Technical	Provide documentation required to support the generation of custom reports and the development and maintenance of information exchanges including, but not limited to: <ul style="list-style-type: none"> • Database schema • Entity-relationship diagrams • Data Dictionary 	5.4.4					
DC04	Documentation	Technical	Provide training materials, including, but not limited to: <ul style="list-style-type: none"> • Course materials that can be used by City tutors/super-users for continuing training 	5.4.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
IT01	Integrations	Technical	Develop interfaces per City's interfaces list and collaborate with City staff to document future maintenance requirements. This includes but is not limited to: Inbound Integration (File Based Loaders, Spreadsheet Loaders and Integration Cloud Service (ICS)), Outbound Integration (HCM Extract and OTBI) and Web Services.	1.5.7	See City's interfaces list.				
IT02	Integrations	Technical	Develop and collaborate with City staff to create easy-to-use transaction-specific batch loading templates across all modules to simplify users' data entry.	5.6.4					
SD01	System Administration	Technical	Configure for the capture of internal or external justification, notes or comments in all modules.	1.1.14					
SD02	System Administration	Technical	The overall solution should be integrated such that data is only entered once (single-points of data entry) and available real time.	1.1.8					
SD03	System Administration	Technical	Configure and enable mobile solutions for Oracle modules implemented.	1.1.10					
SD04	System Administration	Technical	Provide reports and documentation for role security and user roster by security role.	5.1.2		G-01			
SD05	System Administration	Technical	Configure Single Sign-On and integrate with the City's Active Directory. Provide application-managed authentication and authorization as an option in addition to Single Sign-On.	5.1.3					
SD06	System Administration	Technical	Help City to establish operational security RACI. Set up user security, role security and data access security for the RACI in collaboration with City technical and functional staff.	5.1.4					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
SD07	System Administration	Technical	Provide the ability to configure help text.	5.1.8					
SA01	System Audit	Technical	Provide the ability to generate security and audit report showing user and transaction activity detailed by timestamp providing reporting access based on user roles and authorization. Include ability to specify retention policies for underlying audit data.	5.2.1					
BE01	Benefits	HCM	Configure benefits for eligibility according to work group, bargaining unit or other employee work group, including grandfathered subgroups; and updates to benefits based on changes to employee assignment (change in bargaining unit or other work group)	3.2.4	Need to set up benefit options according to MOUs and other policies, but allow for future changes that may occur in later negotiations or policy changes.				
BE02	Benefits	HCM	Configure the ability to support unique benefit calculations & deductions by bargaining unit (different City contribution towards coverage based on bargaining unit) or different eligibility criteria, minimizing the maintenance effort (preferred to not duplicate medical plans)	3.3.3, 4.5.1	Need to set up benefit options according to MOUs and other policies, but allow for future changes that may occur in later negotiations or policy changes.				
BE03	Benefits	HCM	Configure system for electronic ACA reporting, including corrections if needed, plus configure a business process to track / measure ACA coverage requirements based on hours over employee-specific measurement periods	3.7.5, 4.1.2	Need to appropriately report for ACA requirements, plus the determination of who needs to receive an offer of coverage.	H-Int01			
BE04	Benefits	HCM	Configure benefits rules for exceptional circumstances (for example, if an	4.4.1					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			employee is on LWOP or LTD, reduced time job status (RTJS), etc.)						
BE05	Benefits	HCM	Configure the ability to reimburse select retirees a pro-rated portion of their medical premium cost, including the configuration of employee/retiree banking, medical plan and address information. This is a monthly payment, and needs business process design to determine best practice and best use of the system.	4.4.2	See section 5.540 of the Salary Resolution Design to minimize outside calculations & avoid duplication of benefit plans.				
BE06	Benefits	HCM	Configure all needed benefits plans and coverage options, including the employee and employer contribution rates, according to MOUs, policies, and other contracts. This requires compliance with federal, state and plan regulations and requirements (dependent age-out, taxability options, registered domestic partner treatment, etc.)	4.5.2	Need to meet the requirements per the MOU/policies, but want to minimize the ongoing maintenance effort where possible				
BE07	Benefits	HCM	Configure ability to enter/maintain eligible dependents and beneficiaries via employee self service for all applicable benefits plans in a manner that allows for current interface requirements.	4.5.3, 4.5.4		H-Int02, H-Int04			
BE08	Benefits	HCM	Configure the interface/report (xml file) for reporting CalPERS membership information in accordance with CalPERS requirements. This includes multi- rate assignments, new hires/rehires, terminations, changes in CalPERS contract, etc.	4.7.1, 4.7.2, 4.7.4	NOTE: CalPERS set-up and functionality is fundamental to success, so it is included here as well as on the interface list.	H-Int04			
BE09	Benefits	HCM	Configure the interface/report (xml file) for reporting CalPERS health enrollment information in accordance with CalPERS requirements. This includes the use of CalPERS' coverage dates, eligibility dates, enrollment/rescission rules, ability to use City zip code as the coverage area, etc.	4.7.1, 4.7.2	NOTE: CalPERS set-up and functionality is fundamental to success, so it is included here as well as on the interface list.	H-Int04			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
BE10	Benefits	HCM	Configure ability to reimburse employee-only cost for medical coverage if employee is on CalPERS medical direct pay and submits proof of payment.	4.4.1, 4.5.1					
BE11	Benefits	HCM	Configure self-service to allow employees to update employee information: employee life changes, beneficiary changes, benefit initial and open enrollment, benefit changes based on qualifying event, etc.	4.14.1					
BE12	Benefits	HCM	Configure business process for HR Staff to review benefits election changes prior to changes in payroll deductions being processed.	4.14.1					
BE13	Benefits	HCM	Configure system to model employee deduction amounts, including calculation for City contributions, for benefits costs, and for this information to be available to employees during benefits enrollment periods via benefits self service. Note - the City has negotiated both a medical contribution and an additional contribution (both from the City) towards employee health premium costs. These contribution rates may vary by bargaining unit.	4.14.1					
BE14	Benefits	HCM	Configure ability to make changes to benefits, including any necessary business processes. For example, open enrollment, new hires, terminations, qualifying life event, etc.. Also includes configuration of the ability to correct these (for example, when correcting an employee who had been erroneously terminated, the benefits will need to reinstate as if there had not been a termination).	4.1.6					
BE15	Benefits	HCM	Configure posting of City contributions towards benefits to the GL - either through payroll or some other business process.	3.7.1					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CR01	Core HR	HCM	Configure Compensation/Wage information in accordance with MOU negotiated requirements (hourly wage rates, steps, ranges, etc.), including the process for mass updates due to negotiated changes to pay rates or minimum wage increases.	3.2.3, 3.3.6	Need to be in compliance with the Salary Resolution and Salary Table (both of which could change in the future, so will need to understand maintenance efforts)				
CR02	Core HR	HCM	Configure multiple-rate assignments to allow for temporary/casual employees only.	3.2.6	For example, temporary staff may have concurrent assignments as clerical help and lifeguard, paid at different rates.				
CR03	Core HR	HCM	Configure fields to track information that will trigger the payment of special pay premiums, for example, certifications, licenses, language fluency, shift assignment, etc. These fields must be date effective, and allow for reporting. The addition/removal of these items need to have approvals and routing configured as well.	3.2.8, 3.3.7, 4.10.3, 4.12.3, 4.15.3	Note that pay premiums are generally restricted by criteria such as unit, group, job, position or assignment.				
CR04	Core HR	HCM	Configure employee/personnel profile to include basic demographic information, address information, photo, emergency contacts, bargaining unit, work groups, physical work location, etc. For employees with multiple periods of employment, the employment info should be in a parent-child format, and include position history.	4.1.1, 4.1.3, 4.1.4					
CR05	Core HR	HCM	Configure business process for personnel actions (new hire, rehire, promotion, demotion, transfer, status change, salary increase, etc.), including workflows and approvals, considering automation where possible. These processes must result in the maintenance of effective start/end dates for salary/pay changes, positions, etc.	4.1.5, 4.1.6	Performance evaluation ratings are a determining factor for promotion, merit increase, lateral transfer eligibility.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CR06	Core HR	HCM	Design/configure positions and position control functionality to serve the City's budgetary control needs in an efficient manner. This functionality should result in maintenance of budgeted, filled, frozen, vacant positions, including their funding source and the history of incumbents, as well as a business process to reconcile budgeted positions to the City's budget system.	4.1.7					
CR07	Core HR	HCM	Design/configure system to comply with all requirements of the City's multiple MOUs. Knowledge transfer around this must include impacts of changes, as the City will need to address future MOU negotiated changes and policy/regulatory requirements. Note: if there are any areas where the system cannot be configured to comply with requirements, the City needs to be informed with sufficient time to meet & confer with applicable bargaining units.	3.2.4	The City is interested in standardizing where possible, and therefore requires best practice recommendations from the implementer as well as identification of where current practices diverge from best practices.				
CR08	Core HR	HCM	Configure modeling tools to do what-if analysis by bargaining unit or other subgrouping (jobs, groups, positions, etc.) for negotiation purposes as well as staff reduction scenarios based on seniority ranking, bumping rights, performance evaluation rating, etc.	4.15.7 4.15.8					
CR09	Core HR	HCM	Configure multiple methodologies to determine Seniority (years of service, time in classification, time in bargaining unit, etc.)	4.15.6					
CR10	Core HR	HCM	Configure business process around updating employee records post-employment, including address changes and payment after separation.	4.13.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CR11	Core HR	HCM	Design/Configure onboarding and offboarding processes, including personnel action updates, creation of checklists to deploy or retrieve equipment and provide notices to various City work groups (IT/facilities, etc.) to generate email/voicemail accounts, building access, based on start/end dates. Configuration to include electronic completion of non-assignment specific elements by employee or HR (address, direct deposit, tax forms, I-9 compliance, backgrounding process/finger printing, etc.)	4.12.4 , 4.12.5 , 4.12.2	Note: for tax form completion - there would need to be configuration of the business process for employees who elect allowance counts that require submission to the state/federal agencies. Need verification of accepted e-signature processes (for I-9 and tax forms, etc.)				
CR12	Core HR	HCM	Configure the system to allow separated employees to have limited access to their employee data (for example, final check, W-2 documents; for management retirees, the ability to update address and banking information to be used in the management retiree medical reimbursement process). However, their access should be sufficiently restricted to secure City information.	4.14.2					
CR13	Core HR	HCM	Configure self service to allow employees to update employee information: employee life changes, employee actions / events tracking, reclassification requests, tax allowance changes, etc.	4.14.1	Note: tax allowance changes need to have a mechanism to comply with IRS/DED regulations regarding employees with a tax lock letter.				
CR14	Core HR	HCM	Configure functional employee directory accessible from the intranet, and securely accessible from the internet.	4.2.1					
CR15	Core HR	HCM	Configure interface and sync employee directory with Active Directory.	4.2.2		H-Int29			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
CR16	Core HR	HCM	Design/Configure business process for hiring manager/Personnel Liaison/HR to initiate personnel action for new hire/rehire. 2-way Integration of information with NeoGov is planned. Candidates, jobs, positions, to be included in the interface.	4.12.1	The City is interested in standardizing where possible, and therefore requires best practice recommendations from the implementer as well as identification of where current practices diverge from best practices.				
CR17	Core HR	HCM	Configure a field to note outside employment, including last certified date. This field should be updateable through ESS, with approval routing.	-					
CR18	Core HR	HCM	Configure jobs to include the following fields: Risk Code, Effective start/end dates, pre-employment physical requirements, supervisory level, EEO-4 code, VETS-4212 code, exempt/non-exempt, required licenses and certifications, plus optional licenses and certifications that create eligibility for pay premiums; whether the job is eligible for allowances (car, cell phone, tool, safety shoe, etc.), exams: audiogram DOT physicals , including next exam due date.	-					
CR19	Core HR	HCM	Configure system and/or business process to accommodate practice of allowing retiring employees to use leave balances ahead of retirement date, and allowing department to recruit and fill that position, without updating the budgeted position count.	4.1.7, 4.6.1					
LE01	Leaves	HCM	Configure pay premiums to associate with specific leaves, in accordance with MOUs	3.3.9	Some leaves have multiple pay premiums paid on them, some don't - need the ability to associate which premiums are paid on which leaves.				
LE02	Leaves	HCM	Configure eligibility for leaves in accordance with MOUs, design business process for leave management when there are eligibility changes (new hires, unit	4.6.2	Eligibility is based on MOUs and other criteria.				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			changes, transfers, promotions, separations, etc.)						
LE03	Leaves	HCM	Configure requests of leave via employee self service, based on available hours; with approval routing and notification of approval or denial	4.6.3	Need to make sure that employees don't over use leaves.				
LE04	Leaves	HCM	Configure leave accruals in accordance with MOU and City policy, but allow override of accrual rates	3.2.4, 4.6.2	Some EEs are in higher accrual tiers than they otherwise would be. Most are in accrual tiers based on their length of service.				
LE05	Leaves	HCM	Configure leave grants (that don't accrue, but are granted at specific times). Some leaves are pro-rated based on time of hire or assignment eligibility.	4.6.2	Admin leave grants based on assignment, floating holiday is pro-rated based on pay periods in the calendar year.				
LE06	Leaves	HCM	Configure leaves to 1) cash-out in the final paycheck of the calendar year, 2) be forfeited if not used in the calendar year, or 3) roll-over to the following calendar year.	4.6.2	Need to identify if different processes for different leaves is needed.				
LE07	Leaves	HCM	Configure leaves to allow employees to request cash-out of leaves in accordance with MOU/policy	4.6.3	Irrevocable elections made in the prior calendar year, and assessment of eligibility criteria at the time of cash-out.				
LE08	Leaves	HCM	Configure leave donation in accordance with the City policy. Preferably, the donated leave would be pooled in a separate leave bank/balance by intended recipient, but not visible to recipient until action is taken by HR.	4.6.7	Need to identify intended recipient (it isn't pooled for use by all recipients), but also don't want to make the hours visible to recipient until they are needed for the pay period.				
LE09	Leaves	HCM	Configure ability to view employee leave balances (both by employee and by supervisor/liaison)	4.6.4	Need visibility at time of requesting/approving usage, so need to account for future				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
					use and accrual in projected leave balances.				
LE10	Leaves	HCM	Configure ability to update leave usage with reason code and approval required, plus an alert for any leave adjustment that would result in a negative leave balance.	3.4.4, 4.6.5					
LE11	Leaves	HCM	Configure leaves to run consecutively or concurrently based on circumstances (protected leave and paid leave, etc.)	4.6.8, 4.6.9	Need to meet Federal/state requirements for protected leaves, as well as allowing employees to augment unpaid protected leave with paid leave.				
LE12	Leaves	HCM	Configure leaves for eligibility according to work group, bargaining unit, or other employee group	3.2.4	Need to set up leaves according to MOUs and other policies, but allow for future changes that may occur in later negotiations or policy changes.				
LE13	Leaves	HCM	Configure the accrual of Compensatory time to maintain the payment requirements under FLSA regulations (that CTO earned subject to FLSA must be paid at the regular rate of pay at the time of payment). Maintain CTO segregated by those hours earned subject to FLSA requirements versus those hours earned not subject to FLSA requirements.	3.5.2					
LE14	Leaves	HCM	Configure self service to allow employees to update employee information: time-off requests, cash-out requests, or to view employee information: leave taken, leave lost, leave balances, etc.	4.14.1					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
LE15	Leaves	HCM	Configure ability to track hours and days for workers compensation salary continuation eligibility and usage, including the following elements: Sworn employees, non-sworn employees, WC medical appointment, casual employee/part-time employee and light duty status/usage.	4.6.2					
LE16	Leaves	HCM	Configure rules for usage of leaves - for example, interim PML/WC during the first year or casual sick leave requirements.	4.6.2					
LE17	Leaves	HCM	Configure rules to allow up to 2 hours of WC appointment per appointment, but not allow WC medical appointment if there are no work hours for that day.	4.6.2					
LE18	Leaves	HCM	Configure ability to assign a portion of PTO accrual to the Cities 401A deferred compensation program.	3.2.2	The City's 401A plan document requires the use of varying amounts of PTO accrual hours to be used for deferred compensation for those employees enrolled in the plan. The amount of PTO accrual differs based on bargaining unit or group.				
LE19	Leaves	HCM	Configure ability to expense the accrual of paid leave time, including posting this to the GL.	3.7.1					
LE20	Leaves	HCM	Configure the ability and business process to make workers compensation leave adjustments/corrections for prior calendar years (when a previously denied WC claim is accepted), and process the associated payroll correction, including any tax corrections.	3.4.5					
LE21	Leaves	HCM	Configure system or business process to assess and as appropriate restore Casual Sick Leave to temporary employees	-					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PR01	Payroll	HCM	Configure payroll elements to correctly pay regular biweekly payroll, and as needed other payrolls (off-cycle, corrections, etc.), in accordance with state/federal requirements, MOU, policy and practice requirements.	3.1.1, 3.1.2, 3.2.1, 3.3.1	Note - if system design requires changes to MOU, policy or practice to make best use of the system, need business process and configuration explanation that allows the City to confer with appropriate bargaining units, etc.				
PR02	Payroll	HCM	Configure additional pay premiums, including eligibility determination mechanisms. Example, certification pay premium based on a the acquisition and maintenance of a certification and assignment in a particular job. These must be updateable based on future negotiated changes with effective start/end dates. Some pay premiums will be based on the hours recorded (either as a dollar amount per hour or percent of hourly pay rate) other premiums will be a flat amount irrespective of hours recorded.	3.2.4, 3.3.7, 3.3.9, 4.10.3					
PR03	Payroll	HCM	Configure the payment of leaves (cash-out) based on timing (final paycheck or last payperiod of the calendar year) and request (irrevocable election to cash-out PTO) eligibility. Note: some leaves have pay periods associated with them.	3.3.9					
PR04	Payroll	HCM	Configure the system to allow prior pay period adjustments to hours worked or leave hours used, including any associated leave accruals to be updated according to system rules.	3.4.5					
PR05	Payroll	HCM	Configure the ability to correct/adjust any payroll elements for prior pay periods (retro-active corrections), including appropriate FLSA and CalPERS evaluations and requirements.	3.4.5					
PR06	Payroll	HCM	Configure the ability to correct/adjust any benefit deductions for a prior pay	3.4.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
			period, with appropriate taxability rules applied.						
PR07	Payroll	HCM	Configure the payroll calculation to appropriately identify overtime and apply a dual-calculation methodology for FLSA assessment for non-exempt classifications per work week/period, for both regular work schedules as well as for alternative work schedules (207(k) exception, 9/80 schedules, etc.).	3.1.5, 3.3.5, 3.4.6	Dual calculation methodology is current City practice, and recommended best practice according to legal consortium to which the City participates.				
PR08	Payroll	HCM	Configure the payroll calculations to include appropriate earnings and deductions for a 27th pay in a calendar year.	3.3.10					
PR09	Payroll	HCM	Configure the system to disburse payroll payments via direct deposit, defaulting to a live check for payees without direct deposit information, or whose direct deposit information does not constitute the full net amount. Employees are not limited in the count of direct deposit accounts among which they may split their payroll payment.	3.1.3, 3.7.7		H-Int20			
PR10	Payroll	HCM	Configure payroll to comply with federal and state tax withholding and reporting requirements, including ongoing maintenance for future requirement changes.	3.1.4, 3.7.4		H-Int23, H-Int24, H-Int25			
PR11	Payroll	HCM	Configure payroll data for posting to the GL, including the cost center allocation on position and any overrides from timecards, as well as leave accruals that are expensed at the time of accrual. Configure ability to correct Payroll GL data. Design best use of the system in relation to payroll practices, governmental fund accounting and reconciliations.	3.7.1, 4.6.1	Current practice is to record all payroll entries through a separate employee payroll & benefits fund.	H-Int18			

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PR12	Payroll	HCM	Configure out of class premium pay, in accordance with MOU/policy and CalPERS requirements. Configure OOC to use the OOC position cost allocation when posting to the GL, and the ability to track and report the OOC position, the reason for the OOC (leave, vacancy, chain OOC) and whether there was an active recruitment for the OOC position (and the dates of the recruitment).	3.2.5, 3.3.7, 3.7.1	To allow the City to accurately report this information to CalPERS.				
PR13	Payroll	HCM	Configure the system to allow for payments to separated employees.	4.13.5	Examples: service awards post-retirement, corrections, etc.				
PR14	Payroll	HCM	Configure a report or interface to provide required information to the City's budget system	3.7.2	This data may be from the Payroll or other HCM modules.	H-Int12			
PR15	Payroll	HCM	Configure the system to allow for multiple open payrolls, including the simultaneous or consecutive processing of these payrolls.	3.4.3	For example: retro-active payments, regular bi-weekly, cash-out				
PR16	Payroll	HCM	Configure rule-based validation and exception-based reporting, including the enforcement of rules and the ability for applicable roles to override the rule.	3.3.2, 3.4.1		H-R06			
PR17	Payroll	HCM	Configure the system to calculate payroll based on eligibility requirements (i.e., pay status, etc.).	3.3.4					
PR18	Payroll	HCM	Configure the system to calculate payroll based on employee eligibility requirements (i.e., out of class, other premium pays, etc.).	3.3.4					
PR19	Payroll	HCM	Configure the system to calculate payroll based on eligibility criteria (i.e., overtime rules, MOU contract overtime, etc.).	3.3.4					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PR20	Payroll	HCM	Configure the system to correctly calculate payroll based on Workers Compensation inclusion - per California labor code and City salary continuation policies, including the time eligibility and taxability.	3.3.4					
PR21	Payroll	HCM	Configure a payroll paystub (print and electronic), available through employee self service, that identifies all elements that are used to calculate the payment, including gross, net, earnings and deductions, plus other key information such as leave balances, direct deposit information, year-to-date totals, etc.	3.6.1, 3.6.2, 3.6.3					
PR22	Payroll	HCM	Knowledge transfer the ability to configure the payroll paystub to update the included information and layout as requirements change.	3.6.4					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PR23	Payroll	HCM	Configure a report of all employees' payroll information available to admin staff for research and staff analysis.	3.1.6		H-R04			
PR24	Payroll	HCM	Configure voluntary and involuntary deductions, including the ability to create arrears as needed and caps that will end the deduction when the cap is reached. Preference is for the remaining balance to be viewable through self service or on paystubs.	3.3.8	Garnishments, CalPERS voluntary deductions, Benefits deductions and arrears, etc.				
PR25	Payroll	HCM	Configure the calculation of CalPERS elements to be used in deduction calculations and reporting information, including the ability to apply separate caps to PERSable wages based on classic or PEPR membership, and additional employee reportable earnings (not directly paid to employee), for example, uniform earnings, PERSable FLSA and EPMC, etc. Eligibility and rates must be changeable by bargaining unit or other employee groupings. Various additional premium pays are includable or not in PERSable wages based on classic or PEPR membership, as well as safety or miscellaneous classification, including out of class pay premiums.	3.2.5					
PR26	Payroll	HCM	Design/configure the ability to disburse and record to the GL payroll-related payments to vendors (taxes, benefit providers, voluntary/involuntary deduction organizations, etc.)	3.7.1					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
PR27	Payroll	HCM	Configure retro-active payment processing, including accurate FLSA and CalPERS evaluations, and correct posting of the payment information to the GL. Examples of retroactive payment processing reasons are: late notice of premium payments, corrections to OTL/absence usage, late compensation increases, etc.	3.4.2					
PR28	Payroll	HCM	Configure the interface/report (xml file) for reporting CalPERS payroll information in accordance with CalPERS requirements.	3.7.3, 3.8.1	NOTE: CalPERS is fundamental to success, so it is included here as well as on the interface list.	H-Int22			
PR29	Payroll	HCM	Configure system (or interface to application) to complete federal and state tax reporting quarterly and annually, including corrections if needed.	3.7.5					
PR30	Payroll	HCM	Design/configure business process to handle pay exceptions (list of exceptions to be identified/expanded during design discussions)	-					
PR31	Payroll	HCM	Design/Configure best use of Fusion to accomplish the current pay smoothing methodology for Public Safety (Police and Fire).	3.3.4	The City is interested in standardizing where possible, and therefore requires best practice recommendations from the implementer as well as identification of where current practices diverge from best practices.				
PR32	Payroll	HCM	Configure self service to allow employees to update employee information: W-4 changes, access to current and past W-2's, cash-out requests, view paystubs and paystub history, etc.	4.14.1					
PR33	Payroll	HCM	Configure business process/system to deduct overpayments or corrections following employee acknowledgement & approval	3.4.5					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
EV01	Performance Evals	HCM	Configure an evaluation template and process that can be used as an exit interview for employees	4.13.6					
EV02	Performance Evals	HCM	Configure various evaluation templates (probationary, annual, 3-month, performance improvement, 360 degree, etc.) to be completed electronically, including the ability to add job-associated performance elements and goals via a LOV, the ability for the City to designate required fields, attach supporting documents electronically, and for the initiator to request/require lead worker or peer contribution to the evaluation.	4.8.2, 4.8.4	Evaluation period dates (for annual evaluations) vary by bargaining units, for example, some units are by fiscal year (July 1 - June 30, some are march - february, etc.).				
EV03	Performance Evals	HCM	Configure automation of initiation of performance evaluations, and the workflow/approval routing of the evaluations according to City policy. The workflow/approval routing should also include reminder prompts as deadlines approach, as well as allow for comments and returning evaluation for additions/corrections.	4.8.1, 4.8.3, 4.8.5	Employee being evaluated must be in the workflow/routing path to acknowledge receipt of the evaluation. Would like the ability to use/trigger Outlook to calendar evaluation meeting per City policy.	H-Int30			
EV04	Performance Evals	HCM	Configure dashboard on status of managers with approaching or late evaluations to submit. This dashboard should be available to line managers, executives and the performance evaluation administrator, based on role security/access.	4.8.6					
EV05	Performance Evals	HCM	Configure system to allow for tracking, maintaining and reporting on: performance ratings by location, department, manager, etc.	4.8.6					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
EV06	Performance Evals	HCM	Configure/design system to allow for the tracking of Performance Improvement plans and goals.	4.8.6					
TC01	Timecards	HCM	Configure timecards to allow for positive time recording for specific employee groups based on eligibility (entry through self service)	3.5.2, 3.5.4	For employees that work non-standard schedules, or are OT non-exempt				
TC02	Timecards	HCM	Configure timecards to allow for exception time recording for specific employee groups based on eligibility (entry through self service)	3.5.2, 3.5.4	For employees that work regular schedules, and are OT exempt				
TC03	Timecards	HCM	Configure timecards to allow for recording time under special schedules, specifically 9/80 schedules, as well as additional alternative schedules	3.2.7, 3.5.7	Need hours to be recorded and assessed for FLSA per work week (and 9/80 schedules have workweeks that start mid-day & mid-week)	H-R37			
TC04	Timecards	HCM	Configure timecards to allow for capture of hours per workweek for FLSA evaluation purpose	3.4.6	FLSA hours need to be assessed per work week, and the information needs to be evaluated and included in the payroll calculation.	H-R37			
TC05	Timecards	HCM	Configure system to allow for mass entry of employee time by designated staff (centralized entry)	3.5.2	Some employees do not have regular access to computers/tablets, and their time would be entered by someone else. Need an efficient method for their entry.				
TC06	Timecards	HCM	Configure timecards to allow for entry of project information or specific cost/task information	3.5.1, 3.5.3	Position should have allocation across multiple cost centers; but need the ability to override the position allocation when				

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
					working on a project or other specific task				
TC07	Timecards	HCM	Configure timecards to allow for entry of overtime per MOU requirements	3.5.1	Some MOUs allow for OT outside of the FLSA assessment, and they will need to be able to enter OT directly				
TC08	Timecards	HCM	Configure timecards to use eligibility rules to limit the entry of time types by employee groups	3.5.3	If a time type is only eligible for one employee group, it should only appear as a possible selection for those employees - based on Core data; for example bargaining unit or position, etc.				
TC09	Timecards	HCM	Configure timecard approval routing to either a line manager or alternate approver as applicable by employee or employee group, including the business process to update the regular approver (both through and not through delegation)	3.5.5	Want ability to override the 'normal' approver, and need a process for this change to be submitted from the department, and approved by HR.				
TC10	Timecards	HCM	Configure timecard/system to allow future development of interface or integration of time from third party time recording systems	3.5.6, 3.7.8	Want to leave a future option open to develop interface for time keeping (for example, Telestaff or ITSM or ESD work order, etc.)	H-Int11, H-Int13			
TR01	Training	HCM	Configure learning management system functionality to allow the City to administer HR class offerings, class types, descriptions, class size / numbers, location, instructor information, associated dates, comments, attendance, etc.	4.10.1					
TR02	Training	HCM	Configure tracking of training and certifications required for jobs, plus management of the expiration/renewal process.	4.10.2					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
TR03	Training	HCM	Configure the process to initiate training for employees newly eligible or newly required (new employees, new managers, etc.). Process should include notification to employee and manager, scheduling, and notification of completion.	4.10.4 , 4.12.6	Examples: AB1825 (Harassment), AB1234 (Ethics)				
TR04	Training	HCM	Configure integration with outlook 365 to show class on calendar and submit calendar invites.	4.10.6		H-Int30			
TR05	Training	HCM	Configure the ability for class enrollments/requests to be submitted by employees individually, or on behalf of a group of employees; and for manager approval on both an individual or multiple item action basis. Priority for enrollment should be to employees with career development plan on file.	4.10.5					
TR06	Training	HCM	Configure an integration to external training solutions, in order to send/receive information about required training sessions and completion of required training sessions.	4.11.1	For example, DPS uses Target Solutions for some of their training, Safety uses Vector Solutions.	H-Int26, H-Int27			
TR07	Training	HCM	Configure career development plan/interest entry for tracking or to be used in qualification/prioritization for training session enrollments.	4.10.7					
TR08	Training	HCM	Configure an electronic survey to the employee population (targeted or in whole) to solicit interest in training classes to be offered.	-					

#	Functional Area	Group	Requirement	Prior Ref.	City Justification/Notes	Reports/ Inter. #	(REDACTED)	(REDACTED)	(REDACTED)
TR09	Training	HCM	Configure business process and system to administer the tuition reimbursement program. Factors: initial request, approval, calculation and encumbrance of funds, submission of documentation, final costing and payment.	-					



City of Sunnyvale

Agenda Item

19-0649

Agenda Date: 8/27/2019

REPORT TO COUNCIL

SUBJECT

Approve amendments to Council Policy 7.2.19 *Boards and Commissions* as Recommended by the Council Subcommittee on Board and Commission Bylaws

BACKGROUND

Per Council Policy 7.2.19 *Boards and Commissions*, Council conducts regular joint meetings, at least annually, with Chairs and Vice Chairs with the intention to review and improve overall effectiveness of commission operations. In compliance with the policy, a joint study session was held on November 13, 2018. The City Council received comments and recommendations from the Chairs, Vice Chairs, Commissioners in attendance, as well as the public. Comments shared ranged from topics on communication, commission role and responsibilities, study issues, among others. The City Council directed that the Council Subcommittee on Board and Commission Bylaws, review the comments and recommendations, and evaluate the City's policies and practices to ensure their continued effectiveness. As the Subcommittee has concluded its review, it is presenting its policy amendment recommendations to the Council for consideration. Any recommendations that are operational in nature would be referred to the City Manager for his consideration on implementation.

EXISTING POLICY

Council Policy 7.2.19 Boards and Commissions

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 Sections 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

On December 11, 2018, the Council Subcommittee on Board and Commission Bylaws met to review the comments and recommendations made at the November 13, 2018 joint study session between Council and Board and Commission Chairs and Vice Chairs. Comprised of Vice Mayor Melton, and Councilmembers Hendricks and Larsson, the Subcommittee met four times to complete its review (see meeting minutes Attachment 1). While all concerns and recommendations were taken into consideration, the Subcommittee prioritized and developed consensus on topics to review in the following order:

1. Board and Commission Member Orientation and Onboarding
2. Study Issues
3. Agenda Management
4. Community Outreach and engagement

Comments were organized under each topic as either policy oriented, or as administrative process and operational in nature. Presented to Council tonight are recommendations to amend the policy, as well as the recommendations made to the City Manager for his consideration.

Board and Commission Member Orientation and Onboarding

During the joint study session and various follow up Subcommittee meetings, board and commission members expressed the need to improve new member onboarding and training on the specific duties of each board and commission, with particular interest in scope of responsibility, defining the role of the Council Liaison, past study issues, work plans, and key issues in the community.

The City's Administrative Policy 1.15 Boards and Commissions, mandates that new board and commission members attend an orientation hosted by the City Clerk. During the orientation, new board or commission members are provided a handbook and a presentation that covers: Council Policy 7.2.19, City Charter sections relevant to boards and commissions, Council's Code of Ethics, Brown Act, filing obligations, proper protocol for addressing questions or concerns resulting from service as a board or commission member, and the study issues process.

The City's Administrative Policy also states that staff liaisons are responsible for informing new board or commission members with information specific to their board or commission. This includes bylaws, meeting times, protocols, relationship to staff, key issues, areas of responsibility, budget, General Plan Elements/Sub-elements, current work plan, and ongoing responsibilities.

The following Subcommittee recommendations were made:

Administrative Process Recommendations to the City Manager

Having clear policies and practices in place, as described above, help ensure that new board or commission members understand their role and purpose. In addition to making improvements to the orientation provided by the City Clerk and board or commission staff liaison, the Council Subcommittee also recommended improvements to the application process.

1. Add language to the board and commission application that encourages applicants to attend one or more meetings to the board or commission they are applying.
2. Add language to the board and commission application indicating desired qualifications for each respective board or commission.

The application process is one way of creating awareness and encouraging early education on role and expectations for potential board and commission candidates. The City's website on boards and commissions is another area that could be improved to provide candidates and existing members with more information and background. The Council Subcommittee recommends:

1. Update the City's webpage on boards and commissions to reflect detailed description about each board and commission's duties, history of work performed (such as old work plans and study issues), and relevant policies.

Finally, in response to voiced concerns regarding disputes or disagreements with board or commission chairs or staff liaisons, the Council Subcommittee recommended that staff:

1. Remind board and commissioners during their onboarding training, that their respective Council Liaison and the Mayor, are a resource to help resolve disputes.

Council Policy Discussion on Role of Council Liaison

The Council Subcommittee voted to bring back for full Council discussion, defining and clarifying the role of the Council Liaison to Boards and Commissions. Board and commissioners' comments ranged from appreciating the presence of the Liaison at their meetings, to not fully understanding the Council Liaison's role. While the Subcommittee did not make a formal recommendation to amend the definition found in Council Policy 7.2.19, Q. *Council Liaisons to Boards and Commissions*, the following language was requested by the Council Subcommittee to be highlighted in this report:

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

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

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

The Council Subcommittee also requested that for this item, Council be provided with the language found in the City's Charter pertaining to Councilmanic interference. Attached for reference is Article VIII, Section 807. Prohibition Against Councilmanic Interference (Attachment 2).

Council Policy Discussion on Role and Scope of Boards and Commissions

The Council Subcommittee also discussed board and commission activities extending beyond the role and scope, as defined in the policy. The Council recognizes and values board and commissioner's passion and time dedication to Sunnyvale. However, when board or commissioners stray from their intended purpose, it creates tension and interrupts the processes and structure in place designed for effective governance.

Council Policy 7.2.19 *Boards and Commissions* defines their purpose as:

- (I) To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and*
- (II) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.*
- (III) See also Section 2.I, Duties.*

The language outlined under Duties is specific to each commission's area of focus.

The Council Subcommittee has no policy amendment recommendations, and instead requested that this topic be brought back to the full Council for discussion.

Study Issues

Council policy states that the role of board and commissions in the study issues process is to assist Council with setting priorities for the coming calendar year. Board and commissioner's role is to advise Council regarding the identification of policy issues to study, and to advise Council on those issues Council has decided to study. Most board and commissions are very active in the sponsorship of study issues, but feel frustrated with the inconsistency and clarity of the process, and the limited amount of studies selected by Council each year.

Administrative Process Recommendations to the City Manager

1. The board and commission study issues process should be consistent across all board and commissions, and should be part of the new board and commission orientation.
2. To ensure that staff captures the intent of a study issue as expressed by a commission, the Subcommittee recommends that during board and commission vote for sponsorship, the motion include the key elements of the study. This practice should also be covered during the board and commission orientation.
3. Add information to the City's study issues webpage that describes some of the factors being considered by Council and the City Manager when selecting study issues. For example, alignment with the Council Strategic Priorities, consideration of City resources and staff capacity, impact on the community, etc.

In response to the concerns and recommendations from the Subcommittee, and board and commissioners, staff proactively made changes to the process (Attachment 3). The new board and commission study issue sponsorship process:

- Resolves potential Brown Act violations due to preliminary conversations in discussing potential study issues not on the agenda;
- Ensures a consistent process for all board and commissioners;
- Improves communication issues between commissioners and staff liaisons;
- Provides a thoughtful review of all potential study issues prior to sponsorship; and
- Supports a transparent process with clear timelines.

Agenda Management

Board and commission members expressed confusion about the process of placing items on the agenda, and expressed a need to have consistency, clarity and education on the process. The Subcommittee discussed the language under Council Policy 7.2.19 Section 2.G.II.e *Chair's Role and Responsibilities*, which states:

Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council.

The Council Subcommittee felt that staff should set the agenda, and exercise judgement of how the item relates to the board and commission work plan, as approved by Council. The concern lies with the impact on staff time when placing agenda items not reflected in the Council approved work plan, as well as placing items that extend beyond their role and scope. The Subcommittee also cautioned against board and commissioners' request to add operational items not solicited by the director or Council.

Subcommittee Recommendation to Amend Council Policy 7.2.19

1. Amend Policy 7.2.19 Section 2.G.II.e *Chair's Role and Responsibilities* as following:
~~Coordinates the setting of the agenda with the staff liaison.~~ *Ensures that items on the agenda are in alignment with the Council approved work plan.* Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council.

Community Outreach and Engagement

The City has a strong tradition of community participation, one of which is through service on a board or commission. Each board and commission functions as a communication link between the community and the City, providing a channel for citizen expression. However, the policy outlines and defines the board and commission meeting itself, as well as City sponsored meetings and events, as the avenue to public engagement.

Board and commissioners requested that the Subcommittee consider allowing other forms of public engagement, to inspire public participation and education of programs and initiatives. Other requests included having special networking opportunities with other commissions, assigning commissioners business cards, and allowing commissioners to respond directly to public inquiries received through email and Access Sunnyvale.

Administrative Process Recommendations to the City Manager

1. Assign board and commissioners City informational cards that can be used to direct residents to the appropriate City Department when approached with questions.
2. Ensure that staff liaisons are following the City's administrative process regarding public communication addressed to the board or commission, for written, email, and Access Sunnyvale. As written, staff liaisons should blind copy all board and commission members when responding to electronic communication. Written communication should be attached to the agenda packet.

Council Policy Discussion on Board and Commission Outreach and Engagement

The Council Subcommittee was unanimous that board and commissions should not be the drivers of community outreach, but should share their existing knowledge of public perceptions and needs when discussing policy issues. The Subcommittee requested that this topic be brought back for full Council discussion. No substantive amendments were recommended, other than the request that Section 7.2.19,J *Interaction with City Council, Public, Staff, and other Board and Commission Members*, be organized in a manner that is easier to read (Attachment 4).

Planning Commission Meeting Start Time

Finally, while not discussed in time for the Council Subcommittee to formally hear the request, the Planning Commission would like to recommend that the Council amend their meeting start time from 8:00PM to 7:00PM. The requested time is in alignment with the rest of the board and commission start times. Attached (are the minutes from the Planning Commission's June 24 meeting Attachment 5), the motion to amend the start time was voted on and passed unanimously 7-0 in favor of the new time.

FISCAL IMPACT

None.

PUBLIC CONTACT

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

ALTERNATIVES

1. Approve the Council Subcommittee's recommended changes to Council Policy 7.2.19 *Boards and Commissions* (Attachment 4), and incorporate any amendments resulting from Council discussion on 1. Role of a Council Liaison, 2. Role and Scope of Board and Commissions, and 3. Board and Commission Outreach and Engagement.
2. Approve the Council Subcommittee's recommended changes to Council Policy 7.2.19 *Boards and Commissions* (Attachment 4) with modifications, and incorporate any amendments resulting from Council discussion on 1. Role of a Council Liaison, 2. Role and Scope of Board and Commissions, and 3. Board and Commission Outreach and Engagement.
3. Other direction as provided by Council.

STAFF RECOMMENDATION

Staff makes no recommendation. This report was prepared to facilitate a discussion and direction to staff by Council, as well as to report the findings of the Council Subcommittee on Board and Commission Bylaws.

Prepared by: Lupita Alamos, Senior Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Council Subcommittee Meeting Minutes
2. Article VIII, Section 807. *Prohibition Against Councilmanic Interference*
3. Board and Commission Study Issue Sponsorship Process
4. Amended Council Policy 7.2.19 *Board and Commissions*
5. Planning Commission Meeting Minutes, June 24, 2019



City of Sunnyvale

Meeting Minutes - Final Council Subcommittee on Board and Commission Bylaws Amendments

Tuesday, December 11, 2018

4:00 PM

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

Special Meeting - 4:00 PM

CALL TO ORDER

Chair Hendricks called the meeting to order at 4:02 p.m.

ROLL CALL

Present: 3 - Chair Glenn Hendricks
Member Gustav Larsson
Member Russ Melton

PUBLIC COMMENT

None.

CONSENT CALENDAR

- 1.A** [18-1097](#) Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of November 14, 2016

MOTION: Subcommittee Member Larsson moved and Chair Hendricks seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of November 14, 2016 as submitted.

The motion carried by the following vote:

Yes: 2 - Chair Hendricks
Member Larsson

No: 0

Abstain: 1 - Member Melton

GENERAL BUSINESS

- 2** [18-1068](#) Review of the City's Practices and Policies Relative to Boards and Commissions to Ensure Their Continued Effectiveness

Chair Hendricks, Subcommittee Member Larsson and Subcommittee Member Melton discussed topics proposed during the November 13, 2018 Joint Study Session of the City Council and Board and Commission (B/C) Chairs and Vice Chair and agreed on a list of topics for the Subcommittee to address:

1. Commissioners' interest in having business cards;
2. Commissioners' interest in the ability to respond directly to email communications from members of the public;
3. Commissioners' interest in having the opportunity to review study issue papers prior to finalization by the City Manager;
4. Clarification and education on how to place items on the agenda;
5. Clarification of the policy for Chair involvement in agenda setting;
6. The need for onboarding on the specific duties of each Board and Commission in addition to the general orientation on parliamentary procedures provided through the City Clerk and City Attorney;
7. How Chairs handle unknowns;
8. Advanced notification of projects to allow enough time for participation in the review process and feedback;
9. Clarification/education on review expectations of Capital Improvement Projects;
10. Community outreach and engagement;
11. Study issues process.

Public Comment opened at 4:09 p.m.

The following members of Boards and Commissions, and member of the public commented on topics for review:

Susannah Vaughan, Chair, Arts Commission

Dawna Eskridge, Vice Chair, Arts Commission

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)

Susan Bremond, Vice Chair, Bicycle and Pedestrian Advisory Commission (BPAC)

Bruce Paton, Chair, Sustainability Commission

John Cordes, Chair, BPAC

Kristel Wickham, Vice Chair, Sustainability Commission

Daniel Bremond, Board of Library Trustees

Kevin Jackson, member of the public

Public Comment closed at 4:20 p.m.

The Subcommittee developed consensus on topics to review in the following order:

1. Orientation and onboarding of specific duties of the Boards and Commissions
2. Study Issues
3. Agenda setting
4. Community outreach and engagement

Discussion relating to onboarding and other topics included:

- Suggestion to have two or three things each of the Boards and Commissions are doing, and a list of major efforts and accomplishments on the City website;
- Suggestion to change the Board and Commission Application to include the question: "Have you ever attended a meeting of the Board or Commission(s) for which you are applying?"
- Suggestion to list the duties of each Board and Commission on the website;
- Suggestion to enable a mentoring capacity for senior B/C members;

Public Comment continued at 4:42 p.m.

The following individuals offered additional comments:

Kevin Jackson, member of public
Dan Hafeman, Sustainability Commission
Daniel Bremond, Board of Library Trustees
John Cordes, Chair, BPAC
Bruce Paton, Chair, Sustainability Commission
Susan Bremond, Vice Chair, BPAC
Ralph Kenton, Chair, PRC
Dawna Eskridge, Vice Chair, Arts Commission
Susannah Vaughan, Chair, Arts Commission

Chair Hendricks requested Subcommittee Member Melton to draft an outline for a recommendation for direction regarding onboarding and orientation to bring to the next meeting, and proposed that the Subcommittee then start on the next topic: Study Issues.

ADJOURNMENT

Chair Hendricks adjourned the meeting at 5:07 p.m.



City of Sunnyvale

Meeting Minutes Council Subcommittee on Board and Commission Bylaws Amendments

Tuesday, January 8, 2019

11:00 AM

South Annex Conference Room, City Hall,
603 All America Way, Sunnyvale, CA
94086

Special Meeting - 11:00 AM

CALL TO ORDER

Chair Hendricks called the meeting to order at 11 a.m.

ROLL CALL

Present: 3 - Chair Glenn Hendricks
Member Gustav Larsson
Member Russ Melton

CONSENT CALENDAR

- 1.A** [19-0057](#) Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018

MOTION: Subcommittee Member Larsson moved and Subcommittee Member Melton seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018 as submitted.

The motion carried by the following vote:

Yes: 3 - Chair Hendricks
Member Larsson
Member Melton

No: 0

PUBLIC COMMENT

None.

GENERAL BUSINESS

- 2.** [19-0056](#) Review of the City's Practices and Policies Relative to Boards

and Commissions to Ensure Their Continued Effectiveness

Senior Management Analyst Lupita Alamos provided a summary of the consensus for topics from the previous meeting.

Subcommittee Member Melton provided an outline of suggested recommendations for onboarding and orientation.

Subcommittee discussion and recommendations included:

- Suggestion that criteria for Council to consider during the appointment process is whether the applicant has attended a meeting of the board or commission, and that this should be stated on the application;
- Suggestion that the application should clearly state the expectations for a successful candidate;
- Suggestion that a more detailed description of each board or commission's duties be included on the website;
- Comment that it is useful for each Councilmember to rotate through all of the boards and commissions to get a sense of what each of them are like;
- Comment that a twelve-month rotation might preclude a Councilmember from attending their assigned commission if they have a scheduling conflict with another IGR assignment;
- Suggestion that it should be communicated to all the boards and commissions that if they have any questions they should reach out to the Mayor or their Council Liaison;
- Suggestion that the Subcommittee should be careful with articulating the key decision criteria on whether the applicant has attended meeting(s) of the board or commission; suggestion to highlight it as a focus rather than a key selection criteria;
- Comment on the second suggestion statement that Councilmembers should prioritize their Council Liaison assignments; some boards and commissions behave differently when a Councilmember or Mayor is in the room, which is not a desired outcome; boards and commissions should be independent; Council should have a broader discussion of the job definition of the Council Liaisons;
- Comment that more information is needed on the suggestion that the City Council should hold more joint meetings with the boards and commissions;
- Comment that the suggestion that "the most successful commissioners are the ones willing and able to dedicate the time to do the homework" needs to be more carefully articulated;
- Consensus on the suggestion that a more detailed description of purpose and tasks of the boards and commissions should be provided;

- Discussion of the importance of further exploring the concept of “guardrails” surrounding board and commission activities, and avoiding “Councilmanic interference”;

Public Comment:

Daniel Bremond addressed the Subcommittee regarding the concept of “doing the homework” and attending the orientation.

Ralph Kenton agreed with an earlier comment on being careful not to require that an applicant have attended a meeting as they may be new to the area and shouldn’t be excluded for that reason. Commissioner Kenton suggested that the comment to have more joint meetings with the City Council be replaced with allowing the boards and commissions to do some “best practice” sharing amongst themselves, such as by a one-day seminar. Kenton also recommended having a document listing roles and responsibilities of the Council Liaisons.

Susan Bremond provided comments regarding the variations of participation by the Council Liaisons to boards and commissions and spoke to the value of those who are there in support of the process. Subcommittee Chair Hendricks requested Commissioner Bremond to prepare a written, detailed description or definition of the role of a good Council Liaison. Commissioner Bremond spoke in support of the concept of articulating “guardrails” or parameters for the commissions, the staff relationship with the commission, communication and what the commission can ask of staff, and how the commission, staff and the Council can work together toward the same goals.

Subcommittee members commented in support of including in the board and commission orientation trainings and/or Chair training to provide direction on how to get clarity of communication between commissioners and staff.

Commissioner Kenton suggested including at the end of commission meetings to ask for Council Liaison comments along with Commissioner and staff comments.

Kevin Jackson stated that he considers it appropriate for boards and commissions to ask for operational details to help the members spot problems and weaknesses that might need a policy to fix them. Jackson commented that boards and commissions advise on policy, but that there is nothing that communicates what the

policies are that relate to the boards and commissions. Jackson cited examples of transportation policies that are not readily available to the BPAC include the Complete Streets Policy amended by Council resolution in August, the LUTE, and the CAP.

Bruce Paton spoke in support of the need to provide a better understanding of specific policies.

Commissioner Paton recommended review of the role of Council Liaison, the role of Chair and Council Liaison in orientations, annual review of commission charter, and opportunities to influence policy. He commented that the 18-month cycle of study issues is not feasible in some areas of sustainability.

By consensus, the Subcommittee agreed that the topic of Council Liaisons should be included on the list of priority topics for discussion.

INFORMATION ONLY

ADJOURNMENT

Chair Hendricks adjourned the meeting at 12:08 p.m.



City of Sunnyvale

Meeting Minutes - Final Council Subcommittee on Board and Commission Bylaws Amendments

Wednesday, March 20, 2019

3:00 PM

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

CALL TO ORDER

Chair Hendricks called the meeting to order at 3:09 p.m.

ROLL CALL

Present: 2 - Chair Glenn Hendricks
Member Gustav Larsson

Absent: 1 - Member Russ Melton

CONSENT CALENDAR

1.A [19-0359](#) Approve the Council Subcommittee on Board and Commission
Bylaws Amendments Meeting Minutes of January 8, 2019

Subcommittee Member Larsson moved and Chair Hendricks seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019.

The motion carried by the following vote:

Yes: 2 - Chair Hendricks
Member Larsson

No: 0

Absent: 1 - Member Melton

PUBLIC COMMENT

The following individuals addressed the Subcommittee at this time:

Ralph Kenton, Chair, Parks and Recreation Commission
Kevin Jackson, member of the public

GENERAL BUSINESS

2 [19-0360](#) Review of the City's Practices and Policies Relative to Boards
and Commissions to Ensure Their Continued Effectiveness

Senior Management Analyst Lupita Alamos provided a brief staff report.

Chair Hendricks and Subcommittee Larsson discussed the below topics proposed during the January 8, 2019 meeting of the Council Subcommittee on Boards and Commissions Bylaws Amendments, and agreed on a list of topics for the Subcommittee to address:

1. Onboarding and training of Commissioners;
2. Study Issues process for Boards and Commissions;
3. Agenda planning and management;
4. Commissioner public outreach and engagement.

Discussion relating to the onboarding and training of Commissioners included the following:

Subcommittee Member Hendricks requested that onboarding notes be included in the minutes. The Subcommittee continued to discuss the Study Issues Process.

Senior Management Analyst Lupita Alamos reviewed staff memo.

Subcommittee Member Hendricks and Subcommittee Member Larsson discussed the following related to the Study Issues process:

1. Study issue papers are drafted by staff after the Boards/Commissions provides a description of proposed study.
2. Suggestion: the Boards and Commissions capture in their minutes the motions pertaining to specifics of a proposed a study issue.
3. After write-up, the Study Issue papers are then reviewed and approved by the City Manager.
4. Suggestion: Commissioners would like a formal process for review and feedback of issue paper drafts, as well as a resolution process should conflicts arise.
5. Suggestion: The review and resolutions process should be included as part of the Commissioners onboarding and training.
6. Review of the timelines for the Study Issues process to allow communication between Commissioners and staff.

7. The Study Issues process should be included in the Commissioners onboarding and training.

Public comment opened at 3:21 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)
Kevin Jackson, member of the public

Public comment closed at 3:30 p.m.

The Subcommittee continued discussion on training Boards and Commissioners on how to identify and understand the distinction between a study issue item and other functions requested of Commissioners, such as review of site plans.

Discussion on agenda planning included the following:

1. Staff is responsible for drafting and posting the agenda.
2. The Chair of the Commission or Board provides input but main role is to run the meeting.
3. New items to be added after draft agendas are prepared create additional staff workload.
4. Confirm if agenda items are under the purview of the Board or Commission.
5. Suggestion: Create a formal process of how to add last minute items to the agenda that Commissioners see as time sensitive.

Public comment opened at 3:41.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Serge Davis, member of the public

Public comment closed at 3:45.

Discussion regarding outreach strategies included:

1. City business cards for Commissioners.
2. Commissioners' interest in responding directly to emails or other communications from members of the public.
3. Commissioners' coordinating community engagement and outreach events.
4. Role of Commissioners

The Subcommittee members discussed and suggested that Commissioners' not be issued business cards or communicate directly with the public via email or through community engagement or outreach events. The Subcommittee affirmed that the role of the Commissioners' is an advisory role to the Council and that any changes to that would need to be a broader discussion amongst the City Council.

Public comment opened at 4:06 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Additional comments were made by the following:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Serge Davis, member of the public

Public comment closed at 4:18 p.m.

Chair Hendricks proposed one more meeting to review and draft recommendations to take to Council at a study session later in the year. The biggest aspects to consider in making recommendations are the selection process of Commissioners, onboarding and training, and a study issue review and resolution process.

INFORMATION ONLY

ADJOURNMENT

Chair Hendricks adjourned the meeting at 4:26 p.m.



City of Sunnyvale

Meeting Minutes - Draft Council Subcommittee on Board and Commission Bylaws Amendments

Friday, April 26, 2019

11:00 AM

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

Special Meeting

CALL TO ORDER

Chair Hendricks called the meeting to order at 11:01 a.m.

ROLL CALL

Present: 3 - Chair Glenn Hendricks
Member Gustav Larsson
Member Russ Melton

CONSENT CALENDAR

- 1.A** [19-0478](#) Approve the Council Subcommittee on Board and Commission
Bylaws Amendments Meeting Minutes of March 20, 2019

Subcommittee Member Larsson moved and Subcommittee Member Melton seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of March 20, 2019 as submitted. The motion carried by the following vote:

Yes: 3 - Chair Hendricks
Member Larsson
Member Melton

No: 0

PUBLIC COMMENT

Unidentified member of the public addressed the Subcommittee.

GENERAL BUSINESS

- 2** [19-0479](#) Recommendations on City Practices and Policies Relative to
Boards and Commissions to Ensure Their Continued
Effectiveness

Senior Management Analyst Lupita Alamos provided the staff report.

The Subcommittee discussed process improvement and/or policy amendment in the following topic areas:

1. Board and Commission Member Onboarding Process
2. Study Issue Process
3. Agenda Planning
4. Board and Commission Outreach Strategies

The Subcommittee suggested the following recommendations relating to the onboarding process:

- Retaining current Council Policy which states "Attendance at Board and Commission meetings by the council liaison is encouraged but not mandatory".
- Clarifying the role of the council liaison by identifying expectations of the role.

The Subcommittee requested staff include excerpts of City Charter Section 807 Prohibition Against Councilmanic Interference and Council Policy 7.2.19 Boards and Commissions in the final report to Council.

Public comment opened at 11:27 a.m.

Unidentified members of the public addressed the Subcommittee.

Chair Hendricks requested members of the public identify themselves.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)
John Cordes, Chair, Bicycle and Pedestrian Advisory Commission (BPAC)
Dave Simons, Vice Chair, Planning Commission (PC)

Public comment closed at 11:41 a.m.

The Subcommittee suggested the following recommendations relating to the administrative onboarding process:

- Removing recommendation B if the current Board/Commission application includes a section for candidates to explain their qualifications.
- Revising recommendation C to include that policies applicable to boards and commissions will be updated on the board and commission website.

The Subcommittee suggested the following recommendation relating to the Study Issues process:

- Providing board and commission members with an overview of council's criteria, priorities and philosophy when ranking study issues.

Public comment opened at 11:51 a.m.

The following members of Boards and Commissions and members of the public provided public comment:

Kevin Jackson, member of the public
Bruce Paton, Chair, Sustainability Commission (SC)
John Cordes, Chair, BPAC
Dave Simons, Vice Chair, PC
Ralph Kenton, Chair, PRC

Public comment closed at 11:59 p.m.

The Subcommittee suggested the following recommendation relating to agenda planning:

- Identifying the chair's role with setting the agenda in relation to staff.

Public comment opened at 12:09 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Bruce Paton, Chair, SC

John Cordes, Chair, BPAC
Dave Simons, Vice Chair, PC

Public comment closed at 12:15 p.m.

Subcommittee Members commented on the role of boards and commissions relating to outreach strategies. Boards and commissions serve as a communication link between the community and the City regarding issues under their purview.

Public comment opened at 12:23 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Bruce Paton, Chair, SC
Dave Simons, Vice Chair, PC

Public comment closed at 12:31 p.m.

Subcommittee Member Larsson moved and Subcommittee Member Melton seconded the motion to authorize Chair Hendricks to work with staff to prepare a report that incorporates the Subcommittee's action and summary items. The motion carried by the following vote:

Yes: 3 - Chair Hendricks
Member Larsson
Member Melton

No: 0

ADJOURNMENT

Chair Hendricks adjourned the meeting at 12:36 p.m.

Charter of the City of Sunnyvale

Article VIII City Manager

Section 807. Prohibition Against Councilmanic Interference.

Neither the City Council nor any of its members shall order or request directly or indirectly the appointment of any person to an office or employment or his/her removal therefrom, by the City Manager, or by any of the department heads in the administrative service of the City. Neither the City Council nor any member shall give orders to any subordinates of the City Manager, either publicly or privately. The City Council and its members shall deal with officers and employees in the administrative service under the jurisdiction of the City Manager solely through the City Manager except:

(1) For a specific question from a member of the Council concerning a matter either pending before the Council or which the member intends to present to the Council, and which can be answered by furnishing routine information immediately available from the records of the officer or employee to whom it is directed, and which does not require the officer or employee either to discuss or express any opinion concerning any existing or proposed policy of the Council or the City Manager; or

(2) In connection with an investigation into the affairs of the City or the conduct of any City department or office which the City Council by the affirmative vote of at least four of its members has undertaken.

In order to conduct such an investigation, the Council may do any of the following:

(a) Instruct or grant permission to any one or more of its members to discuss with an officer or employee any matters which the member or members to whom permission is granted or who are so instructed believe to be pertinent or relevant to the subject of the investigation;

(b) Subpoena witnesses;

(c) Administer oaths;

(d) Take testimony; or

(e) Require the production of evidence.

Any City Councilmember violating the provisions of this section, or voting for a resolution or ordinance in violation of this section, shall be guilty of wilful misconduct in office and shall be removed from office pursuant to procedures set forth under general law. (Amended effective July 8, 1968, December 31, 1975 and December 21, 1976)

Board/Commission Study Issue Sponsorship Process

Role of Boards and Commissions

In their advisory capacity to Council, boards and commissions generate potential study issues for City Council's consideration, and provide a recommended ranking of the issues relevant to their areas of authority. Boards and commissions also provide a forum for public input and, with majority support, can sponsor study issues brought to them by members of the public.

Study Issue Sponsorship Process

To ensure consistency in approach and practice, all boards and commissions shall use the same study issue sponsorship process outlined below:

Submitting a Study Issue Form and Agendizing Potential Study Issues

Before a new study issue can be proposed by a board/commission member, a Study Issue Form must be completed by the board/commission member and submitted to the board/commission staff liaison. The purpose of the form is to help explain, clarify and focus a board member or commissioner's idea prior to presenting to the full board/commission for discussion. A board member or commissioner may work with the board/commission liaison outside of the meeting to discuss the study issue idea and receive input.

Upon receipt, the board/commission staff liaison will have 30 days to complete a summary scope and comments. Time flexibility will be provided at the discretion of the Director if multiple forms are submitted in one month to the board/commission liaison, and more time is needed to complete the form. The study issue idea will then be agendized under ***Consideration of Potential Study Issues***, for discussion at the next meeting.

Note that any board or commission member may submit a Study Issue Form to agendize a study issue idea for discussion; a second from another board or commission member is not required.

Majority Support for List of Proposed Study Issues

Once the study issue idea has been agendized, the agenda item discussion will consider the merit and scope of the study issue. If the item receives a majority support, the study issue shall be added to a running list of proposed study issues, which shall be available at each board and commission meeting. The list shall include a working study issue title and summary of the scope, including comments from the board/commission liaison; see attached table (page 4). It is the responsibility of the liaison, not the board member or commissioner, to write the summary. The liaison may choose to use the summary provided in the Study Issue Form if it reflects the vote of the board or commission. At this point, the proposed study issue has not received official sponsorship.

Items that fail to receive majority support, will not move forward in the process and will be considered as dropped.

Official Sponsorship of Study Issues

Toward the end of the calendar year, but no later than October, boards and commissions will review the list of proposed study issues they generated and officially vote on sponsorship for each individual study

issue. Sponsorship means that the study issue is approved for ranking with a majority vote of the board/commission.

Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation. Board and commission members may submit written comments and language recommendation for the study issue paper; it is staff's responsibility to write the paper.

If the sponsorship process is conducted in September or earlier, the board/commission liaison may bring back the draft study issue paper for board/commission review and/or clarification within 30 days. Any items agendized after September will not be brought back for review by the board/commission.

All sponsored study issues are due to the Office of the City Manager by the first week in December; study issues may be edited at the discretion of the City Manager.

Summary of Process

1. Submit and Agendize- Study Issue Form submitted to liaison; liaison has 30 days to write a summary scope and comments. Item is then placed on the next agenda.
2. Propose- once properly noticed, board/commission members discuss merit and scope of study issue and vote to add to the Proposed Study Issues list.
3. Sponsor- no later than October, board/commission members vote to sponsor study issues from the Proposed Study Issues list.

Timeline

Year-Round

Study issues may be proposed year-round by majority vote of the board/commission and tracked on a running list of proposed study issues.

	Scenario 1	Scenario 2
Date	Board/Commission Members Review Study Issue Papers Prior to CM Review	Board/Commission Members Do <u>NOT</u> Review Study Issue Papers Prior to CM Review
August	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 days to write summary scope and comments, and add it to the next meeting agenda.	
September	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.	
	In the same meeting, board/commission reviews Potential Study Issues list, and vote for sponsorship.	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 days to write summary scope and comments, and add it to the next meeting agenda.
October	Draft study issue papers (without staff recommendation) are brought back for board/commission review.	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.
		In the same meeting, board/commission reviews Proposed Study Issues list, and vote for sponsorship.
November	Liaison have 30 days to incorporate any changes to study issue papers.	Liaisons have 30 days to write study issue papers. Due to time constraints, study issue papers will not be brought back for board/commission review.
December	Study issue papers are due to the CM first week in December.	Study issue papers are due to the CM first week in December.
January	Board and commissioners rank sponsored study issues under their purview.	Board and commissioners rank sponsored study issues under their purview.

Proposed Study Issues*

Date	Study Issue Working Title	Summary of Scope	Staff Comments

*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation.

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

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

1. POLICY STATEMENT:

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

A. Boards and commissions are created by the City Council for the following general purposes:

- (I) To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and
- (II) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
- (III) See also Section 2.I, Duties.

B. Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the city manager or his/her designated staff. (See also Section 2.I., Duties.)

2. BOARD AND COMMISSION BYLAWS

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

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

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

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

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

B. Eligibility and Membership

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

(I) Spouses, Household Members, and Relatives

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

(II) Concurrent Service

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

- (a) Exception:

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

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

(a) Board of Building Code Appeals:

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

(b) Personnel Board:

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

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

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

(c) Planning Commission:

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

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

(a) Arts Commission:

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

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

(b) Bicycle and Pedestrian Advisory Commission

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

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

(c) Housing and Human Services Commission:

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

(d) Sustainability Commission

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

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

(V) **Limitation on Terms**

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

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

C. Recruitment

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

D. ~~————~~ Appointment

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

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

Individual Candidate Votes:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. The process is repeated for each board or commission.

Paper Votes:

The Mayor will announce each board or commission in an order predetermined by the City Clerk to facilitate a speedy process and to accommodate applicants who specify multiple preferences. The City Clerk will distribute individual voting sheets to be completed by each Councilmember. The candidate receiving the most votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain.

Resolving ties:

Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the

affected applicants each have received at least four affirmative votes, the Mayor would ask the city attorney to draw the name of the person to be appointed.

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

(I) Exception:

(a) Board of Building Code Appeals

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

E. Oath of Office

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

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

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

F. Required Training/Conferences and Disclosure Obligations

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

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

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

- Members of the Planning Commission

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

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

G. Officers

(I) Selection of Chair and Vice Chair

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

(II) Chair's Role and Responsibilities

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

(III) Vice Chair's Role and Responsibilities

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

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

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall be open to the public and meet Brown Act requirements (with the exception of certain disciplinary review proceedings of the Personnel Board).

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

(II) **Attendance**

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

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

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

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

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

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

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

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

(III) **Quorums**

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

(IV) **Majority and Abstentions**

Board and/or commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the

organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results. (*Source: The Standard Code of Parliamentary Procedure, 4th Edition*)

(V) **Ad-hoc Committees**

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

I. — Duties

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

(I) **General Duties**

(a) **Work Plans**

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

(b) **Study Issues Process**

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

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

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

(c) **Budget**

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

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

(d) Operational Issues

Upon request by staff, bBoard and commissions may serve as advisory bodies to staff regarding operational issues ~~upon request by staff.~~

(II) **Specific Duties**

Boards and Commissions shall focus their work within the scope of the General Duties and Specific Duties as defined, unless conferred upon by the Council as described in Additional Duties (Section I, III).

(a) Arts Commission

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

(b) Bicycle and Pedestrian Advisory Commission

- i Recommend priorities for bicycle and pedestrian projects for the annual TDA Article 3 funding application cycle.
- ii Participate in periodic review and revision of the Bicycle Plan and Map.
- iii Review and make recommendations on changes to the Sunnyvale Municipal Code related to bicycles and pedestrians.

- iv Review and make recommendations on Federal, State and regional policy proposals related to bicycles and pedestrians.
 - v Develop recommendations on promotion of bicycling and walking as viable, sustainable means of transport.
 - vi Review and make recommendations on the applicable sections of the General Plan.
- (c) Board of Building Code Appeals
- i Consider and make determinations on appeals of building code decisions made by the Chief Building Official or Fire Marshal. *(Source: Sunnyvale Municipal Code Chapter 16.16.020)*
 - ii Consider and make determinations on appeals of green building requirements made by the director of community development. *(Source: Sunnyvale Municipal Code Chapter 19.39)*
- (d) Board of Library Trustees
- i Review and make recommendations on the Library ~~Sub-Element~~section within the Community Character Element of the General Plan.
 - ii Assess community conditions which affect Library goals and policies.
 - iii Review and make recommendations regarding agreements with outside groups and recommend funding allocations.
- (e) Heritage Preservation Commission
- i Act in an advisory capacity to the City Council in all matters pertaining to heritage resources, landmark sites and landmark districts. *(Source: City Charter Section 1016)*
 - ii Exercise such functions with respect to any heritage resource, landmark site or landmark district as may be prescribed by ordinance. *(Source: City Charter Section 1016)*
 - iii Decision-making authority on resource alteration permits and landmark alteration permits as well as actions to remove a heritage resource from the list of heritage resources. These decisions are final unless appealed to the City Council.
 - iv Final decision-making authority on appeals of staff decisions of minor landmark and resources alteration permits.
 - v Recommendations to City Council on new heritage resource and landmark sites and districts (including buildings, landscapes, and other artifacts that are considered significant in Sunnyvale's history).
 - vi Recommendation to the City Council on Heritage Housing and other heritage zoning districts.

vii Participation in the development and promotion of museums and City archives.

(f) Housing and Human Services Commission

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

*human services as defined by Council Policy 5.1.3

(g) Parks and Recreation Commission

- i Study, evaluate and recommend to the City Council policies relating to parks and recreation activities, such as:
 - Community center use policy
 - Park building use policy
 - Picnic facility use policy

- License agreements
- ii Review master plan of park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to assure good design and make recommendations to the Council.
- iii Review and make recommendations regarding agreements with parks and recreation related outside groups and recommend funding allocations.
- iv Study, evaluate and recommend to the City policies relating to human rights and human relations issues that may arise when addressing issues such as inclusion in the use of City parks and recreation facilities, program accessibility and cultural diversity.

(h) Personnel Board

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

(i) Planning Commission

- i After a public hearing thereon, recommend to the City Council the adoption, amendment, or repeal of Master, General, or Precise Plans, or any part thereof, for the physical development of the City. (*Source: City Charter Section 1010*)
- ii Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance. (*Source: City Charter Section 1010*)
- iii Exercise such other functions as now or may be hereafter authorized by the provisions of Title 7 entitled “Planning” of the Government Code of California, or as hereafter amended or added to, insofar as they do not conflict with the provisions of the Charter. (*Source: City Charter Section 1010*)
- iv Decision-making authority on a variety of discretionary land use applications (e.g. use permits, special development

permits, variances, specified design reviews, tentative maps and appeals of decisions of the Zoning/Administrative Hearing Officer). These decisions are final unless appealed to the City Council.

- v Final decision-making authority on appeals of staff decisions on minor land use applications (e.g. Tree Removal Permits, Miscellaneous Plan Permits).
- vi Provide recommendations to City Council on legislative actions such as zoning code amendments, rezoning of property, amendments to the General Plan, and new and revised specific plans as well as related applications considered at the same time as a legislative action.
- vii Review and make recommendations on the entire General Plan (all Elements and Sub-elements) as updates and amendments are considered.
- viii Review and act on environmental documents in compliance with the California Environmental Quality Act (CEQA), when related to any of the above actions.

(j) Sustainability Commission

- i. Advise Council on policy issues addressing sustainability goals.
- ii. Advise Council on how to strategically accelerate Sunnyvale's progress towards sustainability and recommend priorities, in order to promote continued regional leadership in sustainability.
- iii. Periodically review policies governing specific practices, such as greenhouse gas (GHG) emissions reduction, water conservation, renewable energy, energy efficiency, waste reduction, and urban forestry. Illustrative examples include creation of infrastructure for low emission vehicles, habitat restoration and conservation, biodiversity preservation, and reduction of toxics in the waste stream.
- iv. Advise Council on ways to drive community awareness, education, and participation in best practices.
- v. Review and make recommendations to Council on Federal, State and regional policies related to sustainability which impact Council's goals and policies.

(III) Additional Duties

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

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

(I) Staff Support to Board and Commissions

- (a)** The city manager shall appoint a staff liaison to support each board and commission.

(II) Role in Public Communication

- (a)** In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

(III) Board and Commission Role Outside of Meetings

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

chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself. (*Source: Code of Ethics and Conduct for Elected and Appointed Officials*)

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

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

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

(e) Board and Commission Communication with City Council

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

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

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

Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. (*Source: Community Engagement Sub-Element 7.2C.5(a)*)

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

- i. ~~(f)~~ — Consult with the board/commission chair. If possible, this is the preferred course of action.

- ~~ii.~~ ~~(H)~~ — Consult with the Mayor.
- ~~iii.~~ ~~(H)~~ — Consult with another Councilmember.

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

- ~~i.~~ ~~(H)~~ — The Mayor.
- ~~ii.~~ ~~(H)~~ — The Council Subcommittee on Bylaws.
- ~~iii.~~ ~~(H)~~ — The full Council.

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

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

K. Recognition

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

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

L. Resignation/Completion of Term

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

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

M. Sanctions

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

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

N. Investigations

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

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

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

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

O. Removal

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

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

P. Administrative Policies

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

Q. Council Liaisons to Boards and Commission

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

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

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

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

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

R. Bylaw Revisions

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

S. Council Subcommittee

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

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

Lead Department: Office of the City Manager



City of Sunnyvale

Meeting Minutes - Final

Planning Commission

Monday, June 24, 2019

6:00 PM

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

Special Meeting - Study Session - 6:00 PM | Special Meeting - Public Hearing - 7:00 PM

6:00 PM STUDY SESSION

1 Call to Order in the West Conference Room

2 Roll Call

3 Study Session

A. [19-0683](#)

Proposed Project: Related applications on a 6.01-acre site:
MAJOR MOFFETT PARK DESIGN REVIEW PERMIT: to
construct a new four-story 123,595 s.f. office building and
associated site improvements resulting in a 47% FAR
Location: 1389 Moffett Park Drive (APN: 110-37-002)
File #: 2018-8050
Zoning: MPI (Moffett Park Industrial)
Applicant / Owner: RMW Architecture & Interiors (applicant) / WP
Carey & Harvest Properties, Inc. (owner)
Environmental Review: Negative Declaration
Project Planner: Ryan Kuchenig, 408-730-7431,
rkuchenig@sunnyvale.ca.gov

B. [19-0684](#)

Proposed Project:
PEERY PARK PLAN REVIEW PERMIT to consider
architectural modifications to a previously approved project
(Phase 1 & Phase 2 of the Catalyst Office Park)
Location: 684-686 W. Maude Avenue & 810-870 W. Maude Avenue &
470 Potrero Ave (APNs: 165-28-014, 165-28-015, 165-28-016,
65-30-001, 011, & 012)
Files #: 2015-8126 & 2017-7066
Zoning: PPSP (Peery Park Specific Plan)
Applicant / Owner: Harvest Properties, Inc.
Project Planner: Ryan Kuchenig, 408-730-7431,

rkuchenig@sunnyvale.ca.gov

4 Public Comment on Study Session Agenda Items

5 Adjourn Study Session

7:00 PM PLANNING COMMISSION MEETING

CALL TO ORDER

Chair Howard called the meeting to order at 7:05 PM in the Council Chambers.

SALUTE TO THE FLAG

Chair Howard led the salute to the flag.

ROLL CALL

Present: 7 - Commissioner Carol Weiss
Chair Daniel Howard
Commissioner John Howe
Commissioner Ken Olevson
Vice Chair David Simons
Commissioner Ken Rheaume
Commissioner Sue Harrison

ORAL COMMUNICATIONS

Commissioner Howe congratulated Vice Chair Simons and Commissioner Weiss on their re-appointment to the Planning Commission for another term.

CONSENT CALENDAR

Vice Chair Simons suggested a minor modification to the meeting minutes previously approved by staff.

Commissioner Howe moved and Commissioner Weiss seconded the motion to approve the Consent Calendar with minor modification as proposed by Vice Chair Simons and approved by staff.

The motion carried by the following vote:

Yes: 7 - Commissioner Weiss
Chair Howard
Commissioner Howe
Commissioner Olevson
Vice Chair Simons
Commissioner Rheume
Commissioner Harrison

No: 0

1.A [19-0689](#) Approve Planning Commission Meeting Minutes of June 10, 2019

PUBLIC HEARINGS/GENERAL BUSINESS

- 2.** [19-0384](#) Updates to the Design Criteria for Wireless Telecommunication Facilities in the Public Right-of-Way: Forward a Recommendation to the City Council to Adopt a Resolution Updating the Design Criteria for Processing Wireless Communication Facilities in the Public Right-of-Way, and Find that the Action is Exempt from CEQA Pursuant to CEQA Guideline Section 15061(b) (3), and 15378(b).

Assistant Director Andrew Miner introduced the agenda item and stated that it represents staff's effort to improve upon the existing design guidelines.

Associate Planner Mary Jeyaprakash presented the staff report.

Vice Chair Simons stated that the Commission has required landscaping, decoration, and reductions in equipment to minimize the aesthetic impact of wireless telecommunication facilities and asked how these mitigation measures would be implemented in the context of the proposed guidelines. Assistant Director Miner responded that staff will continue to work with applicants on the design and location of equipment and gather feedback from the surrounding neighbors, but that those efforts are not detailed in the proposed guidelines. Rather, he stated that an important goal of the proposed guidelines is to create a more objective design criteria by clarifying terminology and establishing definitions. He added that location requirements for the facilities would not change. Vice Chair Simons confirmed with Assistant Director Miner that neighbors can still appeal the proposed projects and that the Commission may still review these types of projects as each is different and every situation cannot be captured in the proposed guidelines.

Assistant Director Miner stated that an attorney representing Verizon Wireless submitted a letter regarding the proposed guidelines after the agenda was posted.

Vice Chair Simons stated Verizon Wireless's interest in establishing exclusively objective criteria and asked staff if the Commission would still be able to implement the previously mentioned mitigation measures given the shift toward more objective standards. Senior Assistant City Attorney Rebecca Moon stated that the City has the ability to regulate aesthetics but that the Federal Communications Commission (FCC) requires the City to have objective standards for regulating aesthetics, accomplished by defining the standards and then applying them to each project.

Vice Chair Simons asked if the proposed objective criteria would have inhibited the Commission's previous mitigation measures for more aesthetically pleasing equipment designs. Senior Assistant City Attorney Moon stated that the City needs to be objective and define appropriate aesthetic design. Vice Chair Simons stated his concern that some applicants may not have the equipment that conforms to the definition of aesthetically pleasing. Senior Assistant City Attorney Moon stated that the FCC is promoting a policy that encourages small cell deployment and the perception is that local regulations are impeding the initiative; therefore, the FCC is placing more restrictions on municipalities. She added that the bollards added to the previous project was a rare example of a safety concern and that she believes we cannot make an applicant install and maintain landscaping. Vice Chair Simons and Assistant Director Miner stated that private property owners have had the option of installing and maintaining landscaping for the equipment on their property.

Senior Assistant City Attorney Moon clarified that the proposed guidelines pertain to just those facilities located in the public right-of-way and that the City has more control over the design on City-owned facilities. Assistant Director Miner stated that the proposed guidelines are as objective as possible and clearly define the City's expectations, such as by defining the least intrusive feasible location and the smallest size antenna technically feasible. Vice Chair Simons stated his concern that mitigation efforts would not be possible with the objective standards. He confirmed with Assistant Director Miner that the proposed guidelines would still allow the Commission to handle review rare instances where additional mitigation efforts might be needed and that staff would continue to work with the applicant prior to approval to try and avoid the need for mitigation efforts.

Senior Assistant City Attorney Moon stated that the goal of the objective criteria is for the applicant to understand the City's expectations up front and then choose a least intrusive feasible design that most closely meets the criteria. She added that the Commissioners must apply the design guidelines with appeals.

Commissioner Weiss asked staff if other providers have access to City-owned poles other than AT&T. Assistant Director Miner responded that AT&T is the only provider with a current agreement but that Verizon Wireless has demonstrated interest in an agreement. He added that there are only two possible design options for City-owned poles which leaves less discretion to the applicant.

Commissioner Weiss asked which government entity regulates radio frequency (RF) emissions. Assistant Director Miner stated that the Environmental Protection Agency creates the RF emissions standards, the FCC implements and enforces them, and each carrier is aware of the standards that must be met. He added that the City asks for reports from the carriers demonstrating that they meet the established RF emissions standards and that by law the City cannot establish its own standards. Commissioner Weiss asked if staff ever work with carriers to further confirm that they meet the RF emissions standards. Assistant Director Miner responded that in some cases, staff has asked carriers to measure RF emissions prior to and after equipment installation.

Commissioner Weiss stated her suggestion to add the term great room to the definition of primary view based on the layout of many Sunnyvale homes.

Commissioner Olevson asked why the City does not require automatic undergrounding of equipment like the City of Palo Alto. Assistant Director Miner stated that the undergrounding is typically restricted to downtown Palo Alto, that the City of Palo Alto recently amended its standards to not require undergrounding in every instance, and that it is a utility provider and therefore has more discretion on the design of equipment on its poles. He stated that staff has studied the feasibility of undergrounding and determined that there is not adequate space for vaulting for those poles located in the public right-of-way, but that it may be possible in the future for downtown Sunnyvale. He added that undergrounding is difficult for carriers and some have forgone proposed projects that required it.

Commissioner Harrison asked staff why the ten projects listed in the staff report were withdrawn. Associated Planner Jeyaprakash stated that they were paused or withdrawn because they did not meet various design criteria. Assistant Director Miner stated an example of a proposed project that the applicant placed on hold to research an agreement with the City that would solve its coverage issues in consideration of a neighbor who had serious health concerns regarding the proposed project.

Commissioner Harrison asked staff about the addition of new overhead lines. Senior Assistant City Attorney Moon stated that none of the requirements in the proposed guidelines are blanket requirements. Assistant Director Miner clarified that proposed projects without new overhead lines would be reviewed at the staff level and those with new overhead lines would require review by the Planning Commission. He disagreed with the communication from the attorney that states that carriers are restricted by PG&E from receiving power; rather, power is available and the logistics must be coordinated.

Commissioner Harrison asked staff to explain how the City can establish the objective criteria and concurrently claim that it is not limited to reviewing proposed projects based solely on that objective criteria. Senior Assistant City Attorney Moon stated that the telecommunication industry argues that local jurisdictions cannot regulate aesthetics but it is her legal opinion that the City does have the ability. She stated that the City must be objective with its criteria but that it must be flexible enough to allow for small cell installations, for if the objective standards are infeasible for carriers and prevents small cell installations, then that would be a violation of federal law. Assistant Director Miner stated that the proposed guidelines are based on recently adopted FCC standards and staff's experience with the carriers. He stated that the proposed guidelines attempt to create as much clarity and authority at the staff level so that proposed projects are not unnecessarily reviewed by the Commission.

Commissioner Harrison asked how staff intends to define the smallest design and least intrusive feasible as equipment shapes and sizes change over time. Assistant Director Miner stated that the proposed guidelines would be adopted by a resolution and would not become part of the zoning code, partly to adapt to changes that may take place.

Commissioner Harrison stated that she is in favor of the smallest size and least intrusive feasible language and stated the attorney's argument that those concepts are not objective. Senior Assistant City Attorney Moon stated her opinion that the criteria is objective and that the City does not have the ability to dictate certain equipment because staff does not have the expertise, the carriers are different, and the technology is constantly changing. Assistant Director Miner stated that staff has tried to define least intrusive feasible as much as possible from a non-RF engineering perspective, keeping in mind carriers' needs and staff's responsibility to protect the neighborhoods and educate the community about the process.

Commissioner Harrison asked staff to comment on the attorney's claim that prohibiting a wireless telecommunication facility within 300 feet of another one restrains Verizon Wireless's ability to do business. Senior Assistant City Attorney Moon stated that if a carrier demonstrates that it needs a pole to improve its coverage needs and that it has exhausted all options to find another pole not within 300 feet of another one, then it is possible that the installation could be reviewed by the Commission. Assistant Director Miner stated that the requirement attempts to prevent the installation of successive equipment down residential streets. He stated that the proposed guidelines could be changed to specify that proposed projects located within 300 feet of another installation be reviewed by the Planning Commission but added that the request would most likely be rare if City poles were to become available to carriers.

Chair Howard opened the Public Hearing.

Corrie Engelson stated her concern with the oversaturation of installations in neighborhoods and her interest in the proposed guidelines preventing installations within 300 feet of any other type of installation. She also stated her preference for landscaping to obscure views of equipment and suggested that some homeowners may be amenable to paying for equipment undergrounding.

Teague Soderman, Sunnyvale resident, stated that the definition of primary view should include home offices, that installations should not be within the primary view of properties on both sides of the street, and that heritage and heritage-sized trees located next to installations should be protected.

Commissioner Howe confirmed with Assistant Director Miner that the proposed guidelines state that installations are prohibited from being within 300 feet of other installations in the public right-of-way. Associated Planner Jeyaprakash stated that the emissions report submitted by applicants includes a cumulative measure of any emissions picked up from other installations.

Ginbar Ketema, representing Verizon Wireless, thanked staff for taking their feedback into consideration with the final draft of the proposed guidelines and stated the company's interest in a concrete set of objective standards for design criteria.

Commissioner Harrison asked Ms. Ketema her opinion for how the City can improve the proposed design guidelines to better define equipment dimensions that minimize

the negative visual impact, considering that some equipment may have less volume but more negative visual impact. Ms. Ketema stated that a master license agreement with the City would limit the design options but that there would still be a need for the proposed design guidelines for installations on non-City-owned structures. Commissioner Harrison confirmed with Ms. Ketema that Verizon Wireless strives to produce and install equipment that is the least visually impactful. Ms. Ketema stated that the phrase least intrusive feasible is subjective to her and hard to identify because equipment is constantly changing.

Vice Chair Simons asked Ms. Ketema if it would be useful to include a stipulation in the proposed guidelines that equipment be upgraded if there is a less intrusive design available. Ms. Ketema stated that it would be reasonable.

Chair Howard closed the Public Hearing.

Vice Chair Simons clarified for Senior Assistant City Attorney Moon that there has been a process for carriers to re-apply during which time the City could require new or modified equipment if less intrusive options were available. Senior Assistant City Attorney Moon stated that the ordinance reads that the City would have to initiate a permit revocation process to enforce the equipment upgrade, permit revocations usually taking place only in egregious situations. Vice Chair Simons asked staff under what circumstances could upgraded equipment be installed. Senior Assistant City Attorney Moon stated that it is difficult to require modifications after permit issuance. Vice Chair Simons confirmed with Assistant Director Miner that staff review hardware upgrade applications. Assistant Director Miner stated that requiring upgraded equipment after the initial installation is too big a burden for the carriers and that upgrading would not take place very often as equipment will most likely not drastically reduce in size soon. Assistant Director Miner clarified for Vice Chair Simons that the requirement for carriers to re-apply every two years pertains to installations located anywhere in the city.

MOTION: Commissioner Howe moved and Vice Chair Simons seconded the motion for Alternative 1 - Forward a Recommendation to the City Council to Adopt a Resolution (Attachment 2 to the report) to Update the design criteria for Processing wireless telecommunication facilities in the Public Right-of-Way, and Find that the Action is Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b)(3) and 15378(b).

Commissioner Howe stated that he would be reluctant to have a wireless

telecommunication facility in his neighborhood, but the City does not have much discretion on the subject due to federal law.

Vice Chair Simons stated that he is unsure how to define least intrusive feasible and is therefore not comfortable recommending changes to the proposed guidelines.

Assistant Director Miner confirmed with Commissioner Howe that the motion is exactly the staff recommendation.

Vice Chair Simons stated his preference that all installations be as aesthetically pleasing as possible throughout the city and added that downtown has different needs that may require an aesthetic different than the rest of the city. He stated his frustration with the review process for wireless telecommunication facilities, his belief that the city benefits from small cell installations, his desire for least intrusive designs, and his perception that there would be less authority to improve the aesthetics of installations if the proposed guidelines were adopted. He added that he will support the motion.

FRIENDLY AMENDMENT: Commissioner Harrison offered a friendly amendment to specify that a proposed wireless telecommunication facility in the public right-of-way within 300 feet of another wireless telecommunication facility in the public right-of-way be reviewed by the Commission.

Commissioner Harrison clarified her friendly amendment and stated that it is in response to the attorney's letter that claims that not allowing an installation in the public right-of-way within 300 feet of another installation in the public right-of-way violates federal law and would not be prohibitive if the Commission were to review in these instances.

Chair Howard confirmed with Assistant Director Miner that the proposed guidelines prohibit installations in the public right-of-way from being located within 300 feet of each other with no option for Commission review.

Commissioner Howe confirmed with Assistant Director Miner that the 30 sites under review that were listed for the Commission are not located within 300 feet of each other.

Commissioner Howe and Vice Chair Simons accepted the friendly amendment.

Commissioner Harrison stated that she will support the motion and added that the proposed guidelines are not arbitrarily subjective but are descriptions of objective criteria.

Chair Howard stated that he will support the motion and thanked Associate Planner Jeyaprakash and staff for their diligence on the issue. He stated that the proposed guidelines appear to conform to the latest federal laws and regulations and balances the concerns of the Sunnyvale and telecommunication communities. He also thanked Commissioner Harrison for the addition of the friendly amendment.

Chair Howard summarized the motion.

The motion carried by the following vote:

Yes: 7 - Commissioner Weiss
Chair Howard
Commissioner Howe
Commissioner Olevson
Vice Chair Simons
Commissioner Rheaume
Commissioner Harrison

No: 0

Assistant Director Miner stated that this recommendation will be forwarded to the City Council for consideration at the Tuesday, July 16, 2019 meeting.

3. [19-0686](#) Review of Existing Landscaping at Bright Horizons at 1010
Sunnyvale-Saratoga Road

Assistant Director Andrew Miner stated that the discussion is in response to the concern some of the Commissioners have demonstrated over the size of the boulders outside of the site. He added that no action is needed and it is an opportunity for staff and the Commission to discuss and share feedback.

Associate Planner Momoko Ishijima presented the staff report.

Assistant Director Miner stated that the applicant is amenable to adjusting the boulders and that he believes the resulting boulder size happened because of different interpretations of the requirement.

Vice Chair Simons stated that the Commission was presented with images of geometric blocks during the review process and not boulders, that there were specifications required for the dimensions, and that they were to be of a certain standard to withstand vehicle impact.

Commissioner Howe confirmed with staff that the project was completed in February, most likely prior to the first discussion on the boulder size. Commissioner Howe agreed with Vice Chair Simons that there was an image presented during the review process of objects more significant than the boulders. He confirmed with staff that there is an emergency exit out of the building leads to the street and that the speed limit on Sunnyvale-Saratoga Road is 40 mph. He stated his impression that the intended objects would protect the children inside from potential vehicle collisions. Assistant Director Miner agreed with Commissioner Howe that the flatter boulders would not serve the intended purpose. Commissioner Howe stated his belief that the applicant did not meet the requirements, the importance of protecting the children at the site, and concluded that he would not have approved the project with the present boulders. Assistant Director Miner stated that the boulders are located at the corner in front of the building which is where the traffic collisions would occur and that the children do not spend most of their time in that corner of the building. Commissioner Howe clarified that he agrees that the boulders are correctly placed on the corner but disagrees with their smaller size. He confirmed with Assistant Director Miner that he would like more, larger boulders in place. Assistant Director Miner stated that he will research objective criteria that relate to vehicle barriers and present the findings to the Commission.

Vice Chair Simons stated that he will share with staff requirements for vehicle barriers.

Commissioner Olevson stated that he also believes that the boulders were not what was presented during the review process and expected that they were going to be somewhat spherical and at least 4 feet in diameter and more than 2.5 feet above ground. He added that everyone in the building should be protected and that everything should be done to ensure that the boulders provide the necessary protection, including placing them far enough above ground to be effective. Assistant Director Miner stated that the site plans indicated that a quarter to one-third of the boulders would be submerged in the ground.

Commissioner Weiss stated that the boulders should be closer together to prevent

passage through them and that the site could easily be targeted because of its lack of safety and security measures.

Commissioner Harrison stated her interest in reviewing the objective standards for vehicle barriers. Assistant Director Miner stated that staff will research the standards and continue to work with the applicant.

Chair Howard opened the Public Hearing.

There were no public speakers for this item.

Chair Howard closed the Public Hearing.

Chair Howard stated that the burden should not be on applicants to protect their structures and occupants from vehicle impacts; instead, every street in the city should be designed with a safety-first approach consistent with the City's Vision Zero effort. He suggested that the Department of Public Works consider reducing the speed limit in this area and implement any other measures that may complement the purpose of the boulders. He added that transportation safety should be a priority and be handled systematically at the city level.

4. [19-0685](#) Recommendation to the Council Subcommittee on Board and Commission Bylaws to Amend Section 2.A.(IX) of Council Policy 7.2.19 to Formally Change the Planning Commission Meeting Time to 7:00 PM

Assistant Director Andrew Miner presented a brief overview of the item.

Chair Howard opened the Public Hearing.

There were no public speakers for this item.

Chair Howard closed the Public Hearing.

MOTION: Commissioner Harrison moved and Vice Chair Simons seconded the motion to formally recommend that the Council Subcommittee on Board and Commission Bylaws amend Section 2.A.(IX) of Council Policy 7.2.19 to modify the start time of the Planning Commission to 7:00 PM.

Commissioner Harrison stated that a start time of 7:00 PM has worked for the Commission.

Chair Howard stated that he would prefer an 8:00 PM start time so that he could put his kids to bed but that a 7:00 PM start time is reasonable.

The motion carried by the following vote:

Yes: 7 - Commissioner Weiss
Chair Howard
Commissioner Howe
Commissioner Olevson
Vice Chair Simons
Commissioner Rheume
Commissioner Harrison

No: 0

Assistant Director Miner stated that this recommendation will be forwarded to the Council Subcommittee on Board and Commission Bylaws for City Council consideration.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

-Staff Comments

Assistant Director Andrew Miner congratulated Vice Chair Simons and Commissioner Weiss on their appointment by the City Council to the Planning Commission for another 4-year term and stated that board and commission members were sworn in on June 18, 2019. He stated that the City Council will consider the proposed budget at the June 25, 2019 meeting which will include the Commission's budget recommendations.

ADJOURNMENT

Chair Howard adjourned the meeting at 9:14 PM.



City of Sunnyvale

Agenda Item

19-0126

Agenda Date: 8/27/2019

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, September 10, 2019 - City Council

Study Session

- 19-0110** 5 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews
- 19-0798** 6 P.M. SPECIAL COUNCIL MEETING (Study Session in Council Chambers)
Proposed Charter Amendment Language to Change the Electoral System
from Seven At-Large Numbered Seats to Six District Seats and an At-Large,
Directly Elected Mayor

Special Order of the Day

- 19-0316** SPECIAL ORDER OF THE DAY - Active Aging Week
- 19-0855** SPECIAL ORDER OF THE DAY - Library Card Sign-Up Month

Public Hearings/General Business

- 19-0675** Public Hearing #1 on District Elections to Receive Input Concerning Maps for
City Council Election District Boundaries
- 19-0762** Consideration of Community Development Block Grant (CDBG) Loan
Forgiveness for Sunnyvale Community Services
- 19-0709** Approve the Green Stormwater Infrastructure Plan, Approve Budget
Modification No. 7, and Find that the Action is Exempt from CEQA Pursuant
to CEQA Guidelines Section 15308
- 19-0794** Approve City's Response to the 2018-2019 Santa Clara County Civil Grand
Jury Report Titled, "Inquiry into the Governance of the Valley Transportation
Agency".
- 19-0740** Public Hearing and Approval of the City of Sunnyvale's 2019 Public Health
Goal Report on Water Quality (2016-2018); Direct Staff to file with the
California State Water Resources Control Board Division of Drinking Water
and Find that the Action is Exempt from CEQA.

Tuesday, September 24, 2019 - City Council

Special Order of the Day

- 19-0882** SPECIAL ORDER OF THE DAY - Recognition of the Climate Action Plan 2.0

Advisory Committee (CAC)

Public Hearings/General Business

- 19-0230** Appoint Applicants to Boards and Commissions (as needed)
- 19-0369** Provide a Comprehensive Review and Update of Title 6 (Animals) of the Sunnyvale Municipal Code to Amend, Modernize, and Reorganize Content
- 19-0697** Introduce an ordinance to add Chapter 19.66 ("Below Market Rate Rental Housing ") to Title 19 ("Zoning") of the Sunnyvale Municipal Code to create Inclusionary Housing Requirements and Update Housing Impact Fees for Rental Residential Housing Developments

Tuesday, October 8, 2019 - City Council

Special Order of the Day

- 19-0317** SPECIAL ORDER OF THE DAY - Arts and Humanities Month
- 19-0232** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members (as needed)

Public Hearings/General Business

- 19-0676** Public Hearing #2 on District Elections to Receive Input Concerning Maps for City Council Election District Boundaries
- 19-0845** Adopt a Resolution Approving Application(s) for "Per Capita" Grant Funds from the California State Department of Parks and Recreation
- 19-0881** Approve the Purchase and Sales Agreement between the City of Sunnyvale and Sunnyvale Community Service for the Purchase of 725 Kifer Road

Tuesday, October 29, 2019 - City Council

Closed Session

- 19-0325** 6:00 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

Public Hearings/General Business

- 19-0611** Adoption of the California Fire Code
- 19-0624** Introduction of Ordinance: Amending Various Sections of Title 16 (Buildings and Construction) of the Sunnyvale Municipal Code to Adopt by Reference

the 2019 California Building, Residential, Mechanical, Plumbing, Electrical, Building Standards Administrative, Energy, Historical Building, Existing Building, and Green Building Standards Codes, and the International Property Maintenance Code, with Local Amendments and Related Findings.

- 19-0710** Consideration of Adoption of a Resolution Authorizing the City of Sunnyvale to Join a Countywide Subregion to Locally Administer ABAG's Regional Housing Needs Allocation (RHNA) Process and Budget Modification No. XX for \$3,125

Tuesday, November 5, 2019 - City Council

Study Session

- 19-0228** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

- 19-0677** Public Hearing #3 on District Elections to Receive Input Concerning Maps for City Council Election District Boundaries and First Reading of Ordinance calling election on March 2020 and adopting ballot language for district elections

Tuesday, November 12, 2019 - City Council

Closed Session

- 19-0278** 6:00 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager and City Attorney

Presentation

- 19-0822** PRESENTATION - Update Regarding Santa Clara Valley Water District (SCVWD) Projects in Sunnyvale, by SCVWD Director Richard Santos

Public Hearings/General Business

- 19-0678** Public Hearing #4 on District Elections to Receive Input Concerning Maps for City Council Election District Boundaries and Second Reading of Ordinance calling election on March 2020 and adopting ballot language for district
- 19-0127** 2019 3rd Quarterly Consideration of General Plan Amendment Initiation Requests
- 19-0774** Approve the Master Plan for Public Art

Tuesday, December 3, 2019 - City Council**Closed Session**

- 19-0276** 5:30 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager and City Attorney

Study Session

- 19-0234** 6:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Discussion of Upcoming Selection of Vice Mayor for 2020
- 19-0263** Discussion of 2020 Council Intergovernmental Assignments

Public Hearings/General Business

- 19-0231** Appoint Applicants to Boards and Commissions (as needed)
- 19-0679** Public Hearing #5 on District Elections to Receive Input Concerning Maps for City Council Election District Boundaries and First Reading of Ordinance to Adopt City Council Election District Boundaries

Tuesday, December 10, 2019 - City Council**Closed Session**

- 19-0326** 5:00 P.M. SPECIAL COUNCIL MEETING (Closed Session)
Closed Session held pursuant to California Government Code Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager and City Attorney

Special Order of the Day

- 19-0233** SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and Commission Members (as needed)

Public Hearings/General Business

- 19-0247** Adopt a Resolution Approving the City Council Regular Meeting Calendar for 2020 through February 2021
- 19-0680** Second Reading of Ordinance to Adopt City Council Election District Boundaries
- 19-0781** Receive and File the FY 2018/19 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. X and the list of Proposed Closed Projects

Tuesday, January 7, 2020 - City Council

Public Hearings/General Business

- 20-0001** Selection of Vice Mayor for a One-Year Term Effective January 7, 2020
- 20-0003** Appoint Councilmembers to Intergovernmental Assignments; Ratify Appointments of Councilmembers made by Outside Agencies; Take Action to Modify, Create, or Terminate Council Subcommittees
- 20-0004** Determine the 2020 Seating Arrangements for City Council

Tuesday, January 14, 2020 - City Council

Public Hearings/General Business

- 19-0120** Agenda Items Pending - to be scheduled

Thursday, January 30, 2020 - City Council

Public Hearings/General Business

- 19-0123** 8:30 A.M. SPECIAL COUNCIL MEETING
Strategic Session - Policy Prioritization Workshop
Location: TBD

Tuesday, February 4, 2020 - City Council

Study Session

- 19-0229** 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

- 19-0128** 2019 4th Quarterly Consideration of General Plan Amendment Initiation Requests

Tuesday, February 25, 2020 - City Council

Public Hearings/General Business

- 19-0122** Agenda Items Pending - to be scheduled

Thursday, February 27, 2020 - City Council

Public Hearings/General Business

19-0124 8:30 A.M. SPECIAL COUNCIL MEETING
Study/Budget Issues Workshop

Date to be Determined - City Council

Public Hearings/General Business

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

19-0795 Approve a Memorandum of Understanding between the City of Sunnyvale and
the Sunnyvale School District and Fremont Union High School District of a
Joint Use Lakewood Branch Library on the Lakewood Elementary School
Site, Preferred Site Option, and Staffing and Operations Plan



City of Sunnyvale

Agenda Item

19-0339

Agenda Date: 8/27/2019

Board/Commission Meeting Minutes



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, August 5, 2019

7:00 PM

Library Program Room, Sunnyvale Public
Library, 665 W. Olive Ave., Sunnyvale, CA
94086

CALL TO ORDER

Chair Lai called the meeting to order at 7:03 p.m.

ROLL CALL

Present: 5 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Tina Hwang
Board Member Mark Isaak
Board Member Sharlene Wang

Council Liaison Hendricks (absent)
Board Member Hwang arrived at 7:23 p.m.

PRESENTATION

[19-0779](#) Technology in the Library

Superintendent of Libraries, Steve Sloan, introduced Supervising Librarian's Chaunacey Dunklee and Raina Tuakoi to the Board. Supervising Librarian's Dunklee and Tuakoi spoke about the various technology programs at the Library including: Make-Her; Awe Station; ABC Mouse; Appy Hour; Career Online; Digital Learning Lab; 3D Printing; Tinkercad; Get Connected; Repair Cafe; Gaming and Learning to Code.

[19-0780](#) Literacy Programs

Supervising Librarian's Chaunacey Dunklee and Raina Tuakoi presented the different literacy programs in the Library, including: early literacy and training; ESL/ELL; digital literacy; storytimes; mighty beginnings; google classes; financial literacy and NOVA/ProMatch.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1 [19-0782](#) Approve the Board of Library Trustees Meeting Minutes of July 1, 2019

Board Member Isaak moved and Board Member Bremond seconded, approval of the Board of Library Trustees minutes of July 1, 2019 as submitted. The motion carried by the following vote:

Yes: 5 - Chair Lai
 Vice Chair Bremond
 Board Member Hwang
 Board Member Isaak
 Board Member Wang

No: 0

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [19-0838](#) Approve Absence of Chair Lai for the September 9 and the October 7 Board of Library Trustees Meetings

Board Member Bremond moved and Board Member Isaak seconded, approval of Chair Lai's absence. The motion carried by the following vote:

Yes: 4 - Vice Chair Bremond
 Board Member Hwang
 Board Member Isaak
 Board Member Wang

No: 0

Abstain: 1 - Chair Lai

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Member Bremond spoke about volunteering at the State of the City.

-Staff Comments

Superintendent Steve Sloan shared: the purchase of Lynda.com by LinkedIn; acquiring an LGBTQ community grant from Pacific Library Partnership; participation of the Library in the Pride Parade; building Foundational and Mission Statements for the Library and Community Services department and an update on the Branch Library.

ADJOURNMENT

Chair Lai adjourned the meeting at 8:25 p.m.



City of Sunnyvale

Agenda Item

19-0340

Agenda Date: 8/27/2019

Information/Action Items

Information/Action Items - Council Directions to Staff

Date Requested	Directive/Action Required	Dept	Due Date	Completed
5/25/18	Bring back the sales tax chart by City when the Council considers the El Camino Real Precise Plan update	CDD	Fall 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	Oct 2019	
2/7/19	Produce quarterly report on staff vacancies and include, actual staff total numbers for each department, including part-time positions.	HRD	Jan 2020	
2/7/19	Once more data is available, would be helpful for Council to receive periodically the Hiring Manager Satisfaction Survey results mentioned on slide 24.	HRD	Jan 2020	
5/21/19	Info item to Council on paving options available on Wolfe Road and Homestead Avenue area.	DPW	Sept 2019	

New Study/Budget Issues Sponsored by Council

Date Requested	Study/Budget Issue Topic	Requested By	Dept	Approved by City Manager
5/21/19	Establish a formal SMART City initiative. Look at construction and implementation of an innovation roadmap in alignment with our strategic priority. Include looking at inclusion of a digital funding to include digital strategy.	Fong , Goldman, Klein	ITD	8/14/19

Initial Sponsor in **Bold**.

Following approval by the City Manager, study issues papers are posted to:

<https://sunnyvale.ca.gov/government/council/study/studyissues.htm>

Printed on 8/22/2019



City of Sunnyvale

Agenda Item

19-0733

Agenda Date: 8/27/2019

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	10488
Location	370 San Aleso Ave
Developer	Toll West Coast LLC, a Delaware limited liability company
Lots/Units	46 lots (30 developable, 16 common lots)/ 47 condominium-townhouse units, 18 duets

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: Arnold Chu, Senior Engineer

Reviewed by: Jennifer Ng, Assistant Director of Public Works

Reviewed by: Charles Taylor, Director of Public Works