



City of Sunnyvale

Notice and Agenda City Council

Tuesday, June 9, 2020

5:15 PM

Telepresence Meeting: City Web Stream |
Comcast Channel 15 | AT&T Channel 99

**Special Meeting: Closed Session - 5:15 PM | Special Meeting: Study Session - 6 PM |
Regular Meeting - 7 PM | Special Joint Meeting of the City Council and the Sunnyvale
Financing Authority - 7 PM (or as soon thereafter as the matter may be heard)**

Because of the COVID-19 emergency and the “shelter in place” orders issued by Santa Clara County and the State of California, the meeting of the Sunnyvale City Council on June 9, 2020, will take place by teleconference, as allowed by Governor Gavin Newsom’s Executive Order N-29-20.

- *Watch the City Council meeting at sunnyvaleca.legistar.com/calendar.aspx, <https://youtu.be/WLKs12GiDwU> or on television over AT&T U-verse Channel 99 or Comcast Channel 15.*
- *Submit written comments to the City Council up to 4 hours prior to the meeting to council@sunnyvale.ca.gov or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.*
- *Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone):*

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

Meeting call-in telephone number: 833-548-0276 | Meeting ID: 961 1158 0540

Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. The Office of the City Clerk may be reached at (408) 730-7483 or cityclerk@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

5:15 P.M. SPECIAL COUNCIL MEETING (Closed Session)**1 Call to Order via Teleconference****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. If you wish to address the Council, please refer to the notice at the beginning of this agenda. Closed Sessions are not open to the public.

4 Convene to Closed Session[20-0048](#)

Closed Session held pursuant to California Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-EXISTING
LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: San Francisco Baykeeper v. City of Sunnyvale

U.S. District Court, Northern Dist. of California Civil Case No.:

5:20-cv-00824-EJD

5 Adjourn Special Meeting**6 P.M. SPECIAL COUNCIL MEETING (Study Session)****1 Call to Order via Teleconference****2 Roll Call****3 Public Comment**

The public may provide comments regarding the Study Session item(s). If you wish to address the Council, please refer to the notice at the beginning of this agenda.

4 Study Session[20-0400](#)

Lawrence Station Area Plan (LSAP) Housing Study/Boundary
Expansion/Sense of Place Plan Update

Project Planner: George Schroeder, (408) 730-7443,

gschroeder@sunnyvale.ca.gov

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 via Teleconference

ROLL CALL

CLOSED SESSION REPORT

SPECIAL ORDER OF THE DAY

[20-0386](#)

SPECIAL ORDER OF THE DAY - Lesbian, Gay, Bisexual,
Transgender and Queer (LGBTQ) Pride Month

ORAL COMMUNICATIONS

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

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.

1.A [20-0380](#)

Approve City Council Meeting Minutes of May 19, 2020

Recommendation: Approve the City Council Meeting Minutes of May 19, 2020 as submitted.

- 1.B [20-0530](#) Approve City Council Meeting Minutes of May 21, 2020
(Budget Workshop)

Recommendation: Approve the City Council Meeting Minutes of May 21, 2020 as submitted.

- 1.C [20-0469](#) Approve City Council Meeting Minutes of May 26, 2020 (Board
and Commission Interviews)

Recommendation: Approve the City Council Meeting Minutes of May 26, 2020 as submitted.

- 1.D [20-0396](#) 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.E [20-0404](#) Adopt a Resolution to Authorize the Filing of an Application to
the Metropolitan Transportation Commission for the Allocation
of Fiscal Year 2020/21 Transportation Development Act,
Article 3 Funding for the Design and Implementation of
Pedestrian and Bicycle Safety Improvements at the
Intersection of Fremont Avenue and Manet Drive/Bobwhite
Avenue

Recommendation: Adopt a resolution to authorize the filing of an application to
the Metropolitan Transportation Commission for the Allocation
of Fiscal Year 2020/21 Transportation Development Act,
Article 3 Funding, estimated at \$157,810, for the design and
implementation of pedestrian and bicycle safety improvements
at the intersection of Fremont Avenue and Manet
Drive/Bobwhite Avenue.

- 1.F [20-0307](#) Authorize the Issuance of a Blanket Purchase Order to Priority
1 Public Safety Equipment, Inc. for Building and Equipping
Public Safety Vehicles (F20-124)

Recommendation: Take the following actions:

- Authorize the issuance of a blanket purchase order to Priority 1 Public Safety Equipment, Inc. for building and equipping Public Safety vehicles, in substantially the same form as Attachment 1 to the report, in the amount of \$450,000; and
- Authorize the City Manager to amend and renew the blanket purchase order for two additional one-year periods, subject to available budget and acceptable pricing and services.

1.G [20-0496](#)

Award a Contract to Tyler Technologies for the Permitting, Licensing, and Inspection System (F18-259)

Recommendation: Take the following actions:

- Award a five-year contract in substantially the same form as Attachment 1 to the report in the amount not to exceed \$2,583,745 to Tyler Technologies Inc.;
- Authorize the City Manager to execute the contract when all necessary conditions have been met;
- Approve a 10% contingency for the implementation services in the amount of \$110,174; and
- Delegate the authority to the City Manager to renew the licensing contract for four additional one-year periods within budgeted amounts, provided services and pricing remain acceptable to the City.

1.H [20-0327](#)

Approve the FY 2020/21 Preliminary Engineer's Report for the Downtown Parking District Assessment, Adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2020/21, and Set the Date of July 14, 2020 for the Public Hearing on the Proposed Assessment

Recommendation: Approve the Fiscal Year (FY) 2020/21 preliminary Engineer's Report for the Downtown Parking District Assessment, adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2020/21, and set the date of July 14, 2020 for the public hearing on the levy of the proposed Assessment.

1.I [20-0549](#)

Ratify Cites Association of Santa Clara County (CASCC) Re-Appointments of Councilmember Hendricks to the Santa Clara County Airport Land Use Commission (ALUC) and

Councilmember Melton as Alternate Cities Member to the Santa Clara County Local Agency Formation Commission (LAFCO)

Recommendation: Staff makes no recommendation. By approval of the consent calendar, Council ratifies the Cites Association of Santa Clara County Appointments of Councilmember Hendricks to the Santa Clara County Airport Land Use Commission (ALUC) and Councilmember Melton as the alternate Cities member to the Santa Clara County Local Agency Formation Commission (LAFCO).

- 1.J [20-0601](#) Ratify Mayor Klein's Appointment as Co-Chair of the Silicon Valley Leadership Group (SVLG) Silicon Valley Recovery Roundtable Mayors' Circle

Recommendation: Staff makes no recommendation. By approval of the Consent Calendar, Council ratifies Mayor Klein's Appointment as Co-Chair of the Silicon Valley Leadership Group's Silicon Valley Recovery Roundtable Mayors' Circle.

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearing/general business item, please refer to the notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes. For land-use items, applicants are limited to a maximum of 10 minutes for opening comments and 5 minutes for closing comments.

- 2 [20-0551](#) Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.

Recommendation: Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.

- 3 [20-0006](#) Parks and Recreation Commission Resignation; and Appoint Applicants to the Arts Commission, Bicycle and Pedestrian Advisory Commission, Board of Building Code Appeals, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Parks and Recreation Commission, Personnel Board, Planning

Commission and Sustainability Commission

Recommendation: Staff makes no recommendation.

- 4 [20-0526](#) Consider Approval of Draft Second Substantial Amendment to the 2019 Housing and Urban Development (HUD) Action Plan

Recommendation: Alternative 1: Approve the Second Substantial Amendment to the 2019 Action Plan as shown in Attachment 2 of the staff report.

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

CALL TO ORDER

Call to Order via Teleconference

ROLL CALL

PUBLIC COMMENT (ON SPECIAL MEETING ITEMS ONLY)

CONSENT CALENDAR

- 5.A [20-0289](#) Approve Joint City Council and Sunnyvale Financing Authority Meeting Minutes of December 10, 2019

Recommendation: Sunnyvale Financing Authority
Approve the Joint City Council and Sunnyvale Financing Authority Meeting Minutes of December 10, 2019 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 6 [20-0344](#) Annual City Council Public Hearing on FY 2020/21 Budget and Resource Allocation Plan and Establishment of Appropriations Limit and Sunnyvale Financing Authority Public Hearing on FY 2020/21 Budget

Recommendation: City Council:

Conduct a Public Hearing to obtain input from the public as required by City Charter Section 1303, the California Constitution, and the California Government Code. Council can also provide direction to staff on any issue requiring further review prior to the adoption of the FY 2020/21 Budget on June 23, 2020.

Sunnyvale Financing Authority:

Conduct a Public Hearing on the FY 2020/21 Budget. The Board can also provide direction to staff on any issue requiring further review prior to the adoption of the FY 2020/21 Budget on June 23, 2020.

- 7 [20-0347](#) Annual Review of Proposed Fees and Charges for Fiscal Year 2020/21

Recommendation: Council is conducting a public hearing in order to solicit public input and provide direction to staff on any fee requiring further review prior to the June 23, 2020 Council meeting where the proposed schedule will be considered for adoption.

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

- 8 [20-0534](#) Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency, and Find that the Action is Exempt from the California Environmental Quality Act

Recommendation: Alternative 1: Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

- 9 [20-0599](#) Approve Participation in the Santa Clara County Contact

Tracer Efforts by Providing Staff Support

Recommendation: Alternative 1: Approve Participation in the Santa Clara County Contact Tracer Efforts by Providing the Support of Seven Staff for an initial three months with the ability of the City Manager to extend the assignment for up to an additional three months.

- 10 [20-0498](#) Discussion of Impacts of COVID-19 on Administrative Issues for the November 3, 2020 Regular Municipal Election, and Consideration of Adoption of a Resolution Waiving the Signature Gathering Requirement in Sunnyvale Municipal Code Section 2.28.030 and Providing for the City to Cover Publication Costs of City Council Candidate Statements for the November 2020 General Municipal Election due to the COVID-19 Emergency

Recommendation: Staff makes no recommendation. This report is developed to facilitate conversation for the public hearing and for consideration and action by the City Council.

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.

- | | |
|--------------------------------|---|
| <u>20-0531</u> | Tentative Council Meeting Agenda Calendar |
| <u>20-0532</u> | Board/Commission Meeting Minutes |
| <u>20-0533</u> | Information/Action Items |
| <u>20-0596</u> | Mayoral Announcement of Mayor-Appointed Ad Hoc Sunnyvale Cares Nonprofit Grant Program Advisory Committee |

[20-0301](#)

Consolidation of the City's Design Guidelines (Information Only)

ADJOURNMENT

NOTICE TO THE PUBLIC

The agenda reports to council (RTCs) may be viewed on the City's website at sunnyvale.ca.gov after 7 p.m. on Thursdays or in the Office of the City Clerk located at 603 All America Way, 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, during normal business hours and in the Council Chamber on the evening of the Council Meeting, pursuant to Government Code §54957.5. Contact the Office of the City Clerk at (408) 730-7483 to access City Hall to view these materials and for specific questions regarding the agenda.

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

Planning a presentation for a City Council meeting?

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

Planning to provide materials to Council?

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

20-0048

Agenda Date: 6/9/2020

Closed Session held pursuant to California Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: San Francisco Baykeeper v. City of Sunnyvale

U.S. District Court, Northern Dist. of California Civil Case No.: 5:20-cv-00824-EJD



City of Sunnyvale

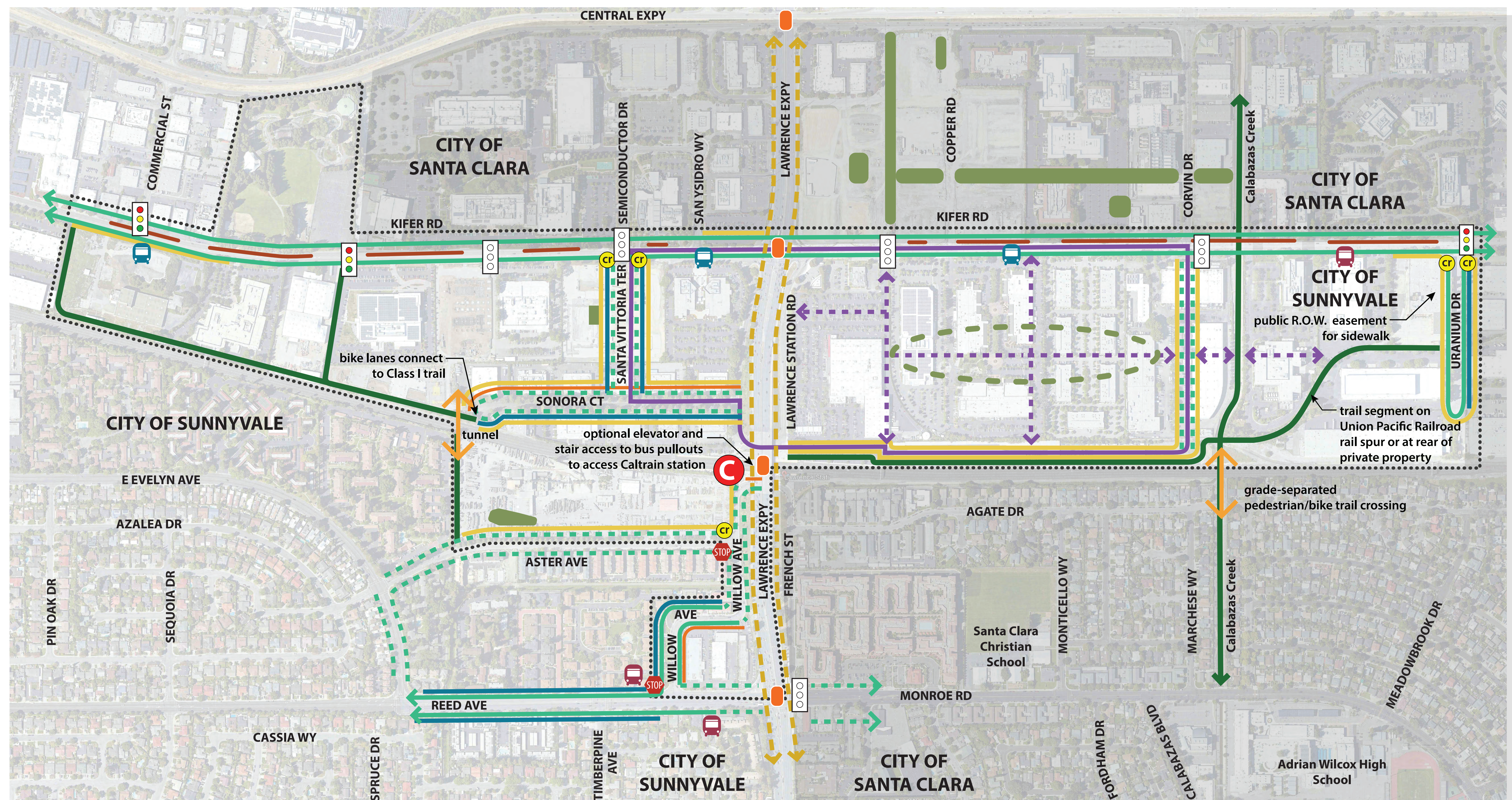
Agenda Item

20-0400

Agenda Date: 6/9/2020

Lawrence Station Area Plan (LSAP) Housing Study/Boundary Expansion/Sense of Place Plan Update

Project Planner: George Schroeder, (408) 730-7443, gschroeder@sunnyvale.ca.gov

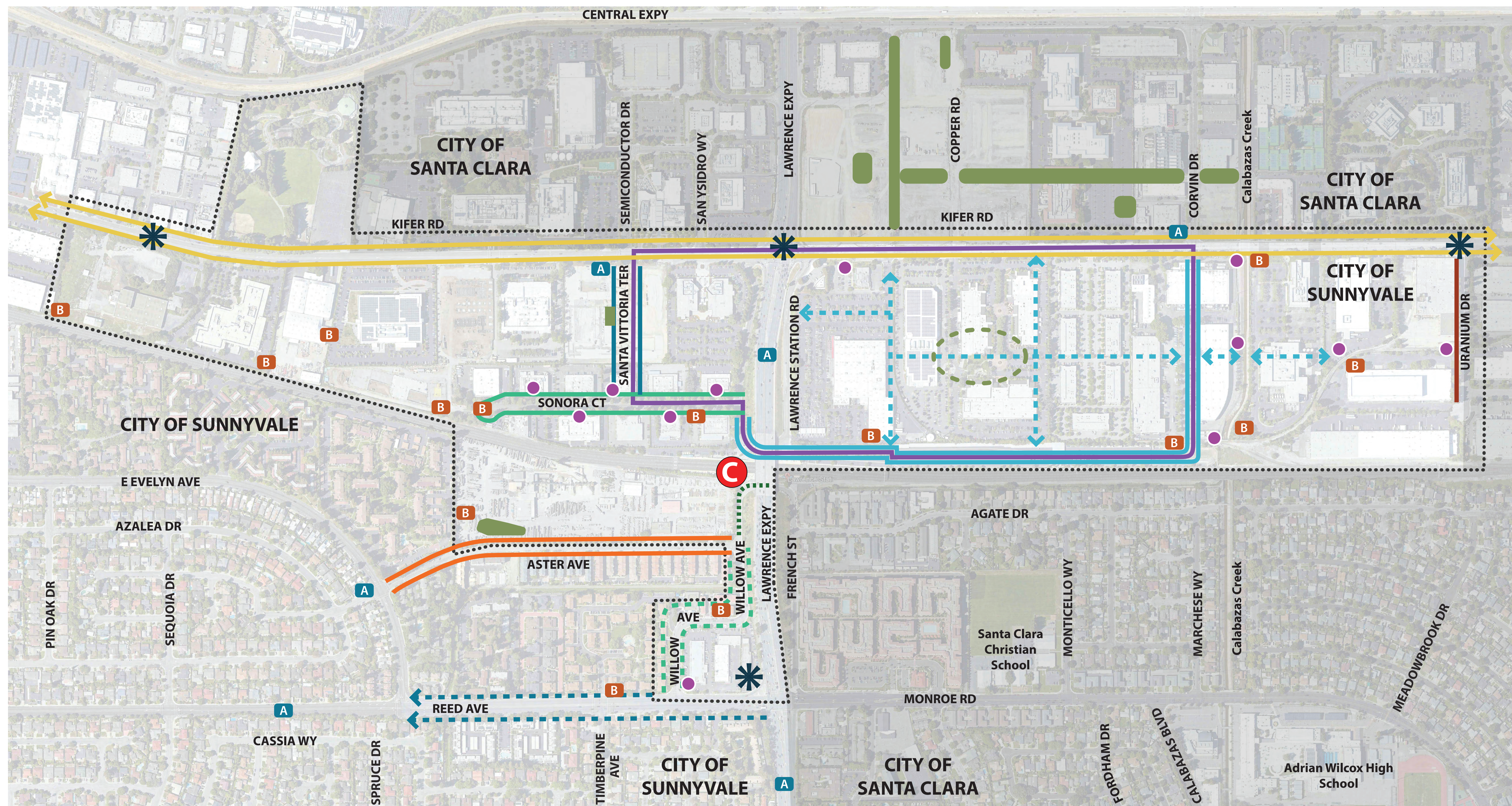


LEGEND

	Lawrence Caltrain Station		Conceptual roadway / Class I trail		Bike lane, buffered
	Project Limits		Stop-controlled intersection, existing		Bike lane
	Loop Road		Signal-controlled intersection, existing		Trail, Class I multi-use paved path
	Rail undercrossing		Signal-controlled intersection, proposed		Parks and open space
	Sidewalk, infill		Below-grade expressway		Bus stop, with improved passenger and bus pad
	Curb ramp		Below-grade pedestrian/bike corridor		Bus stop, existing
	On-street parking		Landscaped median along Kifer Rd		
	On-street parking, removed				

Notes:

- 1) Project Limits shown are diagrammatic. Where project limits are shown beyond the City of Sunnyvale limits, it is to provide graphic clarity and design intent only.
- 2) Peninsula Joint Powers Board (JPB) right-of-way is not required for the Loop Road or east-west pedestrian/bike trails.
- 3) Parks, conceptual roadways, and open space footprints and locations are diagrammatic.
- 4) Refer to development plans and conceptual plans prepared by others.
- 5) See Street Life Plan for infill street trees and signage.
- 6) Any potential future rail crossings would be subject to JPB approval.
- 7) Bus stops on Kifer Rd also serve as ACE shuttle stops.



LEGEND		RECOMMENDED TREE PALETTE	
	Lawrence Caltrain Station		Kifer Road: Existing Canary Island pines and coast redwoods to remain. Select large deciduous trees (ex. Platanus acerifolia). No trees in landscaped median east of Lawrence Expressway due to presence of existing utility lines.
	Project Limits		Santa Vittoria Terrace: Select medium deciduous trees.
	Loop Road		Sonora Court: Existing coast redwoods and Atlas cedars to remain. Select large evergreen trees.
	Gateway sign		Aster Avenue: Existing cedars to remain. Select Deodar cedars for north side. Select medium evergreen or deciduous trees for south side.
	Directional signage, Type A		Willow Avenue: Existing ginkgos to remain. Select a mix of small and medium deciduous trees.
	Directional signage, Type B		Reed Avenue: Existing southern magnolias to remain. Select large evergreen trees.
	Parks and open space		Uranium Drive: Existing coast redwoods to remain.
	Plazas and seating, on private property		Loop Road and conceptual roadways Select medium deciduous trees.
		Notes: 1) See Sense of Place Plan for note regarding project limits. 2) See Sunnyvale Urban Forest Management Plan 2014 for recommended and discouraged tree species. Small trees: crown diameter of less than 20 ft at maturity Medium trees: crown diameter of 20 to 35 ft at maturity Large trees: crown diameter of over 35 ft at maturity.	

STREET LIFE AND WAYFINDING PLAN

LAWRENCE STATION SENSE OF PLACE PLAN

SUNNYVALE, CA



OPTION A

- Solid metal panels with dimensional metal letters or cut-out letters

OPTION B

- Folded metal panel with dimensional metal letters

OPTION C

- Perforated metal panel with dimensional metal letters



Color Palette



1

GATEWAY SIGN

ELEVATION

N.T.S.

2

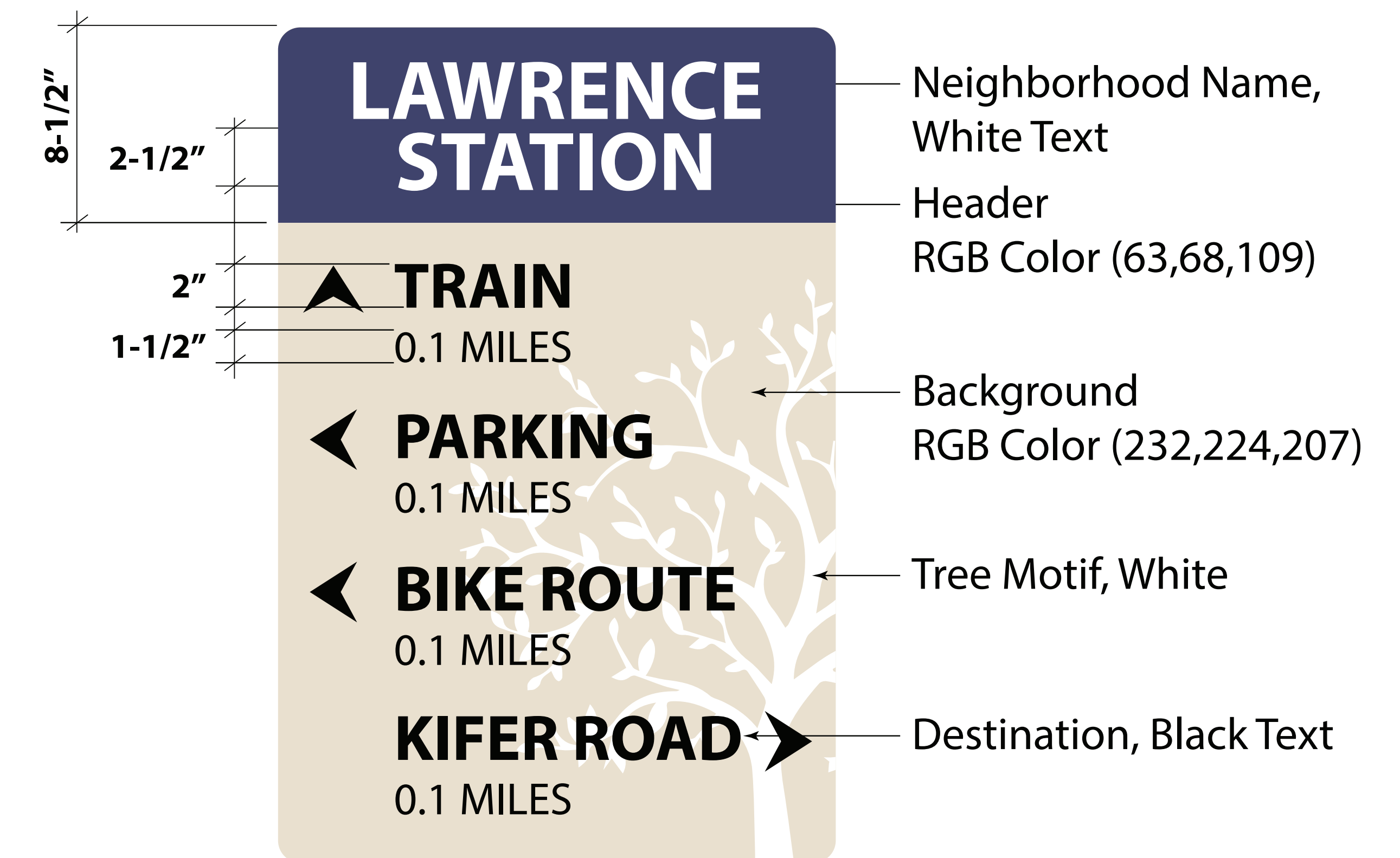
DIRECTIONAL SIGN

ENLARGEMENT

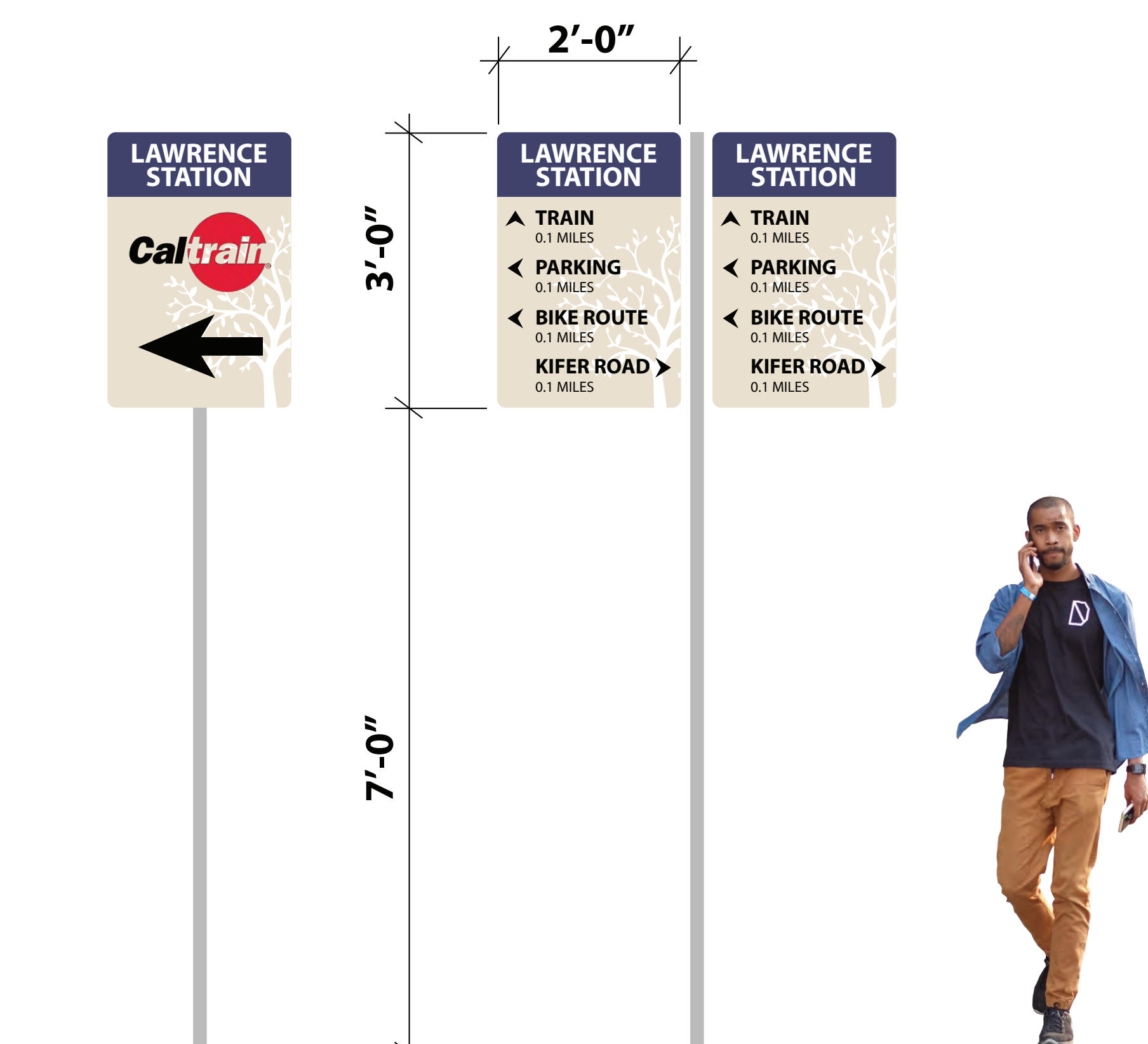
N.T.S.



TYPE A



TYPE B

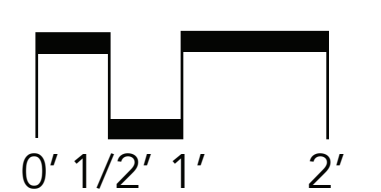


Note: See above for sign enlargement.

3

DIRECTIONAL SIGN

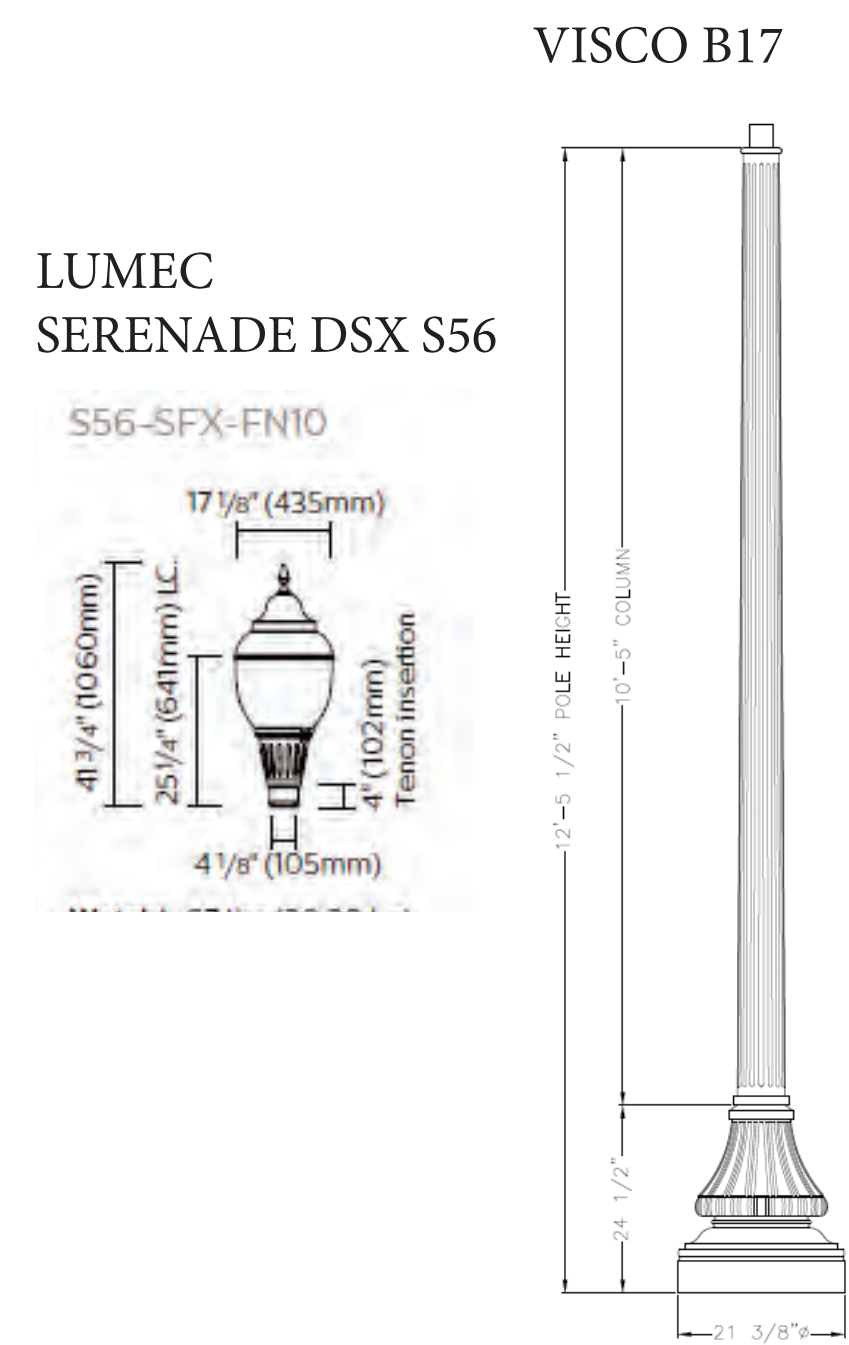
ELEVATION



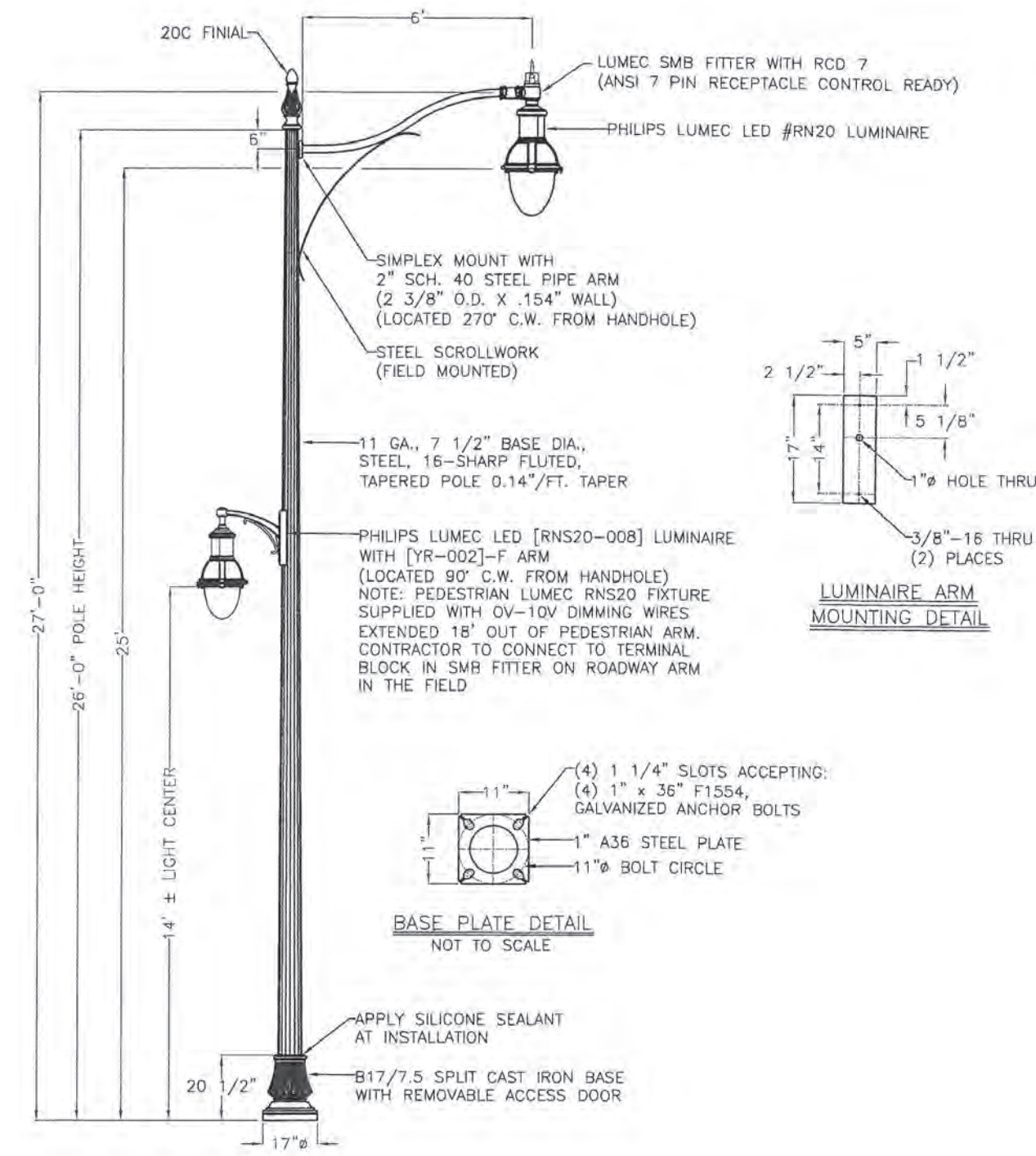
NOTE: Signs shall be located outside of intersection corner and driveway vision triangles. Refer to City of Sunnyvale Planning and Building Division requirements for more information.

EXISTING CITY LIGHT STANDARDS

Downtown



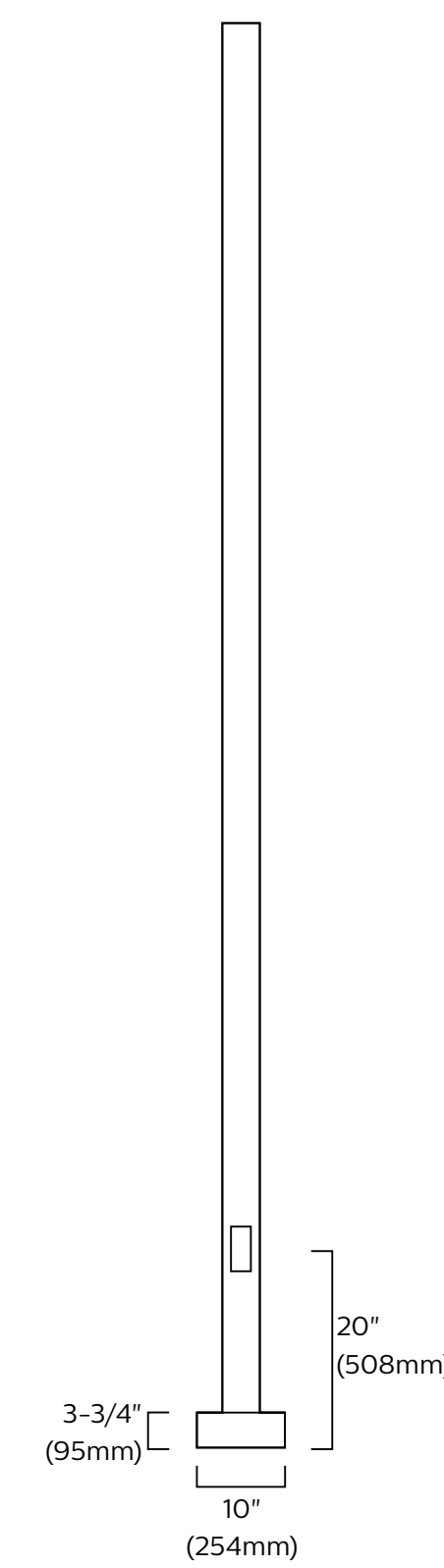
Public Works (Peery Park)



PROPOSED POLE, BASE COVER, AND MAST ARM

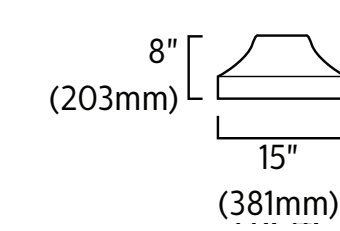
Round Steel Pole

SBR4

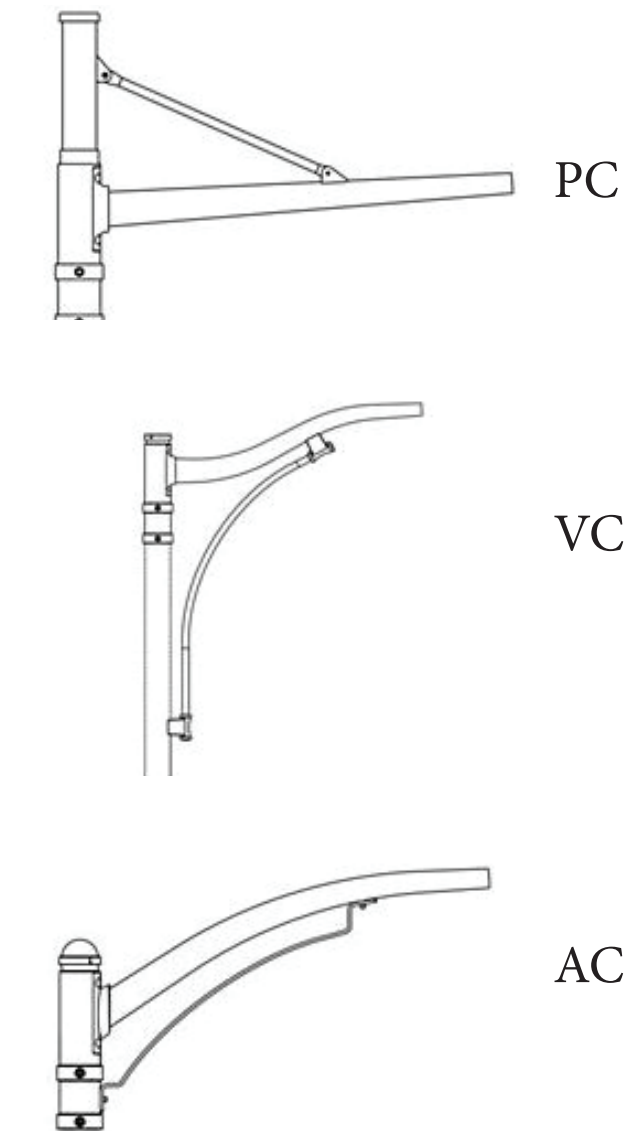


Base Cover

LBC4C



Mast Arms



LIGHTING OPTIONS

OPTION A

Peery Park Lumec Renaissance RN20/RNS20 fixture with Lumec straight pole, simple base cover, and with straight mast arm



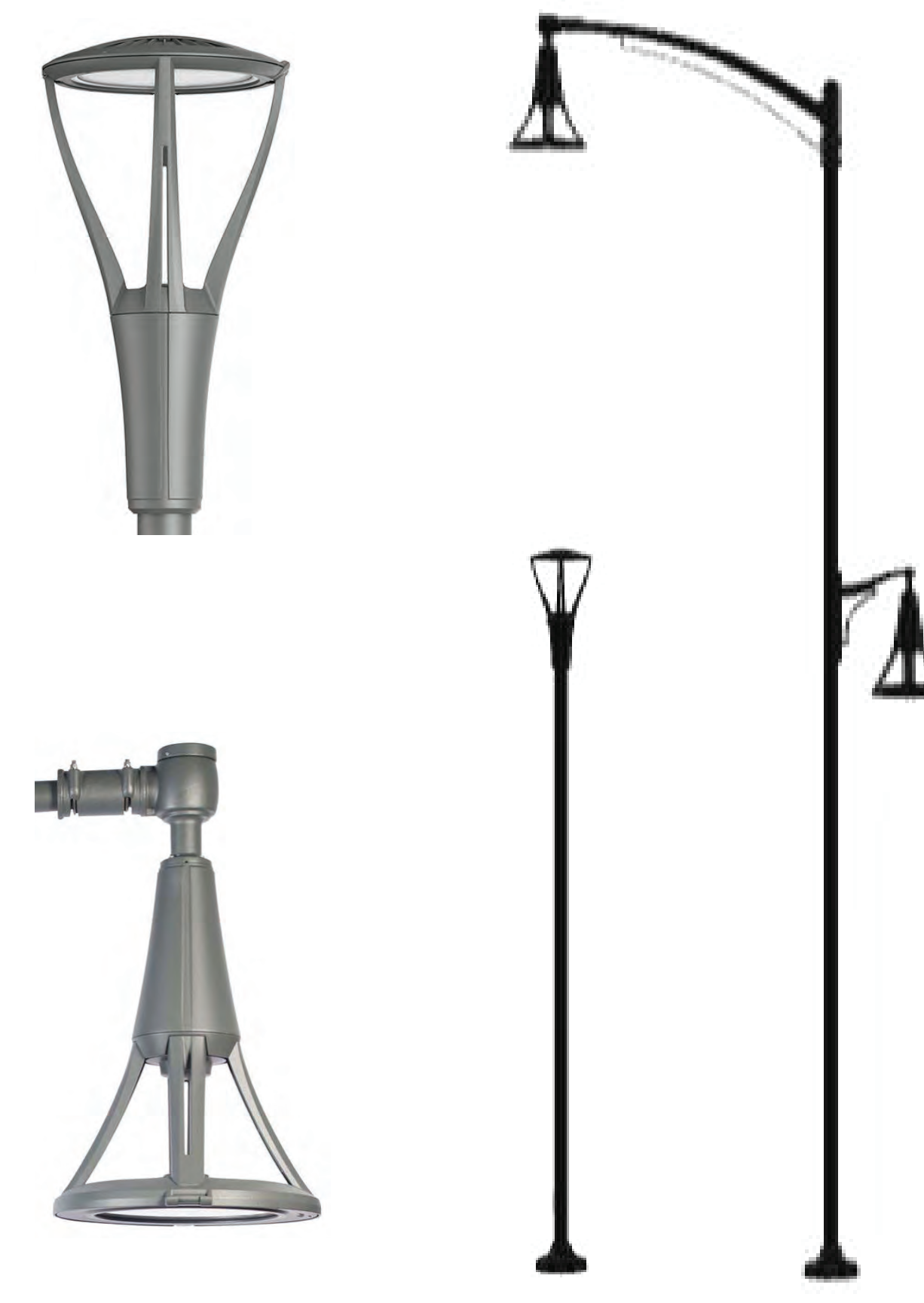
OPTION B

Lumec Domus DMS50 fixture with Lumec straight pole, simple base cover, and with straight mast arm



OPTION C

Lumec Urbanscape MSC and MPTC fixture with Lumec straight pole, simple base cover, and with straight mast arm



SITE FURNISHINGS

The images below suggest the aesthetic of site furnishings on private property within the plan area. Site furnishings such as these will not be provided within the public right-of-way.



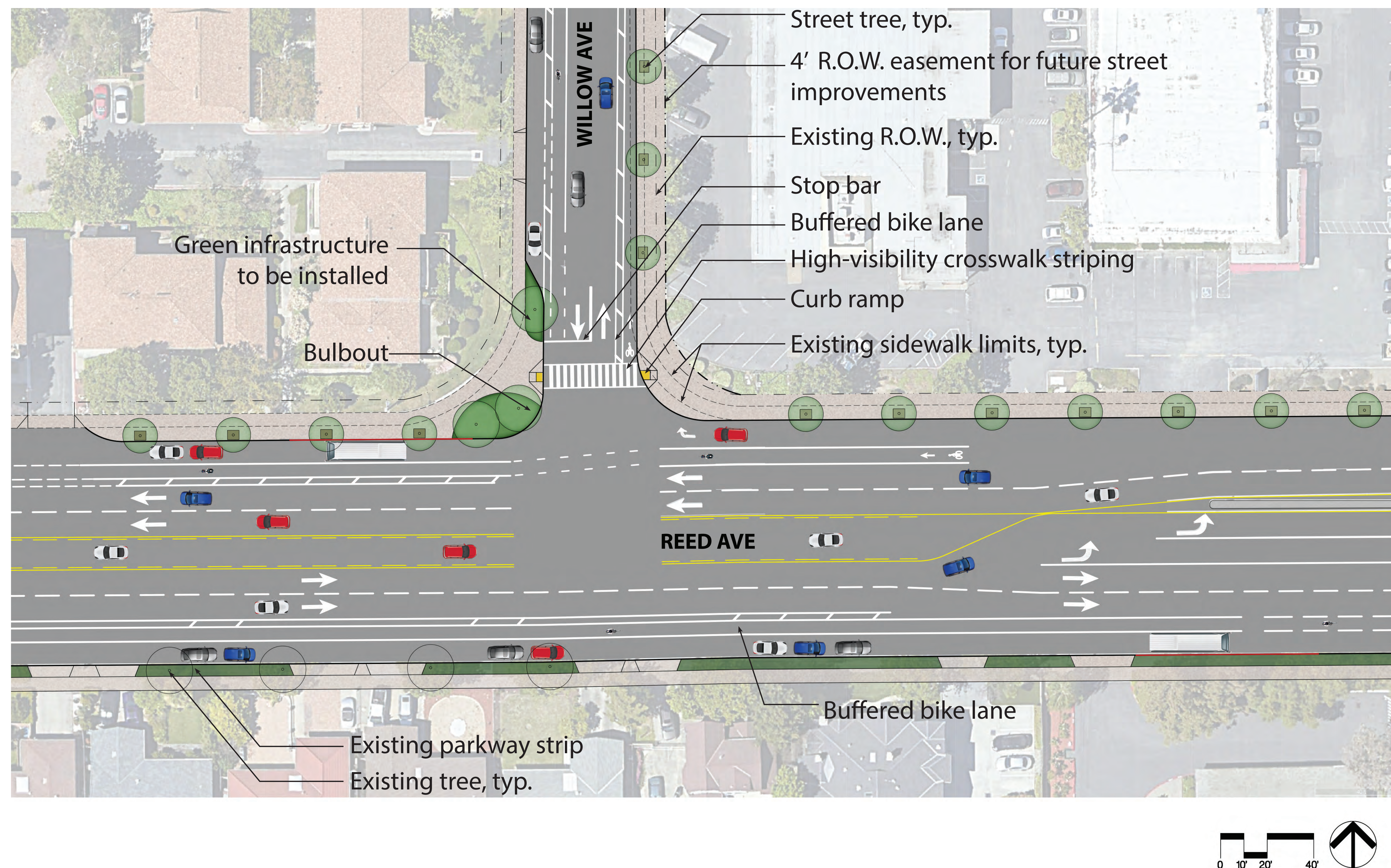
BENCH

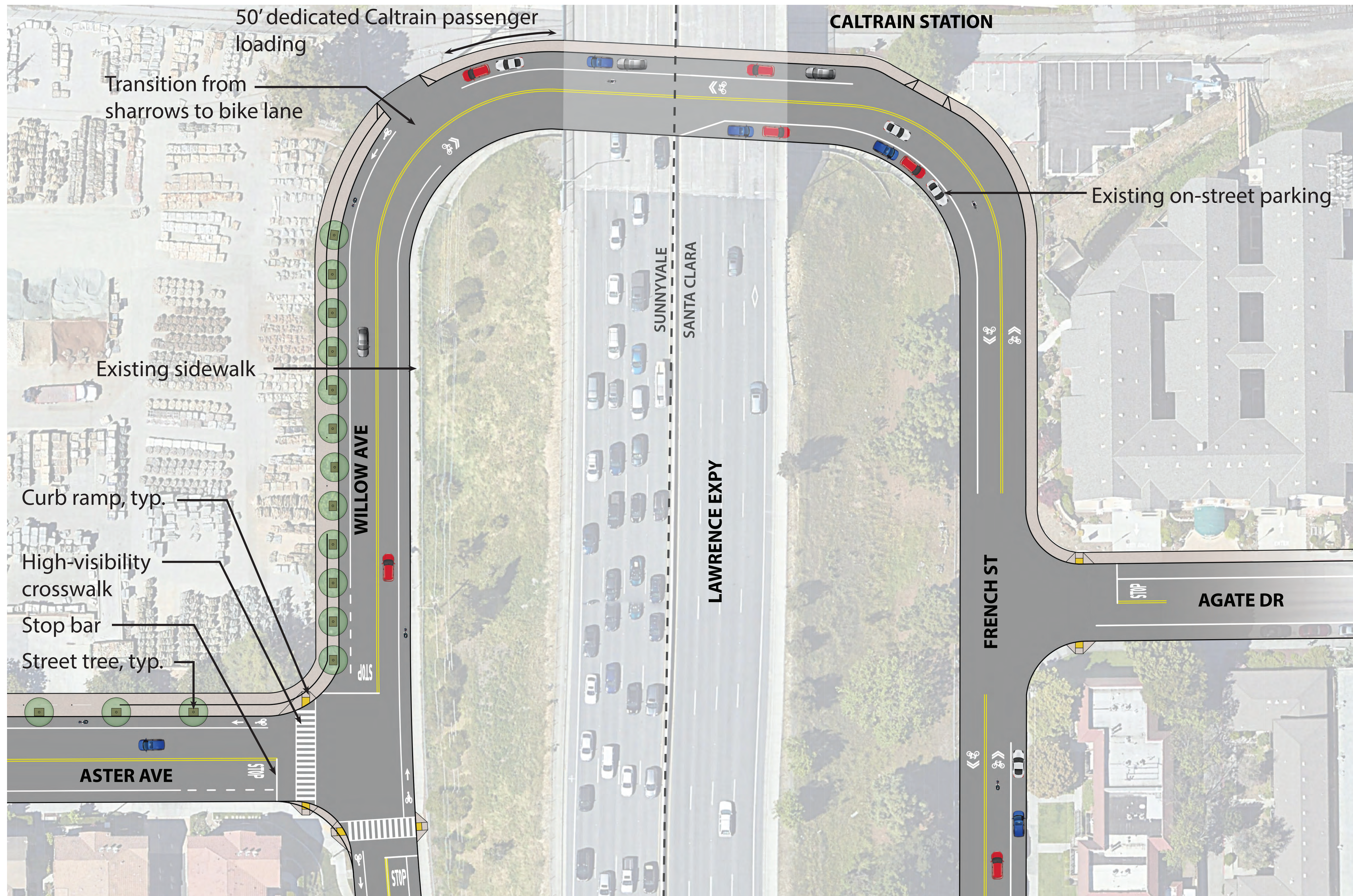


BIKE RACK



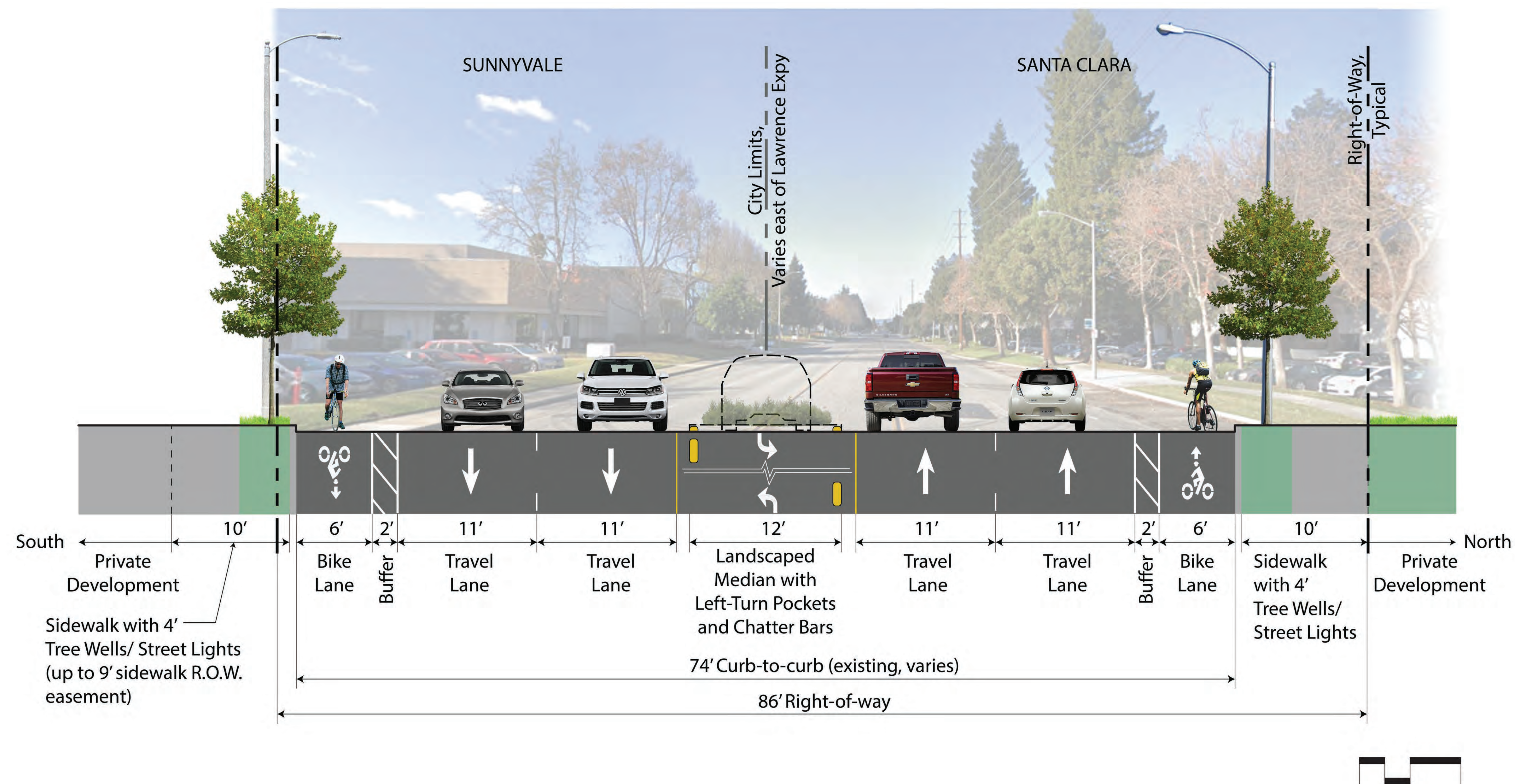
TRASH RECEPTACLE



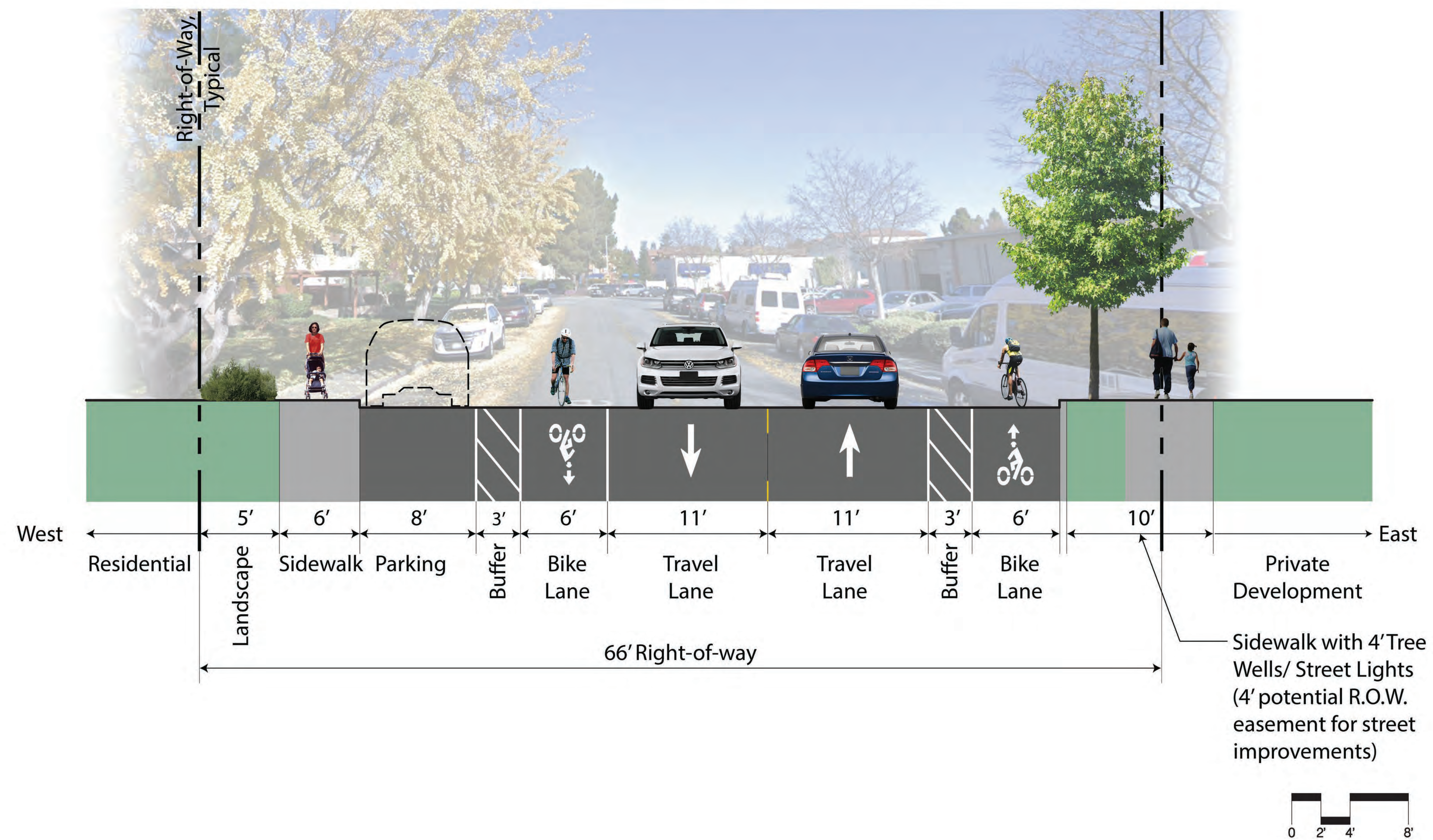


Note: Willow Avenue and French Street will remain beneath Lawrence Expressway per existing conditions until the Lawrence Expressway grade separation project occurs.

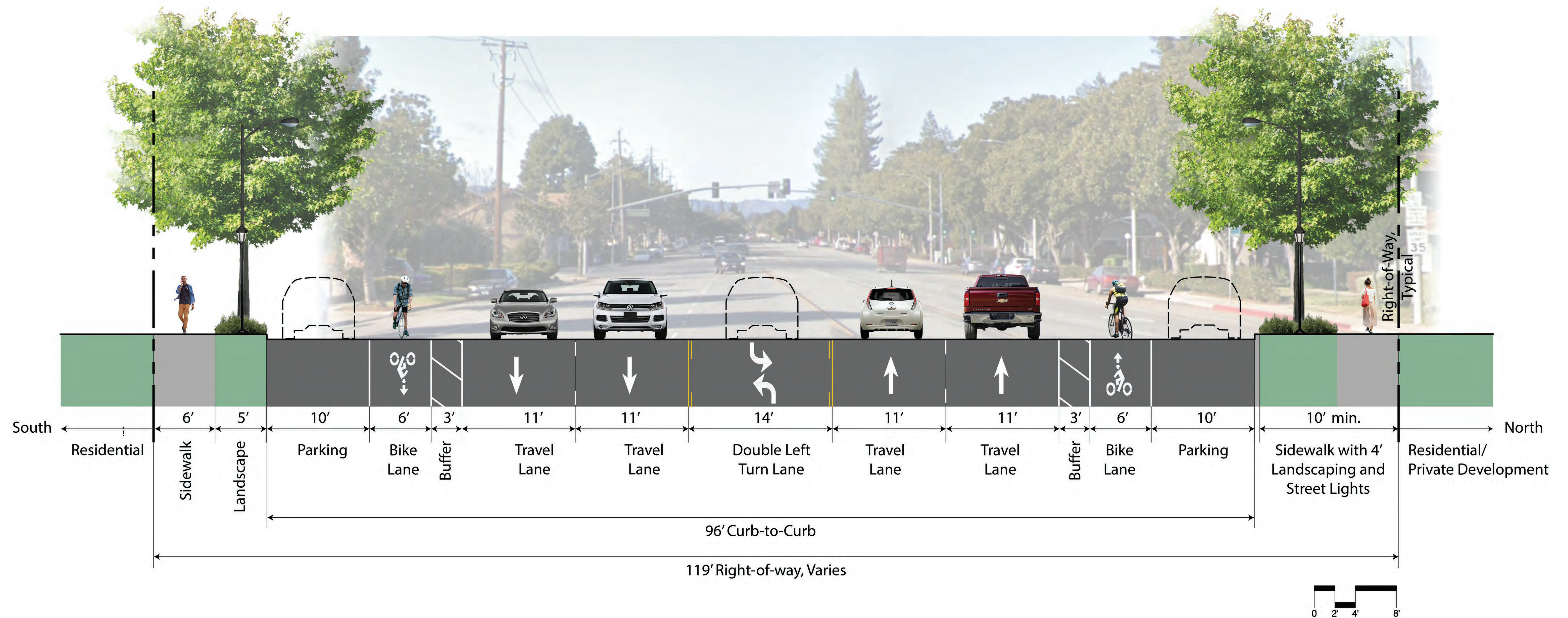
KIFER ROAD



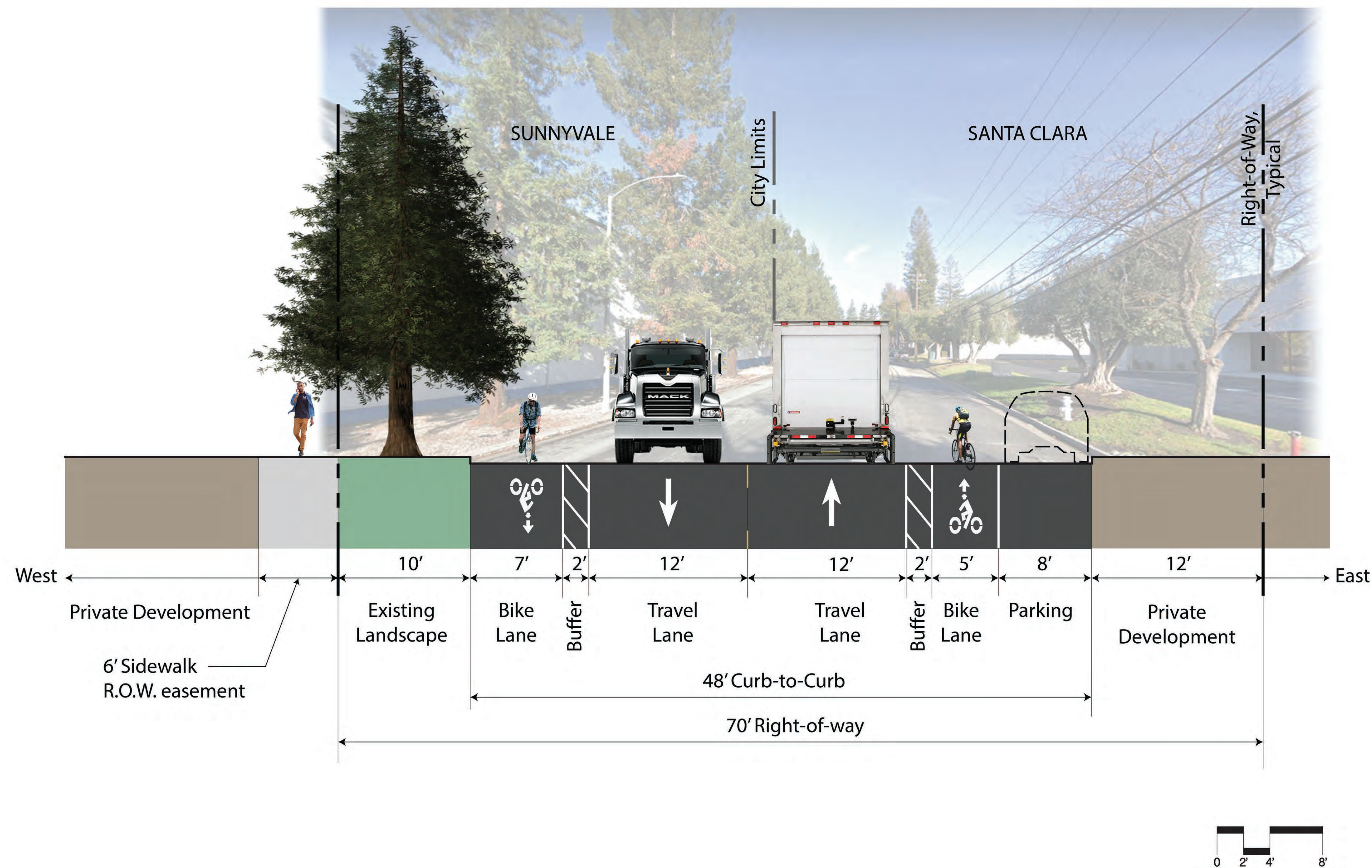
WILLOW AVENUE



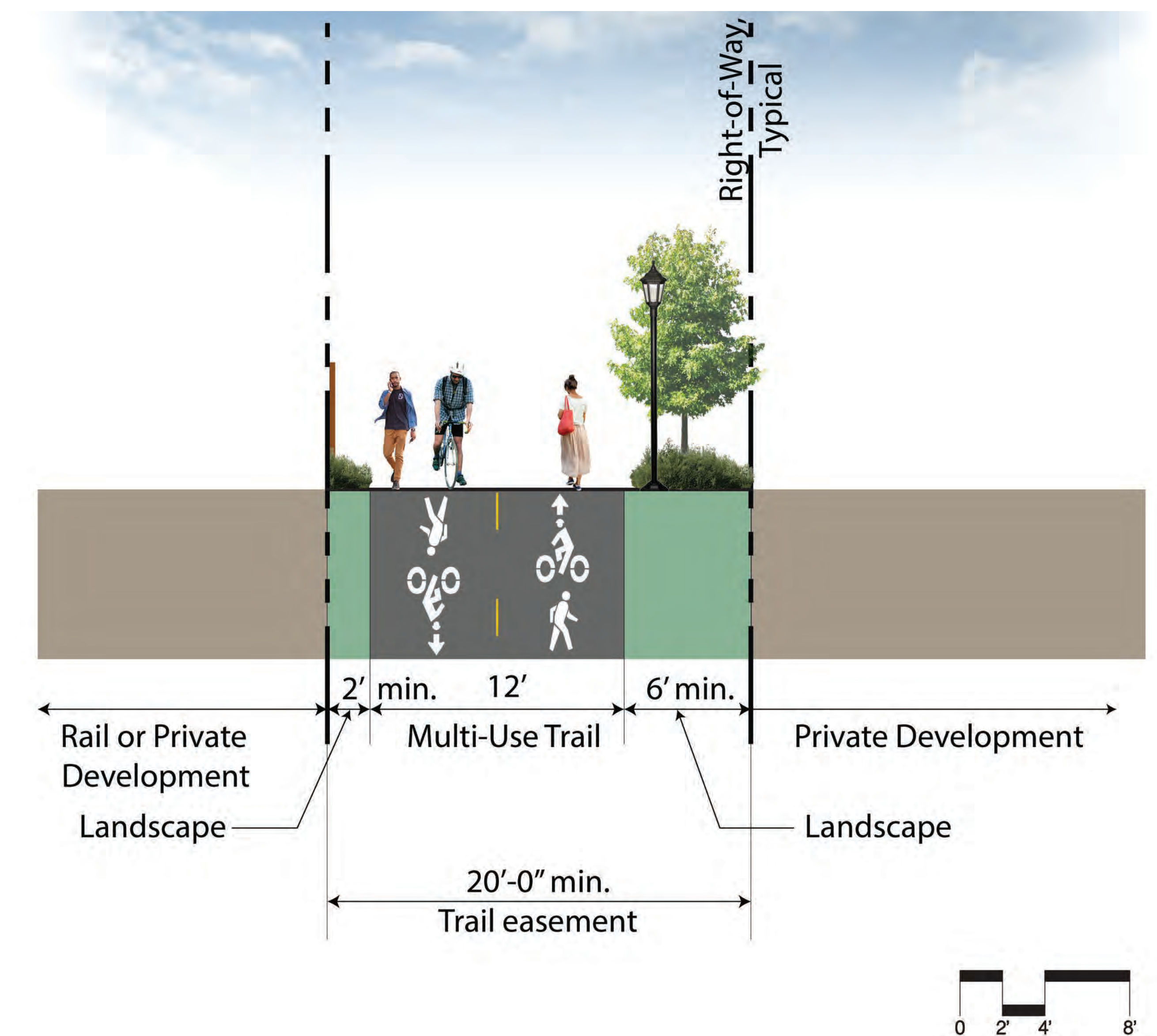
REED AVENUE



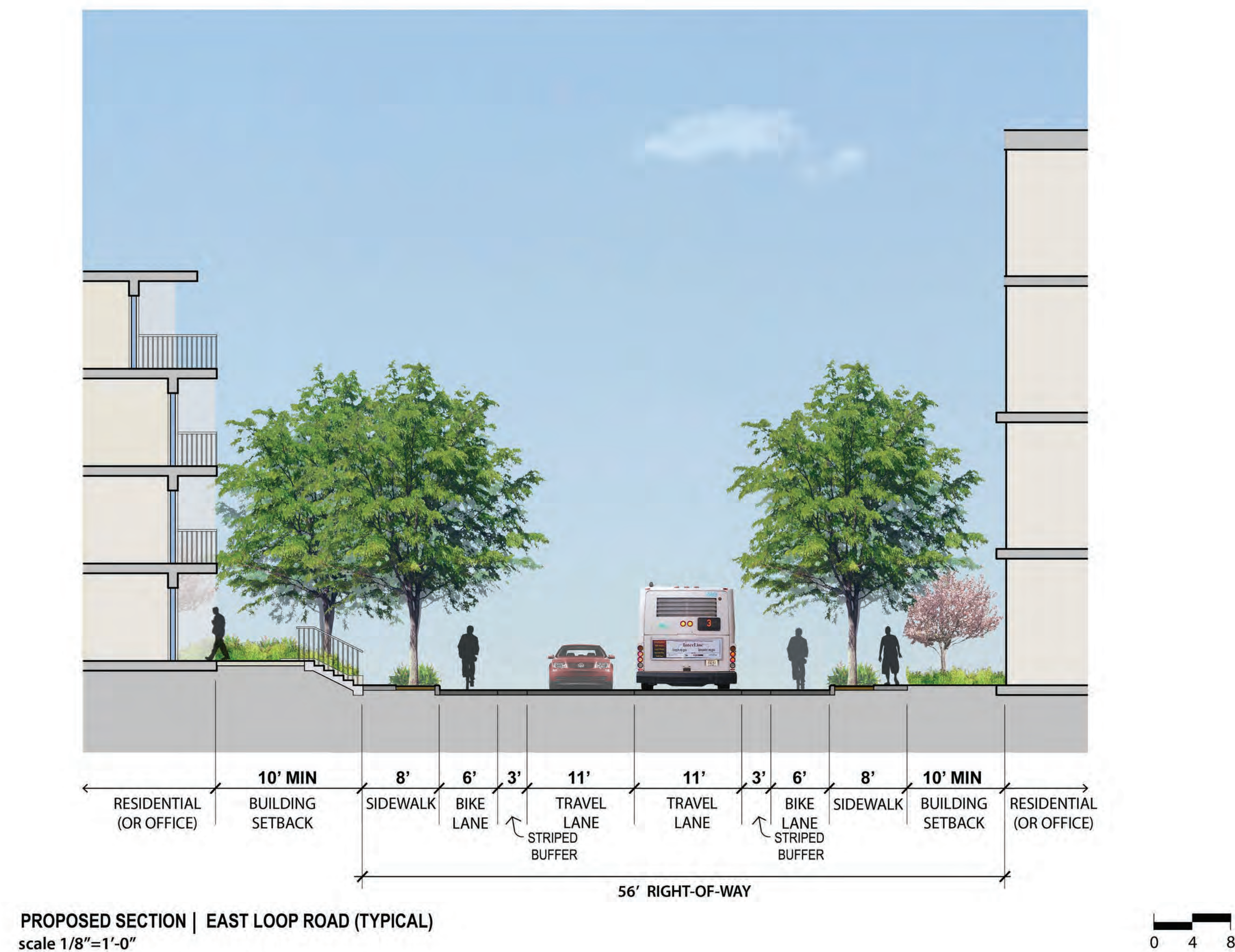
URANIUM AVENUE



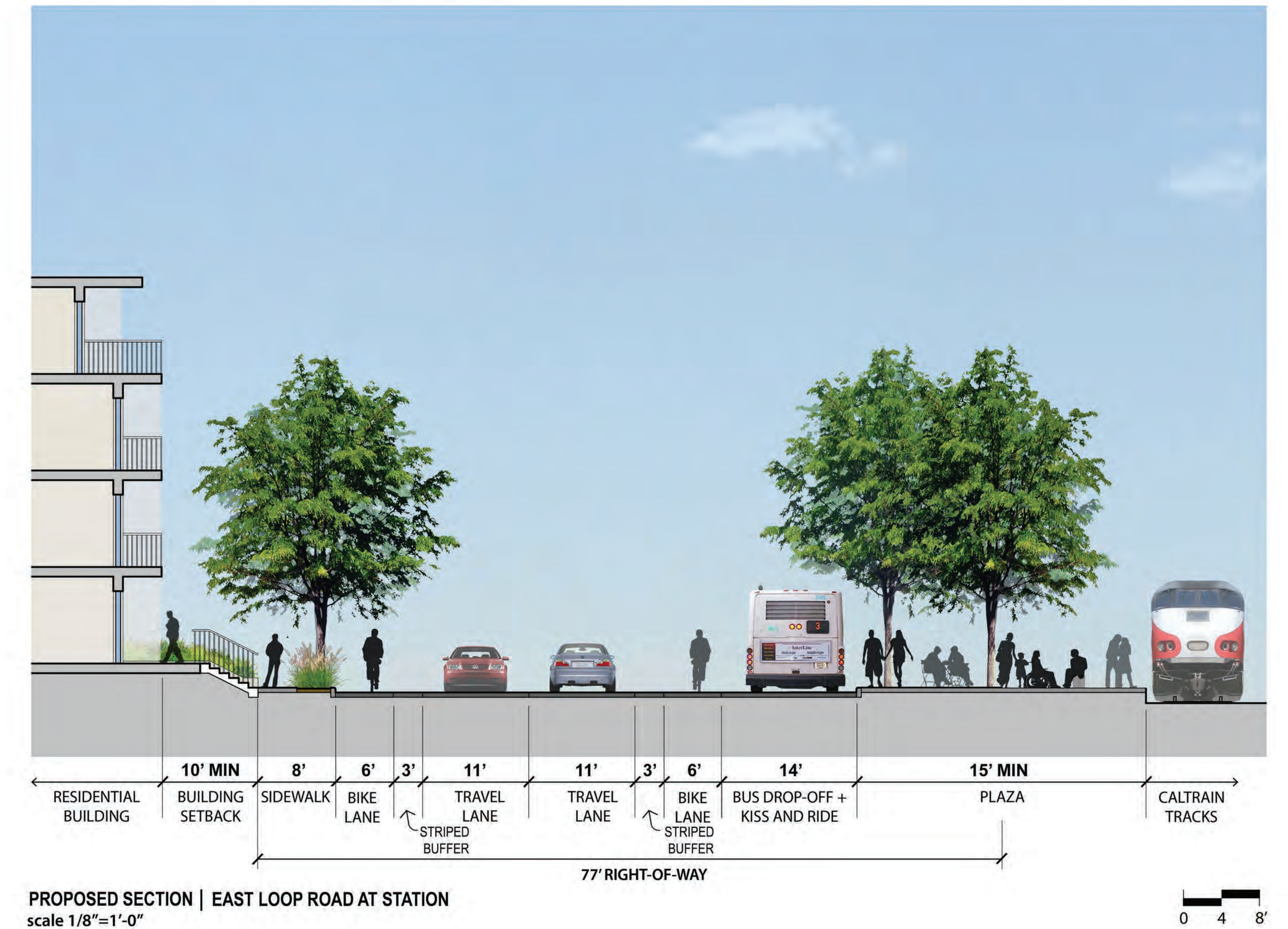
TYPICAL MULTI-USE TRAIL

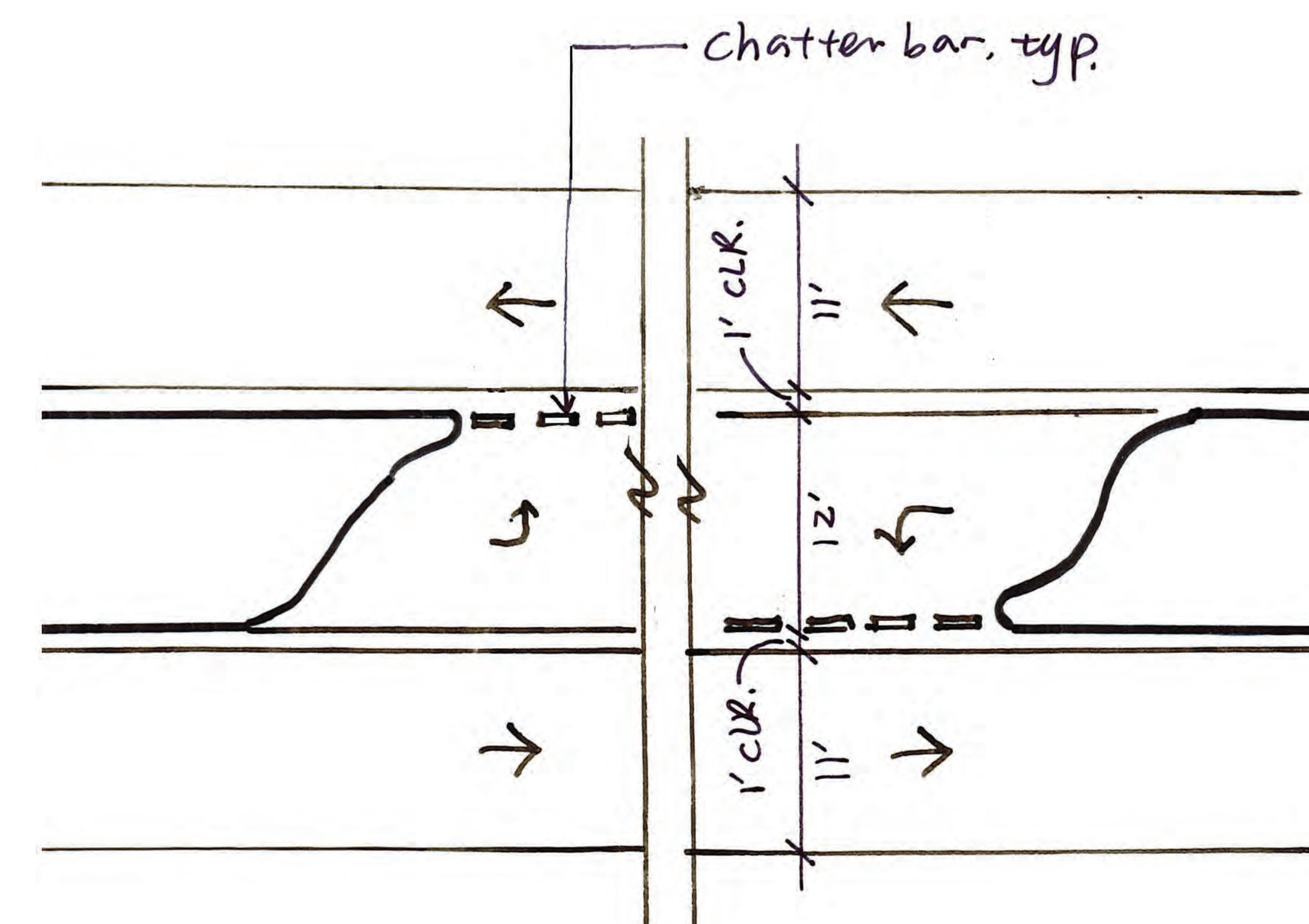
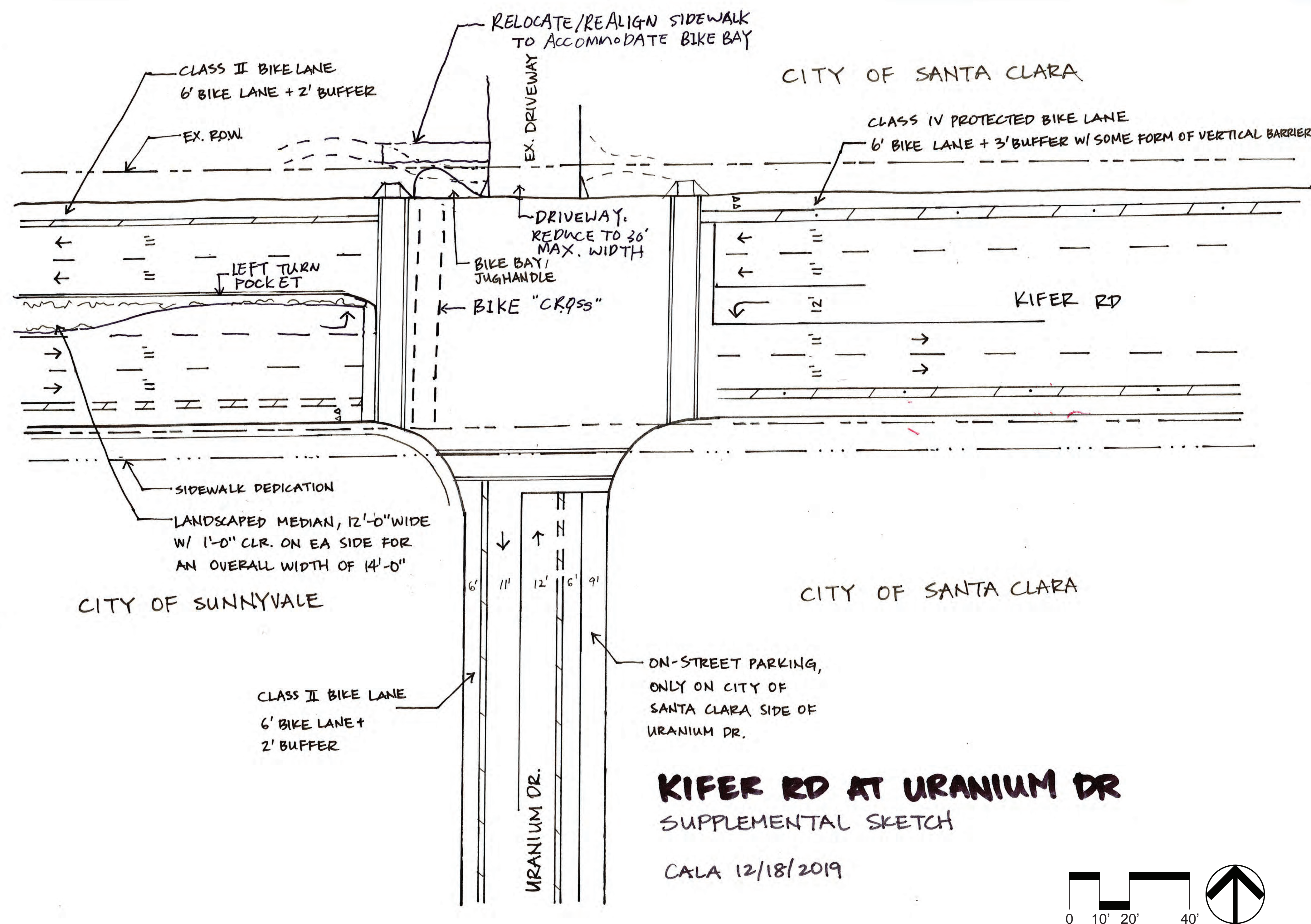


EAST LOOP ROAD (TYPICAL)

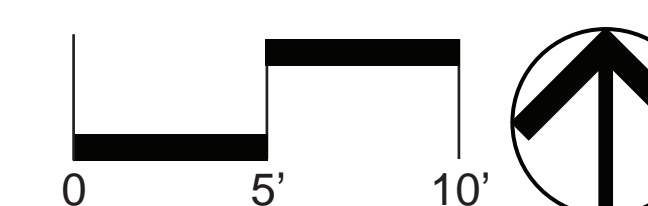


EAST LOOP ROAD AT STATION





KIFER RD MEDIAN EXHIBIT
CALA 12/18/2019





June 3, 2020

Mayor Larry Klein
and Members of the City Council
City of Sunnyvale
456 W. Olive Avenue
Sunnyvale, CA 94086

RE: LSAP City Council Study Session

Dear Mr. Schroeder:

We are writing on behalf of PS Business Parks, Inc. (PSBP), the owners of property located within the Lawrence Station Area Plan (LSAP) at 1310-1380 Kifer Road in the City of Sunnyvale (City) (see attached). PSBP has owned this property for ~9 years and has long-term leases with many flagship, credit tenants.

In January 2020, PSBP became aware of the LSAP's Sense of Place Plan (Plan) that shows the Loop Road bisecting our property from north to south in order to achieve the desired goal of connecting to Corvin Road. The Plan also shows a Conceptual roadway/Class I trail bisecting our property from east to west in order to provide potential interior circulation for the Plan. As you can imagine, the proposed Loop Road through our property would result in a significant loss of land, material cost, and flexibility if we were to redevelop the property in the future.

We understand the City's LSAP goals with respect to creating a dynamic and connected ecosystem that promotes more robust pedestrian, bicycle, and open space opportunities. We support these goals and want to be a partner to the City in these efforts; however, we do have some concerns and requests that we set forth below for your consideration.

- While our preference naturally would be for no loop road to bisect our property, at a minimum, we respectfully request that this road be appropriately scaled for a private street that would maintain a neighborhood feel.
- The LSAP also should provide for flexibility with respect to the eventual location of the Loop Road, while allowing for connection to Corvin Road.
- We request that the City remove the reference to the "Conceptual roadway" that crosses our property laterally and instead identify a conceptual Class I trail (similar to the conceptual or "floating" open space references). We also ask that policy language be included in the LSAP that acknowledges any trail locations as being purely conceptual in nature.
- Any trail paralleling the Calabasas Creek should be on the other side of the creek from our property, so as to minimize further burden to our property.



PSBUSINESSPARKS.

- Given the amount of land we would be sacrificing for the LSAP implementation, we respectfully request that the LSAP include a policy providing credit for the required road area as incentive points that maximizes the ultimate density allowed in the LSAP.
- We request that any land area required to meet road, park and trail obligations will not reduce the overall FAR allowed for our site.
- Lastly, we respectfully request that the LSAP create the opportunity for certain properties constrained by roads (or other constraints) be allowed to exceed the maximum height limit in order to realize the maximum density.

Thank you for your consideration of these requests. We look forward to working with the City to bring forward an amended LSAP that accomplishes the City's goals while protecting the viability of future redevelopment.

Sincerely,

Richard E. Scott
Divisional Vice President

cc: Coby Holley, Vice President Real Estate
George Schroeder, Senior Planner
Trudi Ryan, Community Development Director
Andrew Miner, Assistant Community Development Director

George Schroeder

Subject: FW: Lawrence Station Area development

From: James Hendrix

Sent: Sunday, May 31, 2020 7:28 PM

To: George Schroeder <GSchroeder@sunnyvale.ca.gov>

Subject: Lawrence Station Area development

ATTN: Email is from an external source; Stop, Look, and Think before opening attachments or links.

I live in the Greenview manor neighborhood.

All or non-residential development

All for places for employment, goods and services for people and light manufacturing.

Don't prefer to see any additional high density housing.

With current new development (Monroe at Lawrence), Bowers and Lawrence are a terrible commute during peak traffic times.

And with three under construction (El Camino at Lawrence and both sides of Kiefer and Lawrence) Bowers and Lawrence will get further congested. These roads have exceeded their capacity.

Thought there was a water shortage in this area, will the other infrastructure be able to adsorb to much additional housing (electric, sewer etc)

Hope we have learned through the current coronavirus pandemic, that there comes health risks with high density housing, not just for the tenants for the surrounding community.

Jim Hendrix

George Schroeder

Subject: FW: Lawrence Station Area Plan Update

From: James VanPernis

Sent: Friday, May 29, 2020 12:16 PM

To: George Schroeder <GSchroeder@sunnyvale.ca.gov>

Subject: Lawrence Station Area Plan Update

ATTN: Email is from an external source; Stop, Look, and Think before opening attachments or links.

George,

I'd like to know if any space is, or might be, allocated for bicycle protected storage within the Lawrence Station Plan Area. If so, where, how much space, and any particulars as to the bicycle protected storage are envisioned? Also, would power be allocated for recharging bikes also be in the plans somewhere in that study area?

I'm a senior, a recreational cyclist, have lived in this area since 1981. I plan to watch the live virtual study session on June 9th.

Thanks for your time and attention to this email.

RSVP.

Jim van Pernis

George Schroeder

Subject: FW: Feedback on Sunnyvale ATP and LSAP SoPP

From: Cliff Bargar

Sent: Sunday, March 08, 2020 9:37 PM

To: Lillian Tsang <LTsang@sunnyvale.ca.gov>; George Schroeder <GSchroeder@sunnyvale.ca.gov>; PlanningCommission AP <PlanningCommission@sunnyvale.ca.gov>; BPAC AP <BPAC@sunnyvale.ca.gov>

Cc: John Cordes; Daniel Howard; Richard Mehlinger

Subject: Feedback on Sunnyvale ATP and LSAP SoPP

ATTN: Email is from an external source; Stop, Look, and Think before opening attachments or links.

Dear Members of the Sunnyvale Planning and Bicycle and Pedestrian Commissions and staff members,

I want to provide my feedback on both Sunnyvale's [Active Transportation Plan](#) (I've only had time to review the area around Lawrence Station) and on the [Lawrence Station Area Sense of Place Plan](#). For the last 5 1/4 years I've worked at 1266 Kifer Road, most often commuting through the Lawrence Caltrain station (both on foot and by bicycle), but sometimes biking east or west through Sunnyvale or Santa Clara. I've also experienced many of the streets in the Lawrence Station Area on foot as a runner and I frequently travel on foot and by bicycle between 1266 Kifer, 1090 Kifer, 1020 Kifer, and 945 Kifer.

To be frank, I was fairly disappointed on my first read of both of these documents. The proposal for Kifer Road is inadequate and conflicts with the [LSAP document](#) that the council approved in December 2016. In particular, the LSAP from 2016 specifically states an intention to perform a "road diet" on Kifer by reducing the number of traffic lanes from 5 to 3. Instead the proposal in the LSAP SoPP recommends maintaining 4 lanes of traffic in addition to turn pockets, which is functionally the same amount of space dedicated to automobiles. It is also not clear to me that these medians would provide any traffic calming benefit, but they [may encourage motorists to drive faster](#) instead. While both documents also recommend a Class IIB buffered bike lane on Kifer the recent [Santa Clara Bicycle Master Plan Update](#) recommends a higher quality Class IV separated bikeway instead.

I believe the vision that the Sunnyvale City Council approved in 2016 of repurposing two lanes of traffic (possibly for other modes) is crucial if the existing workers and thousands of new residents moving in soon will be able to feel safe walking or biking. Kifer Road needs to be made much safer and more pleasant for people on bikes and for pedestrians, both to walk along the street or to cross it. The proposals in the SoPP to add a new sidewalk on Kifer east of Wolfe and to add a new signal between 1020 Kifer and 945 Kifer are a step in the right direction but a signal is also badly needed right now between 1266 Kifer and 3420 Kifer. It would also be much easier for pedestrians to safely cross the street at any of these locations if they only had to contend with three lanes of traffic instead of five.

On Sonora Court I'm glad to see the SoPP propose both bike lanes and new sidewalks - the sidewalks in particular are already needed today. Removing street parking on one side of Sonora is good, though both would be better. Similarly for Willow it seems that maintaining street parking here should be unnecessary so long as Caltrain provides parking; at a minimum all of the street parking near the station should be priced.

Otherwise I do really like most of the rest of what I've seen in these plans. The network of off-street paths (particularly the Calabazas Creek Trail) would be a truly fantastic amenity; I hope to see these elements implemented as soon as possible.

Thank you for all of your work on this,

Cliff

George Schroeder

Subject: FW: Feedback on Sunnyvale ATP and LSAP SoPP

From: Cliff Bargar <cliff.bargar@gmail.com>

Sent: Wednesday, April 15, 2020 9:57 PM

To: Lillian Tsang <LTsang@sunnyvale.ca.gov>; George Schroeder <GSchroeder@sunnyvale.ca.gov>; PlanningCommission AP <PlanningCommission@sunnyvale.ca.gov>; BPAC AP <BPAC@sunnyvale.ca.gov>

Cc: John Cordes <john@bikesiliconvalley.org>; Daniel Howard <dannyman@toldme.com>; Richard Mehlinger <rmehlinger@gmail.com>

Subject: Re: Feedback on Sunnyvale ATP and LSAP SoPP

ATTN: Email is from an external source; Stop, Look, and Think before opening attachments or links.

Dear members of the Sunnyvale Planning and Bicycle and Pedestrian Advisory Commissions,

I wanted to follow up after last month's Planning Commission study session and before the Sunnyvale Active Transportation Plan is finalized. First I'd like to thank staff for their presentation and thank all of the members of the Planning Commission for their many great comments and questions - I was genuinely impressed and heartened by how seriously the Planning Commissioners take the issue of street safety in Sunnyvale.

While I was glad to hear the plan for the "Loop Road" parallel to Kifer is intended to be much friendlier to pedestrians and people on bikes I still believe it is inadequate. There are thousands of jobs and homes on that short stretch of Kifer Road; those workers and residents (current and future) deserve a safer streetscape than the one we have now, and the need is much more imminent than the timeline for implementing a Loop Road. So I reiterate again the importance of the road diet - I think this element really belongs in Sunnyvale's Active Transportation Plan. I'd also point out that this is only a block from Central Expressway; we definitely don't need Kifer to continue to be a freeway, too.

There was also some question as to whether Sunnyvale can or should act unilaterally on this street improvement. The Planning Commissioners (and I believe the BPAC chair, who gave public comment) made some good points that Sunnyvale should act even if Santa Clara chooses not to. I would also like to share this portion of a correspondence I had with a member of Santa Clara's Traffic Engineering department, indicating that Sunnyvale may actually have jurisdiction over the entire width:

"In response to your comment regarding narrow bike lanes further west on Kifer, it should be noted that the City boundary between Santa Clara and Sunnyvale runs parallel with the roadway along the north curb line with the Kifer being almost entirely within Sunnyvale. I believe Sunnyvale installed those bike lanes with their last repaving project for this section of Kifer Road.

We are currently working with Sunnyvale to consider upgrading those to buffered bike lanes in the future."

And to step back for a moment to the LSAP, if possible there should be density minimums and parking maximums to make sure that these highly transit-accessible parcels are utilized in the most environmentally friendly way.

I hope you are all staying safe and healthy!

Thank you,

Cliff Bargar



City of Sunnyvale

Agenda Item

20-0386

Agenda Date: 6/9/2020

SPECIAL ORDER OF THE DAY - Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month



City of Sunnyvale

Agenda Item

20-0380

Agenda Date: 6/9/2020

SUBJECT

Approve City Council Meeting Minutes of May 19, 2020

RECOMMENDATION

Approve the City Council Meeting Minutes of May 19, 2020 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

City Council

Tuesday, May 19, 2020

6:00 PM

Telepresence Meeting: City Web Stream |
Comcast Channel 15 | AT&T Channel 99

Special Meeting: Study Session - 6 PM | Regular Meeting - 7 PM

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

1 Call to Order

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Mayor Klein called the meeting to order at 6:00 p.m. via teleconference.

2 Roll Call

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

Mayor Klein, Vice Mayor Smith and all Councilmembers attended via teleconference.

Mayor Klein announced that Council will hear agenda Item 3-Public Comment after agenda Item 4-Study Session.

4 Study Session

[20-0250](#) Senate Bill 1383 Regulations - Impacts to Franchise Hauling
and SMaRT Station Operations

Environmental Services Director Ramana Chinnakotla, Environmental Programs Manager Karen Gissibl and Peter Deibler, Senior Manager, HF&H Consultants provided the staff report and presentation.

3 Public Comment

Public Comment opened at 6:58 p.m.

No speakers.

Public Comment closed at 6:58 p.m.

5 Adjourn Special Meeting

Mayor Klein adjourned the meeting at 6:59 p.m.

7 P.M. COUNCIL MEETING

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Mayor Klein called the meeting to order at 7:05 p.m. via teleconference.

ROLL CALL

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

Mayor Klein, Vice Mayor Smith and all Councilmembers attended via teleconference.

SPECIAL ORDER OF THE DAY

[20-0372](#) SPECIAL ORDER OF THE DAY - Public Works Week

Mayor Klein read a proclamation in honor of Public Works Week.

ORAL COMMUNICATIONS

Councilmember Hendricks announced details of the upcoming Sustainability Speaker Series webinar event.

Councilmember Hendricks shared his attendance at the Bay Area Rapid Transit

(BART) and Santa Clara County Valley Transportation Authority (VTA) Berryessa Station grand opening event.

The following public comments were received via voicemail:

Martin Pyne, Sunnyvale Democratic Club provided details of the Club's upcoming Mayor and Councilmember endorsement event.

CONSENT CALENDAR

City Clerk David Carnahan announced that a public comment was received via email pertaining to item 1.F.

MOTION: Vice Mayor Smith moved and Councilmember Larsson seconded the motion to approve agenda items 1.A through 1.E and 1.G.

The motion carried with the following vote:

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

No: 0

1.A [20-0468](#) Approve City Council Meeting Minutes of May 12, 2020

Approve the City Council Meeting Minutes of May 12, 2020 as submitted.

1.B [20-0470](#) Approve City Council Meeting Minutes of May 13, 2020 (Board and Commission Interviews)

Approve the City Council Meeting Minutes of May 13, 2020 as submitted.

1.C [20-0395](#) Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Approve the list(s) of claims and bills.

1.D [20-0497](#) Adopt a Resolution Approving the Application for Local Early Action Planning Grant Funds from the California Department of

Housing and Community Development and Find that the Action is Exempt from CEQA Pursuant to CEQA Guidelines Section 15378(b)(4) and (b)(5).

Adopt a Resolution approving the application for Local Early Action Planning Grant Funds from the California Department of Housing and Community Development and find that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4) and (b)(5).

1.E [20-0489](#) Authorize the City Manager to Negotiate Reduced Rent at Gold Rush Eatery at Sunken Gardens Golf Course and Lifetime Activities at Las Palmas Park Tennis Center during the COVID-19 Shelter-in-Place Order and Authorize the City Manager to Execute Agreement Amendments

Authorize the City Manager to negotiate reduced rent at Gold Rush Eatery at Sunken Gardens Golf Course and Lifetime Activities at Las Palmas Park Tennis Center during the COVID-19 Shelter In Place Order through July 31, 2020 and authorize the City Manager to execute agreement amendments.

1.F [20-0477](#) Authorize the Issuance of a Purchase Order to National Auto Fleet Group for One (1) Ford Super Duty F-550 Vehicle (F20-123)

Public Hearing opened at 7:19 p.m.

City Clerk David Carnahan read the following public comment received via email:

Kristel Wickham proposed delaying this purchase.

Public Hearing closed at 7:21 p.m.

MOTION: Vice Mayor Smith moved and Councilmember Melton seconded the motion to approve agenda item 1.F.

The motion carried with the following vote:

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

No: 0

1.G [20-0490](#) Approval of the 2020 Sewer System Management Plan (SSMP)

Approve the 2020 Sewer System Management Plan to meet State Water Board requirements.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0401](#) Authorize the City Manager to Execute an Amended and Restated Agreement Between City of Sunnyvale and Sunnyvale School District for the Operation of Columbia Neighborhood Center Extending the Term of the Agreement for 25 Years and Making Various Administrative Updates

Library and Community Services Director Cherise Brandell provided the staff report and presentation.

Public Hearing opened at 7:37 p.m.

City Clerk David Carnahan read the following public comments received via email:

Ben Picard, Superintendent, Sunnyvale School District spoke in support of Alternative 1.

Public Hearing closed at 7:39 p.m.

MOTION: Vice Mayor Smith moved and Councilmember Hendricks seconded the motion to approve Alternative 1: Authorize the City Manager to sign the Amended and Restated Agreement between the City of Sunnyvale and the Sunnyvale School District for the operation of the Columbia Neighborhood Center extending the term of the Agreement for 25 years and making various administrative updates.

The motion carried with the following vote:

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

No: 0

- 3** [20-0500](#) Approve the Purchase and Sale Agreement Between the City of Sunnyvale and MP Land Holdings LLC (MidPen Housing) for the Purchase of 1178 Sonora Court, and Approve a Disposition and Development Agreement, to Construct a new Affordable Housing Development, and Adopt the Resolution to Authorize the Ground Lease (Continued from the meeting of May 12, 2020)

Housing Officer Jenny Carloni provided the staff report and presentation.

Felix AuYeung, Director of Business Development, MidPen Housing Corporation answered Councilmember questions.

Public Hearing opened at 8:18 p.m.

City Clerk David Carnahan read the following public comments received via email:

Tara Martin-Milius voiced support of the development project.

Mike Serrone communicated support of the development project.

Coleen Hausler shared support of the development project.

Rita Welsh voiced support of the development project.

Kristel Wickham communicated support of the development project.

Leia Mehlman shared support of the development project.

Public Hearing closed at 8:23 p.m.

MOTION: Councilmember Melton moved and Councilmember Hendricks seconded the motion to approve Alternatives 1 and 4:

1. Authorize the City Manager to execute the purchase and sale agreement in substantially the same form as Attachment 1 to the report, between the City of Sunnyvale and MP Land Holdings LLC for the purchase of real property located at 1178 Sonora Court for \$13,550,000; and
4. Approve the draft disposition and development agreement, adopt the Resolution to authorize the ground lease, and associated appendices with MidPen, or an affiliated entity, for the establishment of the affordable housing development at 1178 Sonora Court; and authorize the City Manager to execute it in final form substantially consistent with Attachment 1 to the report and in a form approved by the City Attorney.

The motion carried with the following vote:

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

No: 0

- 4 [20-0359](#) Adopt a new City Council Policy 6.4.5 (Heritage Resources Plaque Program for Private Property) Establishing a Plaque Program for Heritage Resources to sponsor up to five plaques per year and Find that the Action is Exempt from CEQA Pursuant to CEQA Guidelines Section 15061(b)(3). (Study Issue)

Community Development Director Trudi Ryan provided the staff report and presentation.

Public Hearing opened at 8:46 p.m.

No speakers.

Public Hearing closed at 8:46 p.m.

MOTION: Councilmember Hendricks moved and Councilmember Melton seconded the motion to approve Alternative 1: Adopt a Council Policy (Attachment 2 to the

report) establishing a Plaque Program to sponsor up to five plaques per year and find that the action is exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

The motion carried with the following vote:

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

No: 0

- 5** [20-0515](#) Adopt a Resolution Amending the City's Salary Resolution and Schedule of Pay to Increase the Salary Range and Change the Job Title for the Director of Employment Development to Director of NOVA Workforce Services

Human Resources Director Tina Murphy provided the staff report.

Public Hearing opened at 8:50 p.m.

No speakers.

Public Hearing closed at 8:50 p.m.

MOTION: Vice Mayor Smith moved and Councilmember Larsson seconded the motion to approve Alternative 1: Adopt a Resolution amending the City's Salary Resolution and Schedule of Pay to increase the salary range and change the job title for the Director of Employment Development to Director of NOVA Workforce Services.

The motion carried with the following vote:

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

No: 0

COUNCILMEMBERS REPORTS ON ACTIVITIES FROM INTERGOVERNMENTAL COMMITTEE ASSIGNMENTS

Vice Mayor Smith shared her attendance at a Silicon Valley Clean Energy Board meeting. The Board approved a COVID-19 customer relief program in the amount of \$10 million. She advised the report will be shared with staff. She reported the League of California Cities Support Local Recovery coalition efforts are ongoing and recently supported the HEROES Act. She requested the City Manager, Mayor and colleagues consider having the City of Sunnyvale join the coalition.

Mayor Klein shared his recent support of the HEROES Act through efforts by Congressman Ro Khanna's office.

Councilmember Fong reported his attendance at the Valley Transportation Authority (VTA) Policy Makers Policy Advisory Committee meeting.

NON-AGENDA ITEMS & COMMENTS

-Council

Councilmember Fong inquired if staff is considering transitioning to a Zoom platform for public meetings.

City Manager Kent Steffens announced that the City procured a limited amount of Zoom licenses and that public meetings will be hosted via Zoom in the coming weeks.

Councilmember Fong communicated interest in exploring new revenue generation ideas.

-City Manager

Mr. Steffens shared details of the upcoming Budget Workshop.

INFORMATION ONLY REPORTS/ITEMS

[20-0431](#) Tentative Council Meeting Agenda Calendar

[20-0382](#) Information/Action Items

ADJOURNMENT

Mayor Klein adjourned the meeting at 9:06 p.m.



City of Sunnyvale

Agenda Item

20-0530

Agenda Date: 6/9/2020

SUBJECT

Approve City Council Meeting Minutes of May 21, 2020 (Budget Workshop)

RECOMMENDATION

Approve the City Council Meeting Minutes of May 21, 2020 as submitted.



City of Sunnyvale

Meeting Minutes City Council

Thursday, May 21, 2020

8:30 AM

Telepresence Meeting: City Web Stream |
Comcast Channel 15 | AT&T Channel 99

Special Meeting - Budget Workshop

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Mayor Klein called the meeting to order at 8:30 a.m. via teleconference.

ROLL CALL

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

Mayor Klein, Vice Mayor Smith and all Councilmembers attended via teleconference.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL REGARDING BUDGET WORKSHOP

Public Comment opened at 8:33 a.m.

City Clerk David Carnahan read the following public comments received via email:

Victor Marsh inquired regarding the impact to powerlines of reducing tree trimming, if adjustments to the subsidy for golf will be modified and what layoffs, terminations or furloughs are being considered.

Aydin Kwan voiced support for retaining the Management Fellow in the Communications Division of the City Manager's Office.

Edmund Fong communicated support for Budget Supplement No. 1 - Bike Rack Installation Program in Commercial Areas.

Ari Feinsmith shared support for Budget Supplement No. 1.

Elana Feinsmith voiced support for Budget Supplement No. 1.

Kevin Jackson communicated support for Budget Supplement No. 1.

Sustainability Commission Vice Chair Kristel Wickham shared budget recommendations from the Sustainability Commission. These recommendations include support for the Climate Action Playbook (CAP), leveraging reduced traffic and improved air quality during the COVID-19 Pandemic, aligning Community Condition Indicators with the CAP, adding Departmental Performance Indicators in alignment with the CAP and support for Budget Supplement No. 1.

Tim Oey voiced support for redirecting funding for projects supporting motor vehicles to walking and bicycling facilities along with Budget Supplement No. 1.

Edith Alanis, President, Sunnyvale Employee Association (SEA) communicated support for retaining the Management Fellow in the Office of the City Manager and including SEA in discussions to address budget gaps in the future.

Sameer Mehta, Founder, Major League Cricket shared support for Study Issue DPW 20-15 Cricket Stadium at Baylands Park and detailed financial support offered by the American Cricket Enterprises (ACE) for the Study Issue.

Richard Mehlinger voiced support for bicycle and pedestrian infrastructure including Budget Supplement No. 1 and identified particular budget items to increase, along with offsetting decreases.

Prakash Giri shared support for DPW 20-15 and acceptance of funding from ACE.

The following public comments were received via voicemail:

Tracy Hern, President, Sunnyvale Public Safety Officers' Association (PSOA) communicated support for retaining positions in the Department of Public Safety and including PSOA in discussions to address budget gaps in the future.

Public Comment closed at 8:56 a.m.

WORKSHOP

[20-0029](#) Budget Workshop

City Manager Kent Steffens provided an overview of the budget and presented the budget message.

Department of Finance Director Tim Kirby provided the budget report and presentation overview of the General Fund.

Council took a recess at 10:34 a.m. and reconvened at 10:50 a.m. with all Councilmembers present via teleconference.

Department of Finance Director Tim Kirby provided the presentation overview of Special Revenue Funds, Capital Funds and Infrastructure Funds

Council took a recess at 11:52 a.m. and reconvened at 12:36 p.m. with all Councilmembers present via teleconference.

Department of Finance Director Tim Kirby provided the presentation overview of Enterprise Funds and Internal Service Funds.

BUDGET SUPPLEMENTS

Budget Supplement 1

MOTION: Councilmember Melton moved and Councilmember Fong seconded the motion to approve Budget Supplement 1.B in the amount of \$50,000 from the FY 2019/20 Council Service Level Set-Aside.

The motion carried with the following vote:

Yes: 5 - Mayor Klein
Vice Mayor Smith
Councilmember Melton
Councilmember Goldman
Councilmember Fong

No: 2 - Councilmember Larsson
Councilmember Hendricks

MOTION: Councilmember Melton moved and Mayor Klein seconded the motion to approve Budget Supplements 1.A, 1.C and 1.F.

The motion carried with the following vote:

Yes: 6 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Melton
Councilmember Goldman
Councilmember Fong
No: 1 - Councilmember Hendricks

Council took a recess at 2:15 p.m. and reconvened at 2:30 p.m. with all Councilmembers present via teleconference.

Budget Supplement 2

MOTION: Councilmember Hendricks moved and Councilmember Melton seconded the motion to direct staff to defer \$1.7 million of sidewalk repair for one year and review any impacts on grant funding.

The motion carried with the following vote:

Yes: 7 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Hendricks
Councilmember Melton
Councilmember Goldman
Councilmember Fong
No: 0

MOTION: Councilmember Hendricks moved and Councilmember Fong seconded the motion to approve Budget Supplement 2.35 to reduce water use in City parks by 20% in FY 2020/21.

The motion carried with the following vote:

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

No: 0

MOTION: Councilmember Hendricks moved and Councilmember Fong seconded the motion to approve Budget Supplement 2.37 to reduce General Fund portion of the Pavement Rehabilitation project by \$104,000 through FY 2021/22.

The motion carried with the following vote:

Yes: 5 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Hendricks
Councilmember Fong

No: 2 - Councilmember Melton
Councilmember Goldman

MOTION: Councilmember Hendricks moved and Councilmember Fong seconded the motion to approve Budget Supplement 2.38 to reduce funding for Environmental Fellows (one-time).

The motion failed with the following vote:

Yes: 2 - Councilmember Hendricks
Councilmember Fong

No: 5 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Melton
Councilmember Goldman

MOTION: Councilmember Fong moved and Mayor Klein seconded the motion to drop Budget Supplement 2.02 for a hiring freeze of vacant positions.

The motion failed with the following vote:

Yes: 2 - Councilmember Goldman
Councilmember Fong

No: 5 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Hendricks
Councilmember Melton

MOTION: Councilmember Goldman moved to direct staff to proceed with the Civic Center Modernization project relating to the Public Safety Building addition and delay the City Hall portion of the project for one year.

Motion failed due to the lack of a second.

MOTION: Councilmember Fong moved and Mayor Klein seconded the motion to drop Budget Supplement 2.09 to eliminate a term limited Administrative Aide position managing City's social media.

The motion carried with the following vote:

Yes: 5 - Mayor Klein
Vice Mayor Smith
Councilmember Larsson
Councilmember Melton
Councilmember Fong

No: 2 - Councilmember Hendricks
Councilmember Goldman

MOTION: Councilmember Hendricks moved and Vice Mayor Smith seconded the motion to approve the remaining portions of Budget Supplement 2.

The motion carried with the following vote:

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

No: 0

SUMMARY AND CONCLUDING REMARKS

City Manager Kent Steffens and Mayor Klein provided closing remarks.

ADJOURNMENT

Mayor Klein adjourned the meeting at 5:34 p.m.



City of Sunnyvale

Agenda Item

20-0469

Agenda Date: 6/9/2020

SUBJECT

Approve City Council Meeting Minutes of May 26, 2020 (Board and Commission Interviews)

RECOMMENDATION

Approve the City Council Meeting Minutes of May 26, 2020 as submitted.



City of Sunnyvale

Meeting Minutes City Council

Tuesday, May 26, 2020

4:00 PM

Telepresence Meeting: City Web Stream

Special Meeting: Board/Commission Interviews - 4 PM

4 P.M. SPECIAL COUNCIL MEETING

Call to Order via Teleconference

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Mayor Klein called the meeting to order at 4:03 p.m. via teleconference.

Roll Call

Present: 6 - Mayor Larry Klein
Vice Mayor Nancy Smith
Councilmember Gustav Larsson
Councilmember Glenn Hendricks
Councilmember Russ Melton
Councilmember Michael S. Goldman

Absent: 1 - Councilmember Mason Fong

Mayor Klein, Vice Mayor Smith and Councilmembers Larsson, Hendricks, Melton and Goldman attended via teleconference.

CONSENT CALENDAR

MOTION: Vice Mayor Smith moved and Councilmember Larsson seconded the motion to approve agenda item 1.A.

The motion carried with the following vote:

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

No: 0

Absent: 1 - Councilmember Fong

1.A [20-0538](#) Adopt a Resolution Extending the City's Declaration of Local
Emergency for COVID-19

Alternative 1: Adopt a Resolution extending the City Manager/Director of Emergency
Services' Proclamation of Existence of a Local Emergency (COVID-19).

Public Comment

Public Comment opened at 4:05 p.m.

No speakers

Public Comment closed at 4:05 p.m.

Study Session

[20-0002](#) Board and Commission Interviews

Council interviewed the following applicants for vacancies on boards and
commissions:

Gregory McNutt – Board of Building Code Appeals

Jack Lem – Arts Commission, Board of Library Trustees and Housing and Human
Services Commission

Councilmember Fong joined the meeting at 4:38 p.m.

Samantha Scott – Board of Library Trustees

Susannah Vaughan – Arts Commission

Council took a recess at 5:01 p.m. and reconvened at 5:15 p.m. with all
Councilmembers present via teleconference.

Jillian Cadouri – Heritage Preservation Commission

Timothy Oey – Bicycle and Pedestrian Advisory Commission

Steve Caroompas – Heritage Preservation Commission

Luise Froessl – Board of Library Trustees

Council took a recess at 6:16 p.m. and reconvened at 6:30 p.m. with all Councilmembers present via teleconference.

Alysa Cisneros – Board of Library Trustees

Jim Davis – Personnel Board

Gregory Dibb – Personnel Board

Rahul Jain – Bicycle and Pedestrian Commission, Board of Library Trustees and Parks and Recreation Commission

Elinor Stetson – Housing and Human Services Commission

Adjournment

Mayor Klein adjourned the meeting at 7:50 p.m.



City of Sunnyvale

Agenda Item

20-0396

Agenda Date: 6/9/2020

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>
024	05-03-20 through 05-09-20	\$3,616,290.62
025	05-10-20 through 05-16-20	\$1,875,021.41
026	05-17-20 through 05-23-20	\$3,191,461.28

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

ENVIRONMENTAL REVIEW

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

PUBLIC CONTACT

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

RECOMMENDATION

Approve the list(s) of claims and bills.

Prepared by: Tim Kirby, Director of Finance
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

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

5/12/2020

City of Sunnyvale
List of All Claims and Bills Approved for Payment
For Payments Dated 5/3/2020 through 5/9/2020

LIST # 024

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx324332	5/7/20	AMS.NET INC	0037216	Computer Software	7,150.00	0.00	7,150.00	\$7,150.00
xxx324333	5/7/20	AT&T	000014608768	Utilities - Telephone	27,541.04	0.00	27,541.04	\$27,541.04
xxx324334	5/7/20	ABLE SEPTIC TANK SERVICE	TM-20-0407R	Construction Services	46,354.54	0.00	46,354.54	\$67,052.86
			TM-20-0416	Construction Services	20,698.32	0.00	20,698.32	
xxx324335	5/7/20	ADVEXURE LLC	SP-37390	Miscellaneous Equipment	3,828.07	0.00	3,828.07	\$3,828.07
xxx324336	5/7/20	AIRGAS USA LLC	9099494253	General Supplies	654.39	0.00	654.39	\$2,437.56
			9100164701	General Supplies	653.30	0.00	653.30	
			9100164702	General Supplies	182.00	0.00	182.00	
			9100550389	General Supplies	652.98	0.00	652.98	
			9969986228	General Supplies	294.89	0.00	294.89	
xxx324337	5/7/20	ALAMEDA COUNTY	29013104206393	Training and Conferences	4,000.00	0.00	4,000.00	\$4,000.00
xxx324338	5/7/20	APPLEONE EMPLOYMENT SERVICES	01-5572562	Salaries - Contract Personnel	1,341.60	0.00	1,341.60	\$1,341.60
xxx324339	5/7/20	BLX GROUP LLC	2-11611/042720	Financial Services	4,000.00	0.00	4,000.00	\$4,000.00
xxx324340	5/7/20	BAE URBAN ECONOMICS	2375-FEB20	Consultants	5,819.00	0.00	5,819.00	\$30,090.82
			2375-JAN20	Consultants	16,892.62	0.00	16,892.62	
			2375-MAR20	Consultants	7,379.20	0.00	7,379.20	
xxx324341	5/7/20	BAKER & TAYLOR	0000143204	Library Acquisitions, Books	32.71	0.00	32.71	\$3,158.41
			5015992283	Library Acquisitions, Books	69.33	0.00	69.33	
			5016014029	Library Acquisitions, Books	648.83	0.00	648.83	
			5016029068	Library Acquisitions, Books	14.39	0.00	14.39	
			5016029070	Library Acquisitions, Books	10.88	0.00	10.88	
			5016029072	Library Acquisitions, Books	156.90	0.00	156.90	
			5016029074	Library Acquisitions, Books	47.35	0.00	47.35	
			5016029076	Library Acquisitions, Books	10.24	0.00	10.24	
			5016029078	Library Acquisitions, Books	35.84	0.00	35.84	
			5016029080	Library Acquisitions, Books	19.20	0.00	19.20	
			5016029082	Library Acquisitions, Books	136.45	0.00	136.45	
			5016029084	Library Acquisitions, Books	95.41	0.00	95.41	
			5016029086	Library Acquisitions, Books	29.40	0.00	29.40	

City of Sunnyvale
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			5016029088	Library Acquisitions, Books	31.37	0.00	31.37	
			5016029090	Library Acquisitions, Books	19.53	0.00	19.53	
			5016029092	Library Acquisitions, Books	234.53	0.00	234.53	
			5016029094	Library Acquisitions, Books	114.08	0.00	114.08	
			5016029096	Library Acquisitions, Books	11.50	0.00	11.50	
			5016029100	Library Acquisitions, Books	897.06	0.00	897.06	
			5016036473	Library Acquisitions, Books	298.70	0.00	298.70	
			5016040954	Library Acquisitions, Books	33.29	0.00	33.29	
			5016040956	Library Acquisitions, Books	15.38	0.00	15.38	
			5016040960`	Library Acquisitions, Books	95.98	0.00	95.98	
			5016040964	Library Acquisitions, Books	32.00	0.00	32.00	
			5016040976	Library Acquisitions, Books	7.68	0.00	7.68	
			5016040982	Library Acquisitions, Books	3.83	0.00	3.83	
			5016044556	Library Acquisitions, Books	38.10	0.00	38.10	
			5016051187	Library Acquisitions, Books	18.45	0.00	18.45	
xxx324344	5/7/20	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	AHC07	Taxes & Licenses - Misc	30,955.00	0.00	30,955.00	\$30,955.00
xxx324345	5/7/20	BAY AREA NEWS GROUP DIGITAL FIRST MEDIA	0006469175	Advertising Services	115.00	0.00	115.00	\$115.00
xxx324346	5/7/20	BAY AREA TRENCHLESS	42420	Construction Services	8,500.00	0.00	8,500.00	\$8,500.00
xxx324347	5/7/20	BENCHMARK ENVIRONMENTAL ENGINEERING	E19-2283RE	Customer Loans Disbursed	210.00	0.00	210.00	\$305.00
			E19-2283REV	Customer Loans Disbursed	-325.00	0.00	-325.00	
			E19-2349	Customer Loans Disbursed	210.00	0.00	210.00	
			E20-158	Customer Loans Disbursed	210.00	0.00	210.00	
xxx324348	5/7/20	BURKE WILLIAMS & SORENSEN LLP	246394	Legal Services	620.50	0.00	620.50	\$5,766.25
			247899	Legal Services	1,752.00	0.00	1,752.00	
			249672	Legal Services	1,021.25	0.00	1,021.25	
			251201	Legal Services	2,263.00	0.00	2,263.00	
			252286	Legal Services	109.50	0.00	109.50	
xxx324349	5/7/20	CDM SMITH	90095560	Consultants	282,290.26	0.00	282,290.26	\$282,290.26
xxx324350	5/7/20	CALIFA GROUP	3282	Library Periodicals/Databases	12,325.00	0.00	12,325.00	\$12,325.00
xxx324351	5/7/20	CANON FINANCIAL SERVICES INC	21350068	Equipment Rental/Lease	346.35	0.00	346.35	\$346.35

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City of Sunnyvale

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xxx324352	5/7/20	CANON SOLUTIONS AMERICA INC	4032410674	Misc Equip Maint & Repair - Materials	3,315.05	0.00	3,315.05	\$3,315.05
xxx324353	5/7/20	CAPTURE TECHNOLOGIES INC	66224	Software Licensing & Support	6,629.99	0.00	6,629.99	\$20,293.99
			66224	Hardware Maintenance	13,664.00	0.00	13,664.00	
xxx324354	5/7/20	CENTURY GRAPHICS	53589	Clothing, Uniforms & Access	1,825.68	0.00	1,825.68	\$1,825.68
xxx324355	5/7/20	D & M TRAFFIC SERVICES INC	71088	Inventory Purchase	196.20	0.00	196.20	\$196.20
xxx324356	5/7/20	DOWNEY BRAND LLP	547443	Legal Services	4,050.00	0.00	4,050.00	\$4,050.00
xxx324357	5/7/20	DRAKE CONTROLS- WEST LLC	QI0001480	Equipment Maintenance & Repair Labor	5,387.20	0.00	5,387.20	\$5,387.20
xxx324358	5/7/20	DUKES ROOT CONTROL INC	17078	Construction Services	26,360.19	0.00	26,360.19	\$26,360.19
xxx324360	5/7/20	ECONOLITE SYSTEMS INC	30086RE	Services Maintain Land Improv	33,094.40	0.00	33,094.40	\$42,243.74
			30090RE	Services Maintain Land Improv	9,149.34	0.00	9,149.34	
xxx324361	5/7/20	ENVIRONMENTAL RESOURCE ASSOC	934606	General Supplies	537.65	0.00	537.65	\$715.99
			935591	General Supplies	178.34	0.00	178.34	
xxx324362	5/7/20	FERGUSON WATERWORKS	1530987	Construction Services	1,586.30	0.00	1,586.30	\$1,586.30
xxx324363	5/7/20	FIRE & RISK ALLIANCE LLC	132-001-45	Contracts/Service Agreements	48,141.65	0.00	48,141.65	\$48,141.65
xxx324364	5/7/20	FISHER SCIENTIFIC CO LLC	6699990	General Supplies	148.16	0.00	148.16	\$612.27
			6907502	General Supplies	355.99	0.00	355.99	
			7093023	General Supplies	108.12	0.00	108.12	
xxx324365	5/7/20	GARDA	20426460	Financial Services	6.00	0.00	6.00	\$6.00
xxx324366	5/7/20	GEOSYNTEC CONSULTANTS INC	16395619	Consultants	1,423.45	0.00	1,423.45	\$1,423.45
xxx324367	5/7/20	GHIRARDELLI ASSOCIATES INC	13100-18	Consultants	10,508.80	0.00	10,508.80	\$10,508.80
xxx324368	5/7/20	GOLDFARB LIPMAN ATTORNEYS	132579	Legal Services	798.40	0.00	798.40	\$7,471.51
			132972	Legal Services	852.40	0.00	852.40	
			133374	Legal Services	727.91	0.00	727.91	
			133862	Legal Services	2,546.40	0.00	2,546.40	
			134522	Legal Services	2,546.40	0.00	2,546.40	
xxx324369	5/7/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1103309	Inventory Purchase	216.01	0.00	216.01	\$216.01
xxx324370	5/7/20	HDR ENGINEERING INC	1200256622	Engineering Services	14,563.33	0.00	14,563.33	\$14,563.33
xxx324371	5/7/20	HEXAGON TRANSPORTATION CONSULTANTS INC	13350	Engineering Services	14,041.00	0.00	14,041.00	\$76,051.00
			13581	Engineering Services	53,835.00	0.00	53,835.00	
			13754	Engineering Services	8,175.00	0.00	8,175.00	
xxx324372	5/7/20	HYBRID COMMERCIAL PRINTING INC						\$891.62

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City of Sunnyvale

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			27043	Printing & Related Services	289.94	0.00	289.94	
			27046	Printing & Related Services	436.00	0.00	436.00	
			27057	Printing & Related Services	165.68	0.00	165.68	
xxx324373	5/7/20	IBI GROUP	0010002217	Engineering Services	5,228.16	0.00	5,228.16	\$5,228.16
xxx324374	5/7/20	IDEXX DISTRIBUTION INC	3038834246	General Supplies	459.39	0.00	459.39	\$5,206.51
			3056622514	General Supplies	4,747.12	0.00	4,747.12	
xxx324375	5/7/20	INTERSTATE GRADING & PAVING INC	PVMTRHB2019	Construction Services	1,418.44	0.00	1,418.44	\$76,054.43
			#05					
			PVMTRHB2019	Construction Services	74,635.99	0.00	74,635.99	
			#06					
xxx324376	5/7/20	INTEX AUTO PARTS	2-63284-12	Inventory Purchase	161.42	0.00	161.42	\$161.42
xxx324377	5/7/20	JAMF HOLDINGS INC & SUBSIDIARIES	INV142713	Software Licensing & Support	4,988.00	0.00	4,988.00	\$4,988.00
xxx324378	5/7/20	KIMLEY HORN & ASSOC INC	097318026-0220	Consultants	2,465.96	0.00	2,465.96	\$12,971.98
			16189375	Professional Services	10,506.02	0.00	10,506.02	
xxx324379	5/7/20	LC ACTION POLICE SUPPLY	409697	General Supplies	794.61	0.00	794.61	\$2,260.66
			409698	General Supplies	1,466.05	0.00	1,466.05	
xxx324380	5/7/20	LARRY WERTMAN	536	Rec Instructors/Officials	156.60	0.00	156.60	\$156.60
xxx324381	5/7/20	MNS ENGINEERS	74281	Engineering Services	7,051.25	0.00	7,051.25	\$7,051.25
xxx324382	5/7/20	MUFG UNION BANK NA	S309391 M	Financial Services	16,084.08	0.00	16,084.08	\$32,168.16
			S309391M	Financial Services	16,084.08	0.00	16,084.08	
xxx324383	5/7/20	MANAGEMENT PARTNERS INC	INV08441	Consultants	380.48	0.00	380.48	\$380.48
xxx324384	5/7/20	MANTEK SOLUTIONS INC	9471	Professional Services	4,800.00	0.00	4,800.00	\$4,800.00
xxx324385	5/7/20	MARGARET PHAM	CK REQ 20-112	DED Services/Training - Books	107.49	0.00	107.49	\$107.49
xxx324386	5/7/20	MIDWEST TAPE	98672156	Library Acquis, Audio/Visual	324.04	0.00	324.04	\$324.04
xxx324387	5/7/20	MISSION LINEN SERVICE	511625310	Laundry & Cleaning Services	57.39	0.00	57.39	\$57.39
xxx324388	5/7/20	OPTONY INC	200607	Consultants	250.00	0.00	250.00	\$250.00
xxx324389	5/7/20	P&R PAPER SUPPLY CO INC	30316389-00	Inventory Purchase	157.66	0.00	157.66	\$157.66
xxx324390	5/7/20	PACIFIC WEST SECURITY INC	34622	Alarm Services	96.00	0.00	96.00	\$96.00
xxx324391	5/7/20	PENINSULA CORRIDOR JOINT POWERS BOARD	100387 AMEND	Permit Fees	30,250.00	0.00	30,250.00	\$30,250.00
xxx324392	5/7/20	PETERSON	R3224431	Equipment Rental/Lease	8,569.14	0.00	8,569.14	\$8,569.14
xxx324393	5/7/20	RAYS ELECTRIC						\$187,961.20

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City of Sunnyvale

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			MTHLDAINDIO #06	Construction Services	187,961.20	0.00	187,961.20	
xxx324394	5/7/20	REGIONAL GOVERNMENT SERVICES AUTHORITY	10805	Consultants	4,680.00	0.00	4,680.00	\$4,680.00
xxx324395	5/7/20	ROGER D HIGDON	2020-B	Consultants	1,146.42	0.00	1,146.42	\$1,146.42
xxx324396	5/7/20	ROOFING AND SOLAR CONSTRUCTION INC	CHMBLDGWPC P#01	Construction Services	140,600.00	0.00	140,600.00	\$140,600.00
xxx324397	5/7/20	SFO REPROGRAPHICS	63376	Printing & Related Services	774.95	0.00	774.95	\$1,629.86
			63560	Printing & Related Services	612.36	0.00	612.36	
			63618	Printing & Related Services	68.15	0.00	68.15	
			63743	Printing & Related Services	174.40	0.00	174.40	
xxx324398	5/7/20	SAFARILAND LLC	120-041249	Clothing, Uniforms & Access	276.83	0.00	276.83	\$276.83
xxx324399	5/7/20	SANTA CLARA COUNTY	TR-17-05	Permit Fees	50.00	0.00	50.00	\$50.00
xxx324400	5/7/20	SANTA CLARA VALLEY HEALTH & HOSPITAL SYS	H6913801300	Medical Services	1,792.00	0.00	1,792.00	\$4,896.00
			H7037392400	Medical Services	1,572.00	0.00	1,572.00	
			H7090604200	Medical Services	1,532.00	0.00	1,532.00	
xxx324401	5/7/20	SECURITY ALERT SYSTEMS OF CALIFORNIA INC	175835	Facilities Maintenance & Repair Labor	525.00	0.00	525.00	\$525.00
xxx324402	5/7/20	SILICON VALLEY SECURITY & PATROL INC	2038705	Professional Services	375.00	0.00	375.00	\$375.00
xxx324403	5/7/20	STATCOMM INC	148231	Equipment Maintenance & Repair Labor	337.50	0.00	337.50	\$337.50
xxx324404	5/7/20	SUNNYVALE COMMUNITY SERVICES	HPRR 2019/20-3	Outside Group Funding	50,410.36	0.00	50,410.36	\$50,410.36
xxx324405	5/7/20	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0420	Insurances - Dental	30,358.80	0.00	30,358.80	\$30,358.80
xxx324406	5/7/20	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY0420	Insurances - Long Term Disability	3,971.00	0.00	3,971.00	\$3,971.00
xxx324407	5/7/20	THE ARCANUM GROUP	001135	General Supplies	122,736.20	0.00	122,736.20	\$122,736.20
xxx324408	5/7/20	THOMSON REUTERS WEST	842228005	Books & Publications	1,825.80	0.00	1,825.80	\$1,825.80
xxx324409	5/7/20	UNITED SITE SERVICES OF CALIFORNIA INC	114-10259144	Equipment Rental/Lease	238.75	0.00	238.75	\$238.75
xxx324411	5/7/20	UNIVAR SOLUTIONS USA INC	48561769	Chemicals	3,657.41	0.00	3,657.41	\$9,948.80
			48563241	Chemicals	3,146.36	0.00	3,146.36	
			48567441	Chemicals	3,145.03	0.00	3,145.03	

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City of Sunnyvale

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xxx324412	5/7/20	VWR INTERNATIONAL LLC	8089844208	General Supplies	98.23	0.00	98.23	\$1,827.37
			8089844895	General Supplies	254.47	0.00	254.47	
			8089846101	General Supplies	441.49	0.00	441.49	
			8089855636	General Supplies	207.17	0.00	207.17	
			8089855637	General Supplies	96.25	0.00	96.25	
			8089863294	General Supplies	52.80	0.00	52.80	
			8089880955	General Supplies	68.47	0.00	68.47	
			8089899818	General Supplies	529.20	0.00	529.20	
			8089905670	General Supplies	79.29	0.00	79.29	
xxx324413	5/7/20	WATER INDUSTRY TRAINING SPECIALISTS INC	1362	Training and Conferences	1,400.00	0.00	1,400.00	\$1,400.00
xxx324414	5/7/20	WEST COAST ARBORISTS INC	155765	Services Maintain Land Improv	35,091.45	0.00	35,091.45	\$105,795.95
			159214	Services Maintain Land Improv	70,704.50	0.00	70,704.50	
xxx324415	5/7/20	WINSUPPLY OF SILICON VALLEY	013717 01	Bldg Maint Matls & Supplies	212.10	0.00	212.10	\$212.10
xxx324417	5/7/20	YORKE ENGINEERING LLC	21690	Engineering Services	558.50	0.00	558.50	\$558.50
xxx324418	5/7/20	ZOOBEAN INC	16588	Library Periodicals/Databases	2,415.00	0.00	2,415.00	\$2,415.00
xxx324419	5/7/20	WATERTALENT, INC.	2013	Salaries - Contract Personnel	4,650.00	0.00	4,650.00	\$9,900.00
			2019	Salaries - Contract Personnel	5,250.00	0.00	5,250.00	
xxx324420	5/7/20	FRIENDS OF STEVENS CREEK TRAIL	DCFP-2020SNY VL	Miscellaneous Services	9,900.00	0.00	9,900.00	\$9,900.00
xxx324422	5/7/20	OFFICE DEPOT INC	475882918001	Supplies, Office	122.63	0.00	122.63	\$2,366.49
			476355556001	Supplies, Office	61.25	0.00	61.25	
			477776187001	Supplies, Office	28.43	0.00	28.43	
			477791545001	Supplies, Office	56.67	0.00	56.67	
			477927187001	Supplies, Office	34.92	0.00	34.92	
			478005126001	Supplies, Office	121.39	0.00	121.39	
			478442839001	Supplies, Office	240.36	0.00	240.36	
			478627586001	Supplies, Office	349.99	0.00	349.99	
			479055140001	Supplies, Office	16.10	0.00	16.10	
			480656246001	Supplies, Office	36.07	0.00	36.07	
			480658119001	Supplies, Office	141.71	0.00	141.71	
			480658120001	Supplies, Office	141.71	0.00	141.71	

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City of Sunnyvale

LIST # 024**List of All Claims and Bills Approved for Payment**

For Payments Dated 5/3/2020 through 5/9/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			480658121001	Supplies, Office	141.71	0.00	141.71	
			480736793001	Supplies, Office	345.07	0.00	345.07	
			480741318001	Supplies, Office	45.08	0.00	45.08	
			480864887001	Supplies, Office	57.93	0.00	57.93	
			480866012001	Supplies, Office	18.51	0.00	18.51	
			480883772001	Supplies, Office	88.73	0.00	88.73	
			481238517001	Supplies, Office	22.30	0.00	22.30	
			482073890001	Supplies, Office	25.81	0.00	25.81	
			483092083001	Supplies, Office	81.64	0.00	81.64	
			483984997001	Supplies, Office	61.18	0.00	61.18	
			484870078001	Supplies, Office	28.77	0.00	28.77	
			485085458001	Supplies, Office	75.71	0.00	75.71	
			485086327001	Supplies, Office	22.82	0.00	22.82	
xxx324424	5/7/20	PACIFIC GAS & ELECTRIC CO	03142830050320	Utilities - Electric	26,943.13	0.00	26,943.13	\$75,355.06
			03142830050420	Utilities - Electric	28,962.92	0.00	28,962.92	
			03153947310320	Utilities - Electric	11,802.06	0.00	11,802.06	
			03153947310420	Utilities - Electric	7,646.95	0.00	7,646.95	
xxx324425	5/7/20	SANTA CLARA COUNTY	LED PROJECT	Records Related Services	5.00	0.00	5.00	\$5.00
xxx324426	5/7/20	SANTA CLARA COUNTY	A-OCA-150002	Records Related Services	5.00	0.00	5.00	\$5.00
xxx324427	5/7/20	SOUTH BAY REGIONAL PUBLIC SAFETY	128216INV	Training and Conferences	154.00	0.00	154.00	\$462.00
			128217INV	Training and Conferences	154.00	0.00	154.00	
			128218INV	Training and Conferences	154.00	0.00	154.00	
xxx324428	5/7/20	STAPLES INC	8058264701	Supplies, Office	284.11	0.00	284.11	\$284.11
xxx324429	5/7/20	STATE WATER RESOURCES CONTROL BOARD	OP#13670 T4	Membership Fees	105.00	0.00	105.00	\$105.00
xxx324431	5/7/20	ANGELA BROUGH	471529	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324432	5/7/20	BARBARA BLALOCK	471716	Refund Recreation Fees	36.00	0.00	36.00	\$36.00
xxx324433	5/7/20	CAROL MORROW	471499	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324434	5/7/20	CAROLYN NAGLE	471815	Refund Recreation Fees	41.00	0.00	41.00	\$41.00
xxx324435	5/7/20	CHELINA HWANG	471723	Refund Recreation Fees	80.00	0.00	80.00	\$80.00
xxx324436	5/7/20	FRANCES REID	471450	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324437	5/7/20	FRANK CERVANTES						\$326.26

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			IN000088588	Refund Over/Duplicate Payment	326.26	0.00	326.26	
xxx324438	5/7/20	FU PETER & JENNIE LEE	FUPE02	Refund Over/Duplicate Payment	315.38	0.00	315.38	\$315.38
xxx324439	5/7/20	INGA RETEMEYER	471405	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324440	5/7/20	JEAN FENESEY	471751	Refund Recreation Fees	36.00	0.00	36.00	\$36.00
xxx324441	5/7/20	JOEL ROSADO	471834	Refund Recreation Fees	41.00	0.00	41.00	\$41.00
xxx324442	5/7/20	JOSEPHINE ASPLUND	471469	Refund Recreation Fees	14.00	0.00	14.00	\$14.00
xxx324443	5/7/20	JOYCE FOX	471775	Refund Recreation Fees	52.00	0.00	52.00	\$52.00
xxx324444	5/7/20	K TRACEY	471382	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324445	5/7/20	KATHRYN WADDELL	471434	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324446	5/7/20	LINDA S BRANDEWIE	471416	Refund Recreation Fees	26.00	0.00	26.00	\$26.00
xxx324447	5/7/20	LORNA BOESE	471452	Refund Recreation Fees	14.00	0.00	14.00	\$14.00
xxx324448	5/7/20	LUCY BALASSONE	471532	Refund Recreation Fees	16.00	0.00	16.00	\$16.00
xxx324449	5/7/20	MAI YANG	IN000089304	Refund Over/Duplicate Payment	60.00	0.00	60.00	\$60.00
xxx324450	5/7/20	MARILYN RUNGE	471530	Refund Recreation Fees	16.00	0.00	16.00	\$16.00
xxx324451	5/7/20	MARIO TAIGO	IN000089263	Refund Over/Duplicate Payment	66.96	0.00	66.96	\$66.96
xxx324452	5/7/20	MARY FLANAGAN-HANSON	471768	Refund Recreation Fees	36.00	0.00	36.00	\$36.00
xxx324453	5/7/20	NAROTTAM JOSHI	471636	Refund Recreation Fees	250.00	0.00	250.00	\$250.00
xxx324454	5/7/20	OLIVIA SQUADRITO	471524	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324455	5/7/20	PAT JOHNSON	471796	Refund Over/Duplicate Payment	41.00	0.00	41.00	\$41.00
xxx324456	5/7/20	PATRICIA INNES	471410	Refund Recreation Fees	12.00	0.00	12.00	\$12.00
xxx324457	5/7/20	PRIYA ROSALINE JOHN	471390	Refund Recreation Fees	312.00	0.00	312.00	\$312.00
xxx324458	5/7/20	ROLAND FUJITO	471489	Refund Recreation Fees	26.00	0.00	26.00	\$26.00
xxx324459	5/7/20	SHAY & ANAT WAXMAN	IN000089565	Refund Over/Duplicate Payment	54.00	0.00	54.00	\$54.00
xxx324460	5/7/20	SLA LLC	IN000088792	Refund Over/Duplicate Payment	328.00	0.00	328.00	\$328.00
xxx324461	5/7/20	SRE INVESTMENTS	IN000088486	Refund Over/Duplicate Payment	312.00	0.00	312.00	\$312.00
xxx324462	5/7/20	SUNNY PROPERTIES	IN000088495	Refund Over/Duplicate Payment	318.77	0.00	318.77	\$318.77
xxx324463	5/7/20	SUZANNE HASTINGS	471791	Refund Recreation Fees	52.00	0.00	52.00	\$52.00
xxx324464	5/7/20	TERSIT HABTU	471614	Refund Recreation Fees	350.00	0.00	350.00	\$350.00
xxx324465	5/7/20	VILLA TERRACE APARTMENTS	IN000088823	Refund Over/Duplicate Payment	418.00	0.00	418.00	\$418.00
xxx000566	5/6/20	CALIFORNIA PUBLIC EMP RETIREMENT SYSTEM		Insurances - Medical	1,242,529.76	0.00	1,242,529.76	\$1,706,689.87
				Insurances - Retiree Medical - PERS	464,160.11	0.00	464,160.11	

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City of Sunnyvale
List of All Claims and Bills Approved for Payment
For Payments Dated 5/3/2020 through 5/9/2020

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Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx100884	5/5/20	WELLS FARGO BANK	05012020	Purchasing Card Statement	81,812.71	0.00	81,812.71	\$81,812.71
xxx906673	5/7/20	KEENAN & ASSOCIATES		Workers' Compensation - Claims	103,192.00	0.00	103,192.00	\$103,192.00
Grand Total Payment Amount								<u>\$3,616,290.62</u>

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City of Sunnyvale

LIST # 025

List of All Claims and Bills Approved for Payment
For Payments Dated 5/10/2020 through 5/16/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx324466	5/14/20	AT&T	000014724217	Utilities - Telephone	305.00	0.00	305.00	\$305.00
xxx324467	5/14/20	ACE FIRE EQUIPMENT & SERVICE CO INC	5888167	Facilities Maintenance & Repair Labor	1,100.00	0.00	1,100.00	\$2,318.68
			6577896	Facilities Maint & Repair - Labor	395.00	0.00	395.00	
			6577896	Facilities Maint & Repair - Materials	337.85	0.00	337.85	
			6743783	Safety Equipment Maintenance & Repair	485.83	0.00	485.83	
xxx324468	5/14/20	AIR FILTER CONTROL	529253	Bldg Maint Matls & Supplies	590.89	0.00	590.89	\$590.89
xxx324469	5/14/20	ALPINE AWARDS INC	5541894	Clothing, Uniforms & Access	270.79	0.00	270.79	\$270.79
xxx324470	5/14/20	ALTA PLANNING + DESIGN INC	00-2018-241-12	Consultants	10,750.00	0.00	10,750.00	\$10,750.00
xxx324471	5/14/20	ALWAYS UNDER PRESSURE	91935	Parts, Vehicles & Motor Equip	596.51	0.00	596.51	\$596.51
xxx324472	5/14/20	AMAZON CAPITAL SERVICES INC	16JG-4JGC-F46Y	General Supplies	34.87	0.00	34.87	\$1,458.67
			16RQ-PNHX-9L W6	General Supplies	37.68	0.00	37.68	
			19NY-7Q7Y-KG W1	General Supplies	32.69	0.00	32.69	
			19QV-LXFC-6X XK	General Supplies	45.71	0.00	45.71	
			1DCC-PYTH-VL KD	Supplies, Office	27.20	0.00	27.20	
			1HX9-X9M4-6X QK	General Supplies	6.53	0.00	6.53	
			1JCV-36RN-3Q7 Q	Books & Publications	233.25	0.00	233.25	
			1JRC-YXMD-77 QH	General Supplies	7.62	0.00	7.62	
			1JVX-34W7-6C WK	General Supplies	-200.78	0.00	-200.78	
			1MGV-6T7R-ND CN	Training and Conferences	15.21	0.00	15.21	
			1NHM-NVPG-L 17N	General Supplies	183.68	0.00	183.68	

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City of Sunnyvale

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			1PHW-TMDX-6 QNP	General Supplies	129.35	0.00	129.35	
			1PPX-CHPP-NX YX	General Supplies	261.48	0.00	261.48	
			1PPX-CHPP-PH 39	General Supplies	-261.48	0.00	-261.48	
			1PRW-MRDM-C HKV	General Supplies	171.68	0.00	171.68	
			1QMP-CCH3-1Y XY	General Supplies	174.41	0.00	174.41	
			1V6G-NNQV-7X WD	General Supplies	156.92	0.00	156.92	
			1V6G-NNQV-K K9G	General Supplies	117.69	0.00	117.69	
			1VC3-XFYR-RK D4	Supplies, Office	12.51	0.00	12.51	
			1YWY-9TXH-K6 WV	General Supplies	272.45	0.00	272.45	
xxx324474	5/14/20	AMFASOFT CORP	ANITAPATEL-01	DED Services/Training - Training	3,892.50	0.00	3,892.50	\$6,592.50
			MKIFLE-01	DED Services/Training - Training	2,700.00	0.00	2,700.00	
xxx324475	5/14/20	APEX SYSTEMS LLC	0005318014	Salaries - Contract Personnel	1,368.00	0.00	1,368.00	\$1,368.00
xxx324476	5/14/20	APPLEONE EMPLOYMENT SERVICES	01-5582332	Salaries - Contract Personnel	98.03	0.00	98.03	\$1,439.63
			01-5582333	Salaries - Contract Personnel	1,341.60	0.00	1,341.60	
xxx324477	5/14/20	ASCENT ENVIRONMENTAL	18010029.01-13	Consultants	17,803.45	0.00	17,803.45	\$19,645.55
			19010069.01-4	Developer Passthroughs-Downtown Projects	1,842.10	0.00	1,842.10	
xxx324478	5/14/20	BKF ENGINEERS	20031186	Engineering Services	2,694.52	0.00	2,694.52	\$2,694.52
xxx324479	5/14/20	BAY AREA AIR QUALITY MANAGEMENT DISTRICT	JUN-AUG2020	Taxes & Licenses - Misc	6,250.00	0.00	6,250.00	\$6,250.00
xxx324480	5/14/20	BAY AREA WATER SUPPLY & CONSERVATION ACY	7156	Membership Fees	51,697.00	0.00	51,697.00	\$51,697.00
xxx324481	5/14/20	BELKORP AG LLC	619660	Parts, Vehicles & Motor Equip	210.23	0.00	210.23	\$2,634.07

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LIST # 025

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			620253	Parts, Vehicles & Motor Equip	555.29	0.00	555.29	
			620256	Parts, Vehicles & Motor Equip	1,431.41	0.00	1,431.41	
			621334	Parts, Vehicles & Motor Equip	154.75	0.00	154.75	
			621466	Parts, Vehicles & Motor Equip	93.13	0.00	93.13	
			625125	Parts, Vehicles & Motor Equip	189.26	0.00	189.26	
xxx324482	5/14/20	BENTLEY SYSTEMS INCORPORATED	90057415	Engineering Services	9,925.00	0.00	9,925.00	\$20,470.00
			90057596	Engineering Services	4,302.00	0.00	4,302.00	
			90057787	Engineering Services	6,243.00	0.00	6,243.00	
xxx324483	5/14/20	BUCKLES-SMITH ELECTRIC CO	3193749-00	Electrical Parts & Supplies	606.02	0.00	606.02	\$606.02
xxx324484	5/14/20	BURKE WILLIAMS & SORENSEN LLP	252060	General Supplies	855.50	0.00	855.50	\$3,953.00
			253641	Legal Services	1,091.50	0.00	1,091.50	
			253935	Legal Services	2,006.00	0.00	2,006.00	
xxx324485	5/14/20	CFM SF INC	1074096	Water/Wastewater Treat Equip	5,640.64	0.00	5,640.64	\$5,640.64
xxx324486	5/14/20	CALIFORNIA DEPT OF GENERAL SERVICES	1418318	Utilities - Gas	2,264.28	0.00	2,264.28	\$2,264.28
xxx324487	5/14/20	CALIFORNIA DEPT OF TAX & FEE ADMIN	JAN-MAR2020	Taxes & Licenses - Misc	1,282.94	0.00	1,282.94	\$1,282.94
xxx324488	5/14/20	CALTRONICS BUSINESS SYSTEMS	3026691	Misc Equip Maint & Repair - Labor	95.00	0.00	95.00	\$334.78
			3026691	Misc Equip Maint & Repair - Materials	239.78	0.00	239.78	
xxx324489	5/14/20	CANON SOLUTIONS AMERICA INC	4032694904	Misc Equip Maint & Repair - Materials	1,166.80	0.00	1,166.80	\$1,166.80
xxx324490	5/14/20	CENTRAL LABOR COUNCIL PARTNERSHIP	34	Contracts/Service Agreements	62,945.84	0.00	62,945.84	\$62,945.84
xxx324491	5/14/20	D W NICHOLSON CORP	13996	Misc Equip Maint & Repair - Labor	4,476.48	0.00	4,476.48	\$6,066.12
			13996	Misc Equip Maint & Repair - Materials	1,589.64	0.00	1,589.64	
xxx324492	5/14/20	EOA INC	SUN001-0320	Legal Services	3,653.31	0.00	3,653.31	\$3,653.31
xxx324493	5/14/20	EMPIRE SAFETY & SUPPLY	0106336-IN	Inventory Purchase	250.15	0.00	250.15	\$250.15
xxx324494	5/14/20	ENID FOX	2/1/19-4/20/20	Community Services Grant	975.02	0.00	975.02	\$975.02
xxx324495	5/14/20	ENVIRONMENTAL RESOURCE ASSOC	937132	General Supplies	307.77	0.00	307.77	\$307.77
xxx324496	5/14/20	FAST RESPONSE ON-SITE TESTING INC	153072	Contracts/Service Agreements	1,160.00	0.00	1,160.00	\$1,160.00
xxx324497	5/14/20	FEDEX	7-000-91003	Mailing & Delivery Services	13.19	0.00	13.19	\$13.19
xxx324498	5/14/20	FERGUSON ENTERPRISES INC 3326	0163462	Miscellaneous Equipment Parts & Supplies	321.90	0.00	321.90	\$321.90
xxx324499	5/14/20	FERGUSON WATERWORKS	1540512	Inventory Purchase	229.34	0.00	229.34	\$229.34
xxx324500	5/14/20	FIRE & RISK ALLIANCE LLC	132-001-46	Contracts/Service Agreements	37,421.35	0.00	37,421.35	\$37,421.35

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xxx324501	5/14/20	FITPROS	1455	City Wellness Program	2,075.00	0.00	2,075.00	\$2,075.00
xxx324502	5/14/20	FLEETPRIDE INC	49424495	Parts, Vehicles & Motor Equip	35.51	0.00	35.51	\$35.51
xxx324503	5/14/20	FOOTHILL-DE ANZA FOUNDATION	FY20-04B	Professional Services	2,250.00	0.00	2,250.00	\$2,250.00
xxx324504	5/14/20	GARDENLAND POWER EQUIPMENT	759776	Parts, Vehicles & Motor Equip	21.30	0.00	21.30	\$500.25
			762763	Misc Equip Maint & Repair - Materials	478.95	0.00	478.95	
xxx324505	5/14/20	GLOBAL ACCESS INC	17524	Software As a Service	236.00	0.00	236.00	\$236.00
xxx324506	5/14/20	GOLDFARB LIPMAN ATTORNEYS	132336	Legal Services	367.10	0.00	367.10	\$19,171.25
			133370	Legal Services	1,163.46	0.00	1,163.46	
			133857	Legal Services	2,199.20	0.00	2,199.20	
			134159	Legal Services	4,186.49	0.00	4,186.49	
			135286	Legal Services	352.00	0.00	352.00	
			135287	Legal Services	800.00	0.00	800.00	
			135288	Legal Services	10,103.00	0.00	10,103.00	
xxx324507	5/14/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1103364	Inventory Purchase	3,389.58	0.00	3,389.58	\$3,389.58
xxx324508	5/14/20	H F & H CONSULTANTS LLC	9716863	Professional Services	7,525.00	0.00	7,525.00	\$35,788.15
			9716957	Professional Services	3,600.00	0.00	3,600.00	
			9717035	Professional Services	10,596.90	0.00	10,596.90	
			9717194	Professional Services	14,066.25	0.00	14,066.25	
xxx324509	5/14/20	HAGENSEN PACIFIC CONSTRUCTION INC	WSHNGTNPOO L#04	Construction Services	180,991.77	0.00	180,991.77	\$180,991.77
xxx324510	5/14/20	HYDROSCIENCE ENGINEERS INC	262020002	Engineering Services	1,480.00	0.00	1,480.00	\$10,552.60
			262021003	Consultants	9,072.60	0.00	9,072.60	
xxx324511	5/14/20	IMPERIAL MAINTENANCE SERVICES INC	23	Professional Services	61,947.00	0.00	61,947.00	\$62,749.65
			SES #0028	Supplies, Safety	802.65	0.00	802.65	
xxx324512	5/14/20	INTERSTATE SALES	4911	Materials - Land Improve	6,867.00	0.00	6,867.00	\$7,827.94
			4912	Materials - Land Improve	750.57	0.00	750.57	
			4917	Materials - Land Improve	210.37	0.00	210.37	
xxx324513	5/14/20	INTEX AUTO PARTS	2-57380-15	Inventory Purchase	463.08	0.00	463.08	\$463.08
xxx324514	5/14/20	JACQUELINE R ORRELL	MASP050620	Graphics Services	400.00	0.00	400.00	\$400.00
xxx324515	5/14/20	KMVT COMMUNITY TELEVISION	7550A	Engineering Services	5,587.18	0.00	5,587.18	\$11,174.36
			7555A	Engineering Services	5,587.18	0.00	5,587.18	

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xxx324516	5/14/20	KANOPY INC	197483-PPU	Library Periodicals/Databases	773.00	0.00	773.00	\$773.00
xxx324517	5/14/20	KEENAN & ASSOCIATES	241910	Workers' Compensation - Administration	36,045.66	0.00	36,045.66	\$36,045.66
xxx324518	5/14/20	KITCHELL/CEM INC	91272	Engineering Services	1,621.00	0.00	1,621.00	\$1,621.00
xxx324519	5/14/20	KRONOS INC	11598180	Software As a Service	270.93	0.00	270.93	\$270.93
xxx324520	5/14/20	LC ACTION POLICE SUPPLY	410103	Clothing, Uniforms & Access	299.04	0.00	299.04	\$299.04
xxx324521	5/14/20	LAW ENFORCEMENT PSYCHOLOGICAL SERV INC	2004364	Investigation Expense	270.00	0.00	270.00	\$945.00
			2004365	Investigation Expense	675.00	0.00	675.00	
xxx324522	5/14/20	LEVEL 3 COMMUNICATIONS LLC	110168282	Telecommunication Services	7,156.50	0.00	7,156.50	\$11,808.58
			110173484	Telecommunication Services	4,652.08	0.00	4,652.08	
xxx324523	5/14/20	LOWES HOME CENTERS LLC	902254	Miscellaneous Equipment	24.39	0.00	24.39	\$167.51
			9023114	General Supplies	31.05	0.00	31.05	
			902891	Miscellaneous Equipment	83.12	0.00	83.12	
			909777	General Supplies	28.95	0.00	28.95	
xxx324524	5/14/20	MANTEK SOLUTIONS INC	9480	Professional Services	4,800.00	0.00	4,800.00	\$4,800.00
xxx324525	5/14/20	MARSHA HOVEY LLC	SV-016	Contracts/Service Agreements	4,500.00	0.00	4,500.00	\$7,062.50
			SV-017	Contracts/Service Agreements	1,750.00	0.00	1,750.00	
			SV-018	Contracts/Service Agreements	812.50	0.00	812.50	
xxx324526	5/14/20	MICHAEL MCCARTHY	8702625	DED Services/Training - Books	104.89	0.00	104.89	\$104.89
xxx324527	5/14/20	MIDWEST TAPE	98672156	Library Acquis, Audio/Visual	1.00	0.00	1.00	\$4,999.52
			98706629	Library Acquis, Audio/Visual	215.70	0.00	215.70	
			98707141	Library Acquis, Audio/Visual	241.90	0.00	241.90	
			98856888	Library Periodicals/Databases	4,540.92	0.00	4,540.92	
xxx324528	5/14/20	MISSION LINEN SERVICE	511792619	Laundry & Cleaning Services	64.96	0.00	64.96	\$2,050.03
			511841342	Laundry & Cleaning Services	64.96	0.00	64.96	
			511887290	Laundry & Cleaning Services	64.96	0.00	64.96	
			511940092	Laundry & Cleaning Services	64.96	0.00	64.96	
			512179123	Laundry & Cleaning Services	47.57	0.00	47.57	
			512179124	Laundry & Cleaning Services	80.54	0.00	80.54	
			512179125	Laundry & Cleaning Services	80.54	0.00	80.54	
			512179128	Laundry & Cleaning Services	64.96	0.00	64.96	
			512206249	Laundry & Cleaning Services	57.39	0.00	57.39	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			512206256	Laundry & Cleaning Services	59.18	0.00	59.18	
			512224908	Laundry & Cleaning Services	47.57	0.00	47.57	
			512224909	Laundry & Cleaning Services	80.54	0.00	80.54	
			512224910	Laundry & Cleaning Services	80.54	0.00	80.54	
			512224913	Laundry & Cleaning Services	64.96	0.00	64.96	
			512253451	Laundry & Cleaning Services	57.39	0.00	57.39	
			512253458	Laundry & Cleaning Services	59.18	0.00	59.18	
			512280167	Laundry & Cleaning Services	50.22	0.00	50.22	
			512280168	Laundry & Cleaning Services	85.84	0.00	85.84	
			512280169	Laundry & Cleaning Services	83.19	0.00	83.19	
			512280172	Laundry & Cleaning Services	67.61	0.00	67.61	
			512300018	Laundry & Cleaning Services	59.18	0.00	59.18	
			512316737	Laundry & Cleaning Services	47.57	0.00	47.57	
			512316738	Laundry & Cleaning Services	80.54	0.00	80.54	
			512316739	Laundry & Cleaning Services	80.54	0.00	80.54	
			512316742	Laundry & Cleaning Services	64.96	0.00	64.96	
			512363134	Laundry & Cleaning Services	57.39	0.00	57.39	
			512363141	Laundry & Cleaning Services	59.18	0.00	59.18	
			512364290	Laundry & Cleaning Services	47.57	0.00	47.57	
			512364291	Laundry & Cleaning Services	80.54	0.00	80.54	
			512364292	Laundry & Cleaning Services	80.54	0.00	80.54	
			512364295	Laundry & Cleaning Services	64.96	0.00	64.96	
xxx324531	5/14/20	MONARCH TRUCK CENTER	261044P	Parts, Vehicles & Motor Equip	233.31	0.00	233.31	\$233.31
xxx324532	5/14/20	MOTOROLA	8330164918	Comm Equip Maintain & Repair - Materials 2	2,943.00	0.00	2,943.00	\$2,943.00
xxx324533	5/14/20	MUNICIPAL MAINTENANCE EQUIPMENT INC	0148211-IN	Parts, Vehicles & Motor Equip	1,264.05	0.00	1,264.05	\$1,264.05
xxx324534	5/14/20	NIELSEN MERKSAMER PARRINELLO GROSS &	198608	Legal Services	3,377.09	0.00	3,377.09	\$3,792.67
			199436	Legal Services	415.58	0.00	415.58	
xxx324535	5/14/20	NUTRIEN AG SOLUTIONS INC	41056774	Materials - Land Improve	3,856.15	0.00	3,856.15	\$5,164.15
			41122579	Materials - Land Improve	1,308.00	0.00	1,308.00	
xxx324536	5/14/20	O'DELL ENGINEERING	3524019	Engineering Services	466.15	0.00	466.15	\$2,258.65

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			3727004	Engineering Services	1,792.50	0.00	1,792.50	
xxx324537	5/14/20	OVERDRIVE INC	910CO20114928	Library Periodicals/Databases	5,673.62	0.00	5,673.62	\$5,792.58
			910DA20109723	Library Periodicals/Databases	80.98	0.00	80.98	
			910DA20119417	Library Periodicals/Databases	37.98	0.00	37.98	
xxx324538	5/14/20	P&A ADMINSTRATIVE SERVICES INC	F82280406866	Insurances - Depend Care & Health Care Rmb Admin Fees	824.00	0.00	824.00	\$2,180.00
			F82280407979	Insurances - Depend Care & Health Care Rmb Admin Fees	656.00	0.00	656.00	
			F82280411490	Insurances - Depend Care & Health Care Rmb Admin Fees	700.00	0.00	700.00	
xxx324539	5/14/20	P&R PAPER SUPPLY CO INC	30314566-00	Inventory Purchase	76.48	0.00	76.48	\$6,584.78
			30316389-01	Inventory Purchase	236.49	0.00	236.49	
			30317228-00	Inventory Purchase	4,670.43	0.00	4,670.43	
			30317527-00	Inventory Purchase	1,601.38	0.00	1,601.38	
xxx324540	5/14/20	PACIFIC UNDERGROUND CONSTRUCTION INC	SMRTSTRMSYS #07	Construction Services	400,919.00	0.00	400,919.00	\$400,919.00
xxx324541	5/14/20	PACIFIC WEST SECURITY INC	34860	Facilities Maintenance & Repair Labor	205.00	0.00	205.00	\$205.00
xxx324542	5/14/20	PETERSON TRUCKS	106728	Parts, Vehicles & Motor Equip	3,250.80	0.00	3,250.80	\$3,298.36
			220562S	Parts, Vehicles & Motor Equip	47.56	0.00	47.56	
xxx324543	5/14/20	PINNACLE VEND SYSTEMS	2701	Equipment Rental/Lease	3,765.00	0.00	3,765.00	\$3,765.00
xxx324544	5/14/20	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	7821	Automotive Maintenance & Repair Labor	500.00	0.00	500.00	\$3,124.89
			7829	Parts, Vehicles & Motor Equip	2,624.89	0.00	2,624.89	
xxx324545	5/14/20	PSOMAS	160852	Consultants	176,278.50	0.00	176,278.50	\$176,278.50
xxx324546	5/14/20	R & B CO	S1932793.002	Materials - Land Improve	357.11	0.00	357.11	\$357.11
xxx324547	5/14/20	RDO EQUIPMENT CO	P9454774	Parts, Vehicles & Motor Equip	132.90	0.00	132.90	\$132.90
xxx324548	5/14/20	RFSIGNALMAN	1298	Contracts/Service Agreements	4,250.00	0.00	4,250.00	\$4,250.00
xxx324549	5/14/20	RACY MING ASSOC LLC	MAR-APR2020	Contracts/Service Agreements	2,700.00	0.00	2,700.00	\$2,700.00
xxx324551	5/14/20	ROYAL BRASS INC	918730-001	Parts, Vehicles & Motor Equip	31.92	0.00	31.92	\$476.11
			919149-001	Parts, Vehicles & Motor Equip	178.43	0.00	178.43	
			919342-001	Parts, Vehicles & Motor Equip	265.76	0.00	265.76	
xxx324552	5/14/20	SF MOBILE-VISION INC	28245	Computer Hardware	14,665.95	0.00	14,665.95	\$16,010.25
			28540	Computer Hardware	294.30	0.00	294.30	

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			29465	Computer Hardware	50.00	0.00	50.00	
			29941	Professional Services	1,000.00	0.00	1,000.00	
xxx324553	5/14/20	SHI INTERNATIONAL CORP	B11690483	Software As a Service	625.91	0.00	625.91	\$1,251.83
			B11694651	Software As a Service	625.92	0.00	625.92	
xxx324554	5/14/20	SAFETY KLEEN SYSTEMS INC	82583855	HazMat Disposal - Hazardous Waste Disposal	858.21	0.00	858.21	\$2,248.22
			82763230	Chemicals	294.30	0.00	294.30	
			82877465	HazMat Disposal - Hazardous Waste Disposal	858.21	0.00	858.21	
			83011005	HazMat Disposal - Hazardous Waste Disposal	237.50	0.00	237.50	
xxx324555	5/14/20	SIERRA PACIFIC TURF SUPPLY INC	0573223-IN	Supplies, Safety	272.91	0.00	272.91	\$272.91
xxx324556	5/14/20	SMITHGROUP INC	0146214	Consultants	325,889.69	0.00	325,889.69	\$325,889.69
xxx324557	5/14/20	SPATIAL WAVE INC	INV12916	Professional Services	660.00	0.00	660.00	\$660.00
xxx324558	5/14/20	SPRINGSHARE, LLC	20-A1388	Library Technology Services	2,499.00	0.00	2,499.00	\$2,499.00
xxx324559	5/14/20	STANDARD BUSINESS SOLUTIONS	AR38403	Equipment Rental/Lease	906.02	0.00	906.02	\$906.02
xxx324560	5/14/20	SUBURBAN PROPANE	141656	Fuel, Oil & Lubricants	597.21	0.00	597.21	\$597.21
xxx324561	5/14/20	SUNNYVALE FORD	165855	Parts, Vehicles & Motor Equip	8.79	0.00	8.79	\$6,028.85
			166031	Parts, Vehicles & Motor Equip	212.43	0.00	212.43	
			166157	Parts, Vehicles & Motor Equip	504.60	0.00	504.60	
			166162	Parts, Vehicles & Motor Equip	213.54	0.00	213.54	
			166252	Parts, Vehicles & Motor Equip	620.40	0.00	620.40	
			166265	Parts, Vehicles & Motor Equip	81.55	0.00	81.55	
			166268	Parts, Vehicles & Motor Equip	4.74	0.00	4.74	
			166274	Parts, Vehicles & Motor Equip	4.02	0.00	4.02	
			166284	Parts, Vehicles & Motor Equip	32.78	0.00	32.78	
			166288	Parts, Vehicles & Motor Equip	14.83	0.00	14.83	
			166348	Parts, Vehicles & Motor Equip	29.07	0.00	29.07	
			166641	Parts, Vehicles & Motor Equip	555.04	0.00	555.04	
			166730	Parts, Vehicles & Motor Equip	71.86	0.00	71.86	
			166769	Parts, Vehicles & Motor Equip	73.36	0.00	73.36	
			166794	Parts, Vehicles & Motor Equip	61.06	0.00	61.06	

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xxx324563	5/14/20	SUNNYVALE TOWING INC	166799	Parts, Vehicles & Motor Equip	72.08	0.00	72.08	
			167086	Parts, Vehicles & Motor Equip	624.42	0.00	624.42	
			CM158021	Parts, Vehicles & Motor Equip	-327.00	0.00	-327.00	
			CM162534	Parts, Vehicles & Motor Equip	-38.15	0.00	-38.15	
			CM163722	Parts, Vehicles & Motor Equip	-76.30	0.00	-76.30	
			CM163854	Parts, Vehicles & Motor Equip	-27.25	0.00	-27.25	
			CM164500	Parts, Vehicles & Motor Equip	-54.50	0.00	-54.50	
			FOCS812211	Parts, Vehicles & Motor Equip	333.00	0.00	333.00	
			FOCS813453	Parts, Vehicles & Motor Equip	3,034.48	0.00	3,034.48	
			306530	Vehicle Towing Services	40.00	0.00	40.00	\$4,376.00
			306536	Vehicle Towing Services	45.00	0.00	45.00	
			306697	Vehicle Towing Services	600.00	0.00	600.00	
			306933	Vehicle Towing Services	312.50	0.00	312.50	
			306977	Vehicle Towing Services	71.00	0.00	71.00	
			307278	Vehicle Towing Services	45.00	0.00	45.00	
			307293	Vehicle Towing Services	153.00	0.00	153.00	
			307355	Vehicle Towing Services	312.50	0.00	312.50	
			307360	Vehicle Towing Services	45.00	0.00	45.00	
			307369	Vehicle Towing Services	40.00	0.00	40.00	
			307383	Vehicle Towing Services	45.00	0.00	45.00	
			307414	Vehicle Towing Services	45.00	0.00	45.00	
			307417	Vehicle Towing Services	45.00	0.00	45.00	
			307422	Vehicle Towing Services	45.00	0.00	45.00	
			307440	Vehicle Towing Services	73.00	0.00	73.00	
			307873	Vehicle Towing Services	40.00	0.00	40.00	
			307883	Vehicle Towing Services	45.00	0.00	45.00	
			308142	Vehicle Towing Services	40.00	0.00	40.00	
			308678	Vehicle Towing Services	150.00	0.00	150.00	
			308696	Vehicle Towing Services	450.00	0.00	450.00	
			308707	Vehicle Towing Services	45.00	0.00	45.00	
			308729	Vehicle Towing Services	113.00	0.00	113.00	

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			308746	Vehicle Towing Services	40.00	0.00	40.00	
			309818	Vehicle Towing Services	71.00	0.00	71.00	
			310326	Vehicle Towing Services	40.00	0.00	40.00	
			316696	Vehicle Towing Services	1,125.00	0.00	1,125.00	
			316699	Vehicle Towing Services	300.00	0.00	300.00	
xxx324566	5/14/20	TJKM	0048430	Engineering Services	91.64	0.00	91.64	\$24,943.49
			0049233	Engineering Services	474.00	0.00	474.00	
			0049269	Engineering Services	357.00	0.00	357.00	
			0049476	Engineering Services	1,549.85	0.00	1,549.85	
			0049478	Engineering Services	5,094.97	0.00	5,094.97	
			0049481	Engineering Services	17,376.03	0.00	17,376.03	
xxx324567	5/14/20	THE HEALTH TRUST	WAE2019-105-22	Professional Services	4,452.68	0.00	4,452.68	\$4,452.68
xxx324568	5/14/20	TURF & INDUSTRIAL EQUIPMENT CO	IV34262	Parts, Vehicles & Motor Equip	170.25	0.00	170.25	\$399.12
			IV34774	Supplies, Safety	228.87	0.00	228.87	
xxx324569	5/14/20	TURF STAR INC	7104025-01	Parts, Vehicles & Motor Equip	97.70	0.00	97.70	\$3,618.24
			7106931-01	Parts, Vehicles & Motor Equip	473.33	0.00	473.33	
			7109231-00	Parts, Vehicles & Motor Equip	238.18	0.00	238.18	
			7109234-00	Parts, Vehicles & Motor Equip	40.36	0.00	40.36	
			7109234-01	Parts, Vehicles & Motor Equip	37.59	0.00	37.59	
			7109423-00	Parts, Vehicles & Motor Equip	258.45	0.00	258.45	
			7110010-00	Parts, Vehicles & Motor Equip	1,248.55	0.00	1,248.55	
			7111829-00	Parts, Vehicles & Motor Equip	41.02	0.00	41.02	
			7113860-00	Parts, Vehicles & Motor Equip	1,183.06	0.00	1,183.06	
xxx324570	5/14/20	USA BLUEBOOK	218065	Miscellaneous Equipment Parts & Supplies	127.50	0.00	127.50	\$127.50
xxx324571	5/14/20	UNITED LANGUAGE GROUP LLC	114758	Miscellaneous Services	987.10	0.00	987.10	\$987.10
xxx324572	5/14/20	UNITED RENTALS	165469049-017	Equipment Rental/Lease	1,673.26	0.00	1,673.26	\$6,492.78
			172295268-010	Materials - Land Improve	3,367.64	0.00	3,367.64	
			179782932-002	Materials - Land Improve	1,451.88	0.00	1,451.88	
xxx324573	5/14/20	UNITED STATES POSTAL SERVICE	P#584-050420	Postage	240.00	0.00	240.00	\$240.00
xxx324574	5/14/20	UNIVAR SOLUTIONS USA INC	48463295	Chemicals	4,599.84	0.00	4,599.84	\$18,043.72
			48463297	Chemicals	3,547.55	0.00	3,547.55	

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			48470816	Chemicals	3,308.27	0.00	3,308.27	
			48572830	Chemicals	3,513.36	0.00	3,513.36	
			48577800	Chemicals	3,074.70	0.00	3,074.70	
xxx324575	5/14/20	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58454	DED Services/Training - Training	662.00	0.00	662.00	\$23,119.50
			58496	DED Services/Training - Training	483.00	0.00	483.00	
			58624	DED Services/Training - Training	334.00	0.00	334.00	
			58793	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			58813	DED Services/Training - Training	4,572.00	0.00	4,572.00	
			58818	DED Services/Training - Training	5,400.00	0.00	5,400.00	
			58823	DED Services/Training - Training	3,217.50	0.00	3,217.50	
			58825	DED Services/Training - Training	3,051.00	0.00	3,051.00	
xxx324576	5/14/20	VESTRA RESOURCES INC	25313	Professional Services	847.25	0.00	847.25	\$847.25
xxx324577	5/14/20	VWR INTERNATIONAL LLC	8088813658	General Supplies	30.00	0.00	30.00	\$440.28
			8089931245	General Supplies	273.05	0.00	273.05	
			8089938037	General Supplies	61.54	0.00	61.54	
			8801010948	General Supplies	75.69	0.00	75.69	
xxx324578	5/14/20	WALKER PARKING CONSULTANTS ENGINEERS INC	33207501001	Consultants	3,760.00	0.00	3,760.00	\$6,160.00
			33207501002	Consultants	2,400.00	0.00	2,400.00	
xxx324579	5/14/20	WARDELL AUTO INTERIORS AND TOPS LLC	7596	Parts, Vehicles & Motor Equip	292.00	0.00	292.00	\$292.00
xxx324580	5/14/20	YAMAHA GOLF CARS OF CALIFORNIA INC	L37363	Misc Equip Maint & Repair - Labor	322.50	0.00	322.50	\$604.18
			L37363	Misc Equip Maint & Repair - Materials	281.68	0.00	281.68	
xxx324581	5/14/20	ZAYO GROUP LLC	2020050024865	Hardware Maintenance	31,298.11	0.00	31,298.11	\$31,298.11
xxx324582	5/14/20	GRAINGER	9461185853	Chemicals	77.17	0.00	77.17	\$12,060.54
			9461185853	Electrical Parts & Supplies	3,015.93	0.00	3,015.93	
			9461185853	Miscellaneous Equipment Parts & Supplies	1,449.29	0.00	1,449.29	
			9461185853	Supplies, Safety	3,359.83	0.00	3,359.83	
			9461185853	Fuel, Oil & Lubricants	74.95	0.00	74.95	
			9461185853	General Supplies	481.87	0.00	481.87	
			9461185853	Hand Tools	1,234.85	0.00	1,234.85	
			9461185853	Water/Wastewater Treat Equip	2,366.65	0.00	2,366.65	
xxx324586	5/14/20	LC ACTION POLICE SUPPLY						\$28,535.60

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			405688	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			405786	Clothing, Uniforms & Access	70.84	0.00	70.84	
			405865	Clothing, Uniforms & Access	272.51	0.00	272.51	
			405866	Clothing, Uniforms & Access	410.59	0.00	410.59	
			405867	Clothing, Uniforms & Access	348.71	0.00	348.71	
			405868	Clothing, Uniforms & Access	43.59	0.00	43.59	
			405880	Ballistic Equipment - Body Armor/Vests	829.76	0.00	829.76	
			405881	Ballistic Equipment - Body Armor/Vests	829.76	0.00	829.76	
			405999	Clothing, Uniforms & Access	611.83	0.00	611.83	
			406150	Clothing, Uniforms & Access	39.19	0.00	39.19	
			406210	Clothing, Uniforms & Access	21.75	0.00	21.75	
			406211	Clothing, Uniforms & Access	23.97	0.00	23.97	
			406212	Clothing, Uniforms & Access	42.29	0.00	42.29	
			406213	Clothing, Uniforms & Access	73.58	0.00	73.58	
			406355	Clothing, Uniforms & Access	108.73	0.00	108.73	
			406427	Clothing, Uniforms & Access	55.52	0.00	55.52	
			406581	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			406582	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			406583	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			406859	Clothing, Uniforms & Access	3,921.82	0.00	3,921.82	
			406962	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			406963	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			406964	Clothing, Uniforms & Access	27.77	0.00	27.77	
			406965	Clothing, Uniforms & Access	24.17	0.00	24.17	
			406966	Clothing, Uniforms & Access	24.17	0.00	24.17	
			406967	Clothing, Uniforms & Access	18.32	0.00	18.32	
			406968	Clothing, Uniforms & Access	55.54	0.00	55.54	
			406969	Clothing, Uniforms & Access	128.41	0.00	128.41	
			406970	Clothing, Uniforms & Access	123.61	0.00	123.61	
			406974	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407031	Clothing, Uniforms & Access	18.32	0.00	18.32	

City of Sunnyvale

LIST # 025**List of All Claims and Bills Approved for Payment**
For Payments Dated 5/10/2020 through 5/16/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			407246	Clothing, Uniforms & Access	37.42	0.00	37.42	
			407376	Clothing, Uniforms & Access	490.23	0.00	490.23	
			407808	Clothing, Uniforms & Access	207.10	0.00	207.10	
			407868	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407870	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407871	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407872	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407873	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407874	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407875	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			407876	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			408000	Clothing, Uniforms & Access	226.58	0.00	226.58	
			408062	Clothing, Uniforms & Access	37.21	0.00	37.21	
			408090	Clothing, Uniforms & Access	386.44	0.00	386.44	
			408091	Clothing, Uniforms & Access	108.16	0.00	108.16	
			408092	Clothing, Uniforms & Access	102.97	0.00	102.97	
			408093	Clothing, Uniforms & Access	128.41	0.00	128.41	
			408094	Clothing, Uniforms & Access	158.05	0.00	158.05	
			408095	Clothing, Uniforms & Access	38.81	0.00	38.81	
			408096	Clothing, Uniforms & Access	174.39	0.00	174.39	
			408097	Clothing, Uniforms & Access	79.50	0.00	79.50	
			408709	Clothing, Uniforms & Access	50.14	0.00	50.14	
			408748	Ballistic Equipment - Other	490.23	0.00	490.23	
			408812	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			408813	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			408814	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			408943	Clothing, Uniforms & Access	37.21	0.00	37.21	
			409278	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
			409279	Ballistic Equipment - Body Armor/Vests	882.90	0.00	882.90	
xxx324591	5/14/20	PACIFIC GAS & ELECTRIC CO	03955461530420	Utilities - Electric	1,121.94	0.00	1,121.94	\$4,605.48
			03958470700420	Utilities - Electric	1,969.91	0.00	1,969.91	

City of Sunnyvale

LIST # 025**List of All Claims and Bills Approved for Payment**

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			100023460520	Utilities - Electric	1,328.35	0.00	1,328.35	
			91271084620420	Utilities - Electric	25.15	0.00	25.15	
			91290311060420	Utilities - Electric	67.10	0.00	67.10	
			97306197490420	Utilities - Electric	7.11	0.00	7.11	
			97322830180420	Utilities - Electric	49.84	0.00	49.84	
			97322834740420	Utilities - Electric	22.10	0.00	22.10	
			97386482120420	Utilities - Electric	13.98	0.00	13.98	
xxx324592	5/14/20	SUMMIT UNIFORMS	63394	Clothing, Uniforms & Access	65.55	0.00	65.55	\$15,038.36
			63419	Clothing, Uniforms & Access	124.55	0.00	124.55	
			63600	Clothing, Uniforms & Access	84.12	0.00	84.12	
			64364	Clothing, Uniforms & Access	159.51	0.00	159.51	
			64977	Clothing, Uniforms & Access	520.03	0.00	520.03	
			65196	Clothing, Uniforms & Access	387.84	0.00	387.84	
			65198	Clothing, Uniforms & Access	811.73	0.00	811.73	
			65425	Clothing, Uniforms & Access	128.92	0.00	128.92	
			65427	Clothing, Uniforms & Access	128.92	0.00	128.92	
			65589	Clothing, Uniforms & Access	128.92	0.00	128.92	
			65651	Clothing, Uniforms & Access	32.78	0.00	32.78	
			65682	Clothing, Uniforms & Access	961.40	0.00	961.40	
			65857	Clothing, Uniforms & Access	257.83	0.00	257.83	
			65872	Clothing, Uniforms & Access	128.92	0.00	128.92	
			65873	Clothing, Uniforms & Access	86.31	0.00	86.31	
			65874	Clothing, Uniforms & Access	499.27	0.00	499.27	
			65876	Clothing, Uniforms & Access	193.37	0.00	193.37	
			65877	Clothing, Uniforms & Access	563.73	0.00	563.73	
			65879	Clothing, Uniforms & Access	16.39	0.00	16.39	
			65881	Clothing, Uniforms & Access	257.83	0.00	257.83	
			65882	Clothing, Uniforms & Access	257.83	0.00	257.83	
			65883	Clothing, Uniforms & Access	387.84	0.00	387.84	
			65884	Clothing, Uniforms & Access	64.46	0.00	64.46	
			65885	Clothing, Uniforms & Access	193.37	0.00	193.37	

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LIST # 025**List of All Claims and Bills Approved for Payment**
For Payments Dated 5/10/2020 through 5/16/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			65887	Clothing, Uniforms & Access	257.83	0.00	257.83	
			65890	Clothing, Uniforms & Access	64.46	0.00	64.46	
			65891	Clothing, Uniforms & Access	19.67	0.00	19.67	
			65907	Clothing, Uniforms & Access	257.83	0.00	257.83	
			65909	Clothing, Uniforms & Access	515.66	0.00	515.66	
			65912	Clothing, Uniforms & Access	128.92	0.00	128.92	
			65925	Clothing, Uniforms & Access	386.75	0.00	386.75	
			65933	Clothing, Uniforms & Access	799.71	0.00	799.71	
			65947	Clothing, Uniforms & Access	362.71	0.00	362.71	
			65948	Clothing, Uniforms & Access	16.39	0.00	16.39	
			65982	Clothing, Uniforms & Access	257.83	0.00	257.83	
			66018	Clothing, Uniforms & Access	102.70	0.00	102.70	
			66019	Clothing, Uniforms & Access	245.81	0.00	245.81	
			66020	Clothing, Uniforms & Access	64.46	0.00	64.46	
			66021	Clothing, Uniforms & Access	293.88	0.00	293.88	
			66027	Clothing, Uniforms & Access	463.22	0.00	463.22	
			66028	Clothing, Uniforms & Access	463.22	0.00	463.22	
			66034	Clothing, Uniforms & Access	238.17	0.00	238.17	
			66035	Clothing, Uniforms & Access	193.37	0.00	193.37	
			66037	Clothing, Uniforms & Access	605.25	0.00	605.25	
			66039	Clothing, Uniforms & Access	313.55	0.00	313.55	
			66040	Clothing, Uniforms & Access	249.09	0.00	249.09	
			66041	Clothing, Uniforms & Access	387.84	0.00	387.84	
			66043	Clothing, Uniforms & Access	257.83	0.00	257.83	
			66044	Clothing, Uniforms & Access	32.78	0.00	32.78	
			66045	Clothing, Uniforms & Access	32.78	0.00	32.78	
			66046	Clothing, Uniforms & Access	487.26	0.00	487.26	
			66047	Clothing, Uniforms & Access	279.68	0.00	279.68	
			66048	Clothing, Uniforms & Access	216.32	0.00	216.32	
			66055	Clothing, Uniforms & Access	150.77	0.00	150.77	
			66059	Clothing, Uniforms & Access	193.37	0.00	193.37	

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City of Sunnyvale

LIST # 025**List of All Claims and Bills Approved for Payment**
For Payments Dated 5/10/2020 through 5/16/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			66060	Clothing, Uniforms & Access	257.83	0.00	257.83	
xxx324597	5/14/20	440 WOLFE ROAD LLC	2019-7124	Major Permit Application Fees - Other	3,943.00	0.00	3,943.00	\$11,600.50
			2019-7124	Environmental Review Fees	2,860.00	0.00	2,860.00	
			2019-7124	Subdivision Map Filing Fee - Planning Tentative Maps	1,435.00	0.00	1,435.00	
			2019-7124	Engineering Fees - Planning Applications	3,272.00	0.00	3,272.00	
			2019-7124	Miscellaneous Reimbursement	90.50	0.00	90.50	
xxx324598	5/14/20	ALINEE CHAVEZ	472049/472050	Refund Recreation Fees	770.00	0.00	770.00	\$770.00
xxx324599	5/14/20	CHINESE CHURCH IN CHRIST CUPERTINO	472056	Refund Recreation Fees	8,925.00	0.00	8,925.00	\$8,925.00
xxx324600	5/14/20	KENNETH JIANG	IN000088380	Refund Over/Duplicate Payment	312.00	0.00	312.00	\$312.00
xxx324601	5/14/20	MARY JANE DE LA CRUZ	471904	Refund Recreation Fees	100.00	0.00	100.00	\$100.00
xxx324602	5/14/20	PRASANNA SESHARDI	ALARM P#9481	DPS Alarm Permit Fee	35.00	0.00	35.00	\$35.00
xxx324603	5/14/20	SELENA WAI	ALARM P#216	DPS Alarm Permit Fee	35.00	0.00	35.00	\$35.00
xxx324604	5/14/20	STC VENTURE LLC	2020-7100	Major Permit Application Fees - Other	2,299.00	0.00	2,299.00	\$15,687.60
			2020-7100	Major Permit Application Fees - Moffett Park	5,863.00	0.00	5,863.00	
			2020-7100	Environmental Review Fees	890.00	0.00	890.00	
			2020-7100	Engineering Fees - Planning Applications	5,827.00	0.00	5,827.00	
			2020-7100	Miscellaneous Reimbursement	808.60	0.00	808.60	
xxx324605	5/14/20	WALGREENS #9782	INT000026649	Refund Over/Duplicate Payment	1,793.28	0.00	1,793.28	\$1,793.28
xxx324606	5/14/20	WENDY GARCIA	471887	Refund Recreation Fees	770.00	0.00	770.00	\$770.00

Grand Total Payment Amount**\$1,875,021.41**

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LIST # 026**List of All Claims and Bills Approved for Payment**
For Payments Dated 5/17/2020 through 5/23/2020

Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx324607	5/21/20	22ND CENTURY TECHNOLOGIES INC	58846	Professional Services	3,560.00	0.00	3,560.00	\$7,120.00
			58852	Professional Services	3,560.00	0.00	3,560.00	
xxx324608	5/21/20	AD PLUS LLC	2065663	Supplies, Safety	2,129.17	0.00	2,129.17	\$2,129.17
xxx324609	5/21/20	AIRGAS USA LLC	9970690185	Equipment Rental/Lease	631.11	0.00	631.11	\$903.86
			9970741734	General Supplies	272.75	0.00	272.75	
xxx324610	5/21/20	ALAMEDA COUNTY INFORMATION TECH DEPT	112-2004056	Software As a Service	1,851.63	0.00	1,851.63	\$1,851.63
xxx324611	5/21/20	ALPINE AWARDS INC	5541805	Clothing, Uniforms & Access	57.58	0.00	57.58	\$57.58
xxx324612	5/21/20	AMFASOFT CORP	HUONGTRAN-02	DED Services/Training - Training	590.00	0.00	590.00	\$2,230.00
			JGIPNER-02	DED Services/Training - Training	590.00	0.00	590.00	
			KATHLEENHEI N02	DED Services/Training - Training	550.00	0.00	550.00	
			KOZUE-02	DED Services/Training - Training	500.00	0.00	500.00	
xxx324613	5/21/20	APEX SYSTEMS LLC	0005352344	Salaries - Contract Personnel	1,440.00	0.00	1,440.00	\$1,440.00
xxx324614	5/21/20	APPLEONE EMPLOYMENT SERVICES	01-5586693	Salaries - Contract Personnel	105.03	0.00	105.03	\$105.03
xxx324615	5/21/20	ARNE SIGN & DECAL CO INC	20-12101	Professional Services	408.75	0.00	408.75	\$408.75
xxx324616	5/21/20	ASSOCIATED INFRASTRUCTURE MGMT SERVICES	2020-004	Consultants	4,907.76	0.00	4,907.76	\$4,907.76
xxx324617	5/21/20	BACKFLOW PREVENTION SPECIALISTS INC	9270	Water Backflow Valves	60.51	0.00	60.51	\$117.19
			9271	Water Backflow Valves	56.68	0.00	56.68	
xxx324618	5/21/20	BEE FRIENDLY HONEY BEE MGMT SOLUTIONS	6217	Services Maintain Land Improv	875.00	0.00	875.00	\$875.00
xxx324619	5/21/20	BELKORP AG LLC	614578	Parts, Vehicles & Motor Equip	892.59	0.00	892.59	\$1,043.22
			620250	Parts, Vehicles & Motor Equip	150.63	0.00	150.63	
xxx324620	5/21/20	BUCHANAN AUTO ELECTRIC INC	C58472	Parts, Vehicles & Motor Equip	388.32	0.00	388.32	\$388.32
xxx324621	5/21/20	BURTONS FIRE INC	S48407	Parts, Vehicles & Motor Equip	1,025.76	0.00	1,025.76	\$1,437.43
			S48664	Parts, Vehicles & Motor Equip	199.81	0.00	199.81	
			S48791	Parts, Vehicles & Motor Equip	211.86	0.00	211.86	
xxx324622	5/21/20	CCHNC PLAZA DE LAS FLORES, LLC	3	Outside Group Funding	40,326.60	0.00	40,326.60	\$40,326.60

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
xxx324623	5/21/20	CALIFA GROUP	3066	Library Technology Services	5,075.40	0.00	5,075.40	\$5,075.40
xxx324624	5/21/20	CALIFORNIA MUNICIPAL UTILITIES ASSN	19-0576	Membership Fees	5,595.00	0.00	5,595.00	\$5,595.00
xxx324625	5/21/20	CALIFORNIA SCIENCE AND TECH UNIVERSITY	136	DED Services/Training - Training	600.00	0.00	600.00	\$600.00
xxx324626	5/21/20	CANON FINANCIAL SERVICES INC	21463287	Equipment Rental/Lease	9,299.12	0.00	9,299.12	\$9,299.12
xxx324627	5/21/20	CAROLLO ENGINEERS	0185648	Professional Services	81,375.58	0.00	81,375.58	\$81,375.58
xxx324628	5/21/20	CENTRAL MEDICAL LABORATORY INC	18225	Medical Services	900.00	0.00	900.00	\$900.00
xxx324629	5/21/20	CENTURY GRAPHICS	53517	Clothing, Uniforms & Access	447.41	0.00	447.41	\$447.41
xxx324630	5/21/20	CHRISTOPHER SULEK	CK REQ 20-113	DED Services/Training - Books	101.02	0.00	101.02	\$101.02
xxx324631	5/21/20	CONCENTRA	66904319	Pre-Employment Testing	280.00	0.00	280.00	\$954.00
			67796968	Pre-Employment Testing	674.00	0.00	674.00	
xxx324632	5/21/20	COUNTY OF SANTA CLARA	1800072931	Software As a Service	1,897.04	0.00	1,897.04	\$1,897.04
xxx324633	5/21/20	DA LUBRICANT CO INC	2020-68933-00	Fuel, Oil & Lubricants	1,539.13	0.00	1,539.13	\$1,539.13
xxx324634	5/21/20	DTN ENGINEERS INC	426.01R	General Supplies	7,500.00	0.00	7,500.00	\$7,500.00
xxx324635	5/21/20	DAHLIN GROUP	2002-240	Consultants	13,970.25	0.00	13,970.25	\$13,970.25
xxx324636	5/21/20	DELTA DENTAL INSURANCE CO	BE003889314	Insurances - Dental	1,481.76	0.00	1,481.76	\$1,481.76
xxx324637	5/21/20	DELTA DIABLO	4390301	Membership Fees	2,713.45	0.00	2,713.45	\$2,713.45
xxx324638	5/21/20	DEPARTMENT OF JUSTICE	449433	Pre-Employment Testing	64.00	0.00	64.00	\$64.00
xxx324639	5/21/20	EOA INC	SU58-0220	Consultants	17,871.04	0.00	17,871.04	\$41,718.89
			SU58-0320	Consultants	16,281.97	0.00	16,281.97	
			SU61-0320	Professional Services	956.47	0.00	956.47	
			SUN001-0120	Legal Services	6,609.41	0.00	6,609.41	
xxx324641	5/21/20	ECONOLITE SYSTEMS INC	30303	Construction Services	4,069.44	0.00	4,069.44	\$181,007.29
			30303	Services Maintain Land Improv	5,669.46	0.00	5,669.46	
			30411	Construction Services	5,442.70	0.00	5,442.70	
			30411	Services Maintain Land Improv	7,582.66	0.00	7,582.66	
			30412	Construction Services	5,514.89	0.00	5,514.89	
			30412	Services Maintain Land Improv	7,683.24	0.00	7,683.24	
			30413	Construction Services	14,476.57	0.00	14,476.57	
			30413	Services Maintain Land Improv	20,168.44	0.00	20,168.44	
			30493	Construction Services	3,219.50	0.00	3,219.50	

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			30493	Services Maintain Land Improv	4,485.37	0.00	4,485.37	
			30495	Construction Services	1,921.91	0.00	1,921.91	
			30495	Services Maintain Land Improv	2,677.55	0.00	2,677.55	
			30601	Construction Services	1,672.70	0.00	1,672.70	
			30601	Services Maintain Land Improv	4,088.33	0.00	4,088.33	
			30658	Construction Services	1,180.99	0.00	1,180.99	
			30658	Services Maintain Land Improv	2,886.50	0.00	2,886.50	
			30664	Construction Services	2,066.06	0.00	2,066.06	
			30664	Services Maintain Land Improv	5,049.75	0.00	5,049.75	
			30738	Construction Services	2,990.59	0.00	2,990.59	
			30738	Services Maintain Land Improv	7,309.41	0.00	7,309.41	
			30739	Construction Services	2,403.36	0.00	2,403.36	
			30739	Services Maintain Land Improv	5,874.18	0.00	5,874.18	
			30743	Construction Services	8,269.64	0.00	8,269.64	
			30743	Services Maintain Land Improv	20,212.22	0.00	20,212.22	
			30745	Construction Services	5,584.68	0.00	5,584.68	
			30745	Services Maintain Land Improv	13,649.79	0.00	13,649.79	
			30747	Construction Services	4,313.80	0.00	4,313.80	
			30747	Services Maintain Land Improv	10,543.56	0.00	10,543.56	
xxx324645	5/21/20	FSOC LLC	1110	Ballistic Equipment - SWAT	75,762.72	0.00	75,762.72	\$75,762.72
xxx324646	5/21/20	FEDEX	6-982-07339	Mailing & Delivery Services	8.80	0.00	8.80	\$8.80
xxx324647	5/21/20	GARDENLAND POWER EQUIPMENT	751689	Misc Equip Maint & Repair - Materials	342.55	0.00	342.55	\$342.55
xxx324648	5/21/20	GEORGE HILLS CO INC	INV1017680	Liability Claims Adjustor	8,145.83	0.00	8,145.83	\$8,145.83
xxx324649	5/21/20	GOODYEAR COMMERCIAL TIRE & SERVICE CTR	189-1102992	Parts, Vehicles & Motor Equip	250.51	0.00	250.51	\$8,602.03
			189-1102993	Auto Maint & Repair - Labor	56.25	0.00	56.25	
			189-1102993	Auto Maint & Repair - Materials	14.31	0.00	14.31	
			189-1103108	Auto Maint & Repair - Labor	201.72	0.00	201.72	
			189-1103108	Auto Maint & Repair - Materials	57.25	0.00	57.25	
			189-1103116	Parts, Vehicles & Motor Equip	412.78	0.00	412.78	
			189-1103149	Auto Maint & Repair - Labor	43.67	0.00	43.67	
			189-1103149	Auto Maint & Repair - Materials	9.27	0.00	9.27	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			189-1103201	Auto Maint & Repair - Labor	175.10	0.00	175.10	
			189-1103201	Auto Maint & Repair - Materials	28.63	0.00	28.63	
			189-1103246	Auto Maint & Repair - Materials	338.61	0.00	338.61	
			189-1103294	Parts, Vehicles & Motor Equip	158.71	0.00	158.71	
			189-1103334	Parts, Vehicles & Motor Equip	1,148.16	0.00	1,148.16	
			189-1103340	Auto Maint & Repair - Labor	2,798.24	0.00	2,798.24	
			189-1103340	Auto Maint & Repair - Materials	64.86	0.00	64.86	
			189-1103344	Auto Maint & Repair - Materials	2,518.41	0.00	2,518.41	
			189-1103345	Automotive Maintenance & Repair Labor	325.55	0.00	325.55	
xxx324652	5/21/20	H F & H CONSULTANTS LLC	9717173	Consultants	13,972.50	0.00	13,972.50	\$13,972.50
xxx324653	5/21/20	HDR ENGINEERING INC	1200259815	Engineering Services	8,549.00	0.00	8,549.00	\$13,028.50
			1200264176	Engineering Services	4,479.50	0.00	4,479.50	
xxx324654	5/21/20	INTEX AUTO PARTS	2-66057-12	Inventory Purchase	536.97	0.00	536.97	\$536.97
xxx324655	5/21/20	KIMLEY HORN & ASSOC INC	15967599R	Engineering Services	2,996.71	0.00	2,996.71	\$30,800.36
			16214234	Engineering Services	27,803.65	0.00	27,803.65	
xxx324656	5/21/20	KIRBY CANYON RECYCLING & DISPOSAL FAC	APR2020	Landfill Fees to be Allocated	561,908.90	0.00	561,908.90	\$561,908.90
xxx324657	5/21/20	KRONOS INC	11549882	Software As a Service	1,496.25	0.00	1,496.25	\$2,992.50
			11588353	Software As a Service	1,496.25	0.00	1,496.25	
xxx324658	5/21/20	L N CURTIS & SONS INC	INV361553	Clothing, Uniforms & Access	489.95	0.00	489.95	\$32,079.55
			INV362459	Clothing, Uniforms & Access	2,246.49	0.00	2,246.49	
			INV365387	Clothing, Uniforms & Access	1,024.60	0.00	1,024.60	
			INV366129	Clothing, Uniforms & Access	336.81	0.00	336.81	
			INV366146	Clothing, Uniforms & Access	336.81	0.00	336.81	
			INV366159	Clothing, Uniforms & Access	336.81	0.00	336.81	
			INV366169	Clothing, Uniforms & Access	321.55	0.00	321.55	
			INV367455	Miscellaneous Equipment	471.64	0.00	471.64	
			INV370950	Safety Equipment Maintenance & Repair	388.04	0.00	388.04	
			INV370950	Miscellaneous Equipment	1,727.43	0.00	1,727.43	
			INV371452	Clothing, Uniforms & Access	7,352.05	0.00	7,352.05	
			INV371714	Safety Equipment Maintenance & Repair	190.53	0.00	190.53	

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			INV372012	Supplies, Safety	246.34	0.00	246.34	
			INV372107	Clothing, Uniforms & Access	489.95	0.00	489.95	
			INV372859	Clothing, Uniforms & Access	5,444.55	0.00	5,444.55	
			INV376746	Miscellaneous Equipment	1,129.24	0.00	1,129.24	
			INV379404	Clothing, Uniforms & Access	489.95	0.00	489.95	
			INV379601	Clothing, Uniforms & Access	8,658.96	0.00	8,658.96	
			INV379659	Clothing, Uniforms & Access	397.85	0.00	397.85	
xxx324660	5/21/20	LC ACTION POLICE SUPPLY	410596	Clothing, Uniforms & Access	1,066.78	0.00	1,066.78	\$1,066.78
xxx324661	5/21/20	LAURA THOMAS	09032019	Community Services Grant	315.00	0.00	315.00	\$315.00
xxx324662	5/21/20	MACIAS GINI AND OCONNELL LLP	270866	Financial Services	5,850.00	0.00	5,850.00	\$5,850.00
xxx324663	5/21/20	MALLORY SAFETY & SUPPLY LLC	4798794	Inventory Purchase	1,325.93	0.00	1,325.93	\$1,325.93
xxx324664	5/21/20	P&A ADMINSTRATIVE SERVICES INC	543480	Miscellaneous Payment	4,370.67	0.00	4,370.67	\$11,686.41
			545878	Miscellaneous Payment	830.31	0.00	830.31	
			545879	Miscellaneous Payment	4,042.07	0.00	4,042.07	
			546988	Miscellaneous Payment	2,443.36	0.00	2,443.36	
xxx324665	5/21/20	P&R PAPER SUPPLY CO INC	30315882-00	Inventory Purchase	788.29	0.00	788.29	\$1,391.80
			30317793-00	Inventory Purchase	603.51	0.00	603.51	
xxx324666	5/21/20	PANKEYS RADIATOR SHOP INC	248037	Parts, Vehicles & Motor Equip	837.94	0.00	837.94	\$837.94
xxx324667	5/21/20	PETERSON	SW240165861	Auto Maint & Repair - Labor	1,889.00	0.00	1,889.00	\$2,133.75
			SW240165861	Auto Maint & Repair - Materials	244.75	0.00	244.75	
xxx324668	5/21/20	PETERSON TRUCKS	226196S	Parts, Vehicles & Motor Equip	104.93	0.00	104.93	\$104.93
xxx324669	5/21/20	PREFERRED BENEFIT INSURANCE ADMIN INC	EIA32738	Insurances - Dental	55,111.10	0.00	55,111.10	\$66,666.10
			EIA32738	Insurances - Vision	11,555.00	0.00	11,555.00	
xxx324670	5/21/20	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	7847	Auto Maint & Repair - Labor	1,800.00	0.00	1,800.00	\$2,788.39
			7847	Auto Maint & Repair - Materials	988.39	0.00	988.39	
xxx324671	5/21/20	QUALITY GLASS AND TINT	16833	Automotive Maintenance & Repair Labor	275.00	0.00	275.00	\$275.00
xxx324672	5/21/20	QUINCY COMPRESSOR LLC	313229	Bldg Maint Matls & Supplies	762.60	0.00	762.60	\$519.80
			313230	Bldg Maint Matls & Supplies	766.60	0.00	766.60	
			353449	Bldg Maint Matls & Supplies	-504.70	0.00	-504.70	
			353454	Bldg Maint Matls & Supplies	-504.70	0.00	-504.70	
xxx324673	5/21/20	RADGOV INC	CSV20050301	Professional Services	3,920.00	0.00	3,920.00	\$11,760.00

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xxx324674	5/21/20	RECOLLECT SYSTEMS INC	CSV20051001	Professional Services	3,920.00	0.00	3,920.00	
			CSV20051701	Professional Services	3,920.00	0.00	3,920.00	
			3122	Software As a Service	11,763.00	0.00	11,763.00	\$14,829.00
			3124	Software As a Service	3,066.00	0.00	3,066.00	
xxx324675	5/21/20	RELIANT TECHNOLOGY LLC	26846	Hardware Maintenance	1,210.50	0.00	1,210.50	\$1,210.50
xxx324676	5/21/20	ROLLER PRESS INC	57181-IN	Printing & Related Services	131.39	0.00	131.39	\$131.39
xxx324677	5/21/20	ROYAL BRASS INC	919373-001	Parts, Vehicles & Motor Equip	202.08	0.00	202.08	\$259.80
			919532-001	Parts, Vehicles & Motor Equip	26.74	0.00	26.74	
			919854-001	Parts, Vehicles & Motor Equip	30.98	0.00	30.98	
xxx324678	5/21/20	S K GHOSH ASSOCIATES LLC	105689	Training and Conferences	220.00	0.00	220.00	\$220.00
xxx324679	5/21/20	S&P GLOBAL RATINGS	11392032	Financial Services	2,000.00	0.00	2,000.00	\$2,000.00
xxx324680	5/21/20	SCS ENGINEERS	0374026	Engineering Services	3,400.00	0.00	3,400.00	\$3,400.00
xxx324681	5/21/20	SFO REPROGRAPHICS	64385	Printing & Related Services	1,020.24	0.00	1,020.24	\$1,725.25
			64411	Printing & Related Services	705.01	0.00	705.01	
xxx324682	5/21/20	SAFEWAY INC	660371-042320	General Supplies	144.77	0.00	144.77	\$927.36
			664447-051920	Inventory Purchase	101.07	0.00	101.07	
			669251-041520	General Supplies	132.90	0.00	132.90	
			721914-051120	General Supplies	112.46	0.00	112.46	
			723161-040720	General Supplies	118.33	0.00	118.33	
			727452-042420	General Supplies	156.43	0.00	156.43	
			809744-050420	General Supplies	161.40	0.00	161.40	
xxx324683	5/21/20	SAN FRANCISCO BAY BIRD OBSERVATORY	1457	Water Lab Services	1,729.80	0.00	1,729.80	\$1,729.80
xxx324684	5/21/20	SAN JOSE BMW	261620	Parts, Vehicles & Motor Equip	1,481.32	0.00	1,481.32	\$1,481.32
xxx324685	5/21/20	SAN JOSE CONSERVATION CORPS	7357	Recycling Services	5,416.66	0.00	5,416.66	\$10,833.32
			7364	Recycling Services	5,416.66	0.00	5,416.66	
xxx324686	5/21/20	SHUMS CODA ASSOC	5328	Consultants	3,720.00	0.00	3,720.00	\$156,933.75
			5329	Consultants	16,740.00	0.00	16,740.00	
			5330	Consultants	16,120.00	0.00	16,120.00	
			5331	Consultants	17,360.00	0.00	17,360.00	
			5332	Consultants	13,020.00	0.00	13,020.00	

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			5333	Consultants	13,020.00	0.00	13,020.00	
			5334	Consultants	3,720.00	0.00	3,720.00	
			5335	Consultants	6,120.00	0.00	6,120.00	
			5336	Consultants	2,838.75	0.00	2,838.75	
			5337	Consultants	850.00	0.00	850.00	
			5338	Consultants	445.00	0.00	445.00	
			5339	Consultants	3,840.00	0.00	3,840.00	
			5340	Consultants	9,692.50	0.00	9,692.50	
			5341	Consultants	710.00	0.00	710.00	
			5342	Consultants	6,560.00	0.00	6,560.00	
			5343	Consultants	7,090.00	0.00	7,090.00	
			5344	Consultants	725.00	0.00	725.00	
			5345	Consultants	2,420.00	0.00	2,420.00	
			5346	Consultants	13,892.50	0.00	13,892.50	
			5347	Consultants	1,140.00	0.00	1,140.00	
			5348	Consultants	5,577.50	0.00	5,577.50	
			5453	Consultants	11,332.50	0.00	11,332.50	
xxx324689	5/21/20	SILICON VALLEY AUTOBODY INC	41674	Auto Maint & Repair - Labor	3,240.00	0.00	3,240.00	\$14,116.87
			41674	Auto Maint & Repair - Materials	4,274.03	0.00	4,274.03	
			41751	Parts, Vehicles & Motor Equip	85.50	0.00	85.50	
			41777	Auto Maint & Repair - Labor	1,558.00	0.00	1,558.00	
			41777	Auto Maint & Repair - Materials	488.26	0.00	488.26	
			41778	Auto Maint & Repair - Labor	2,933.00	0.00	2,933.00	
			41778	Auto Maint & Repair - Materials	1,538.08	0.00	1,538.08	
xxx324690	5/21/20	SILICON VALLEY CLEAN WATER	INV100330	Water Lab Services	190.00	0.00	190.00	\$190.00
xxx324691	5/21/20	SMART & FINAL INC	015024-051820	General Supplies	125.17	0.00	125.17	\$125.17
xxx324692	5/21/20	SOUTH BAY REGIONAL PUBLIC SAFETY	220549	Training and Conferences	2,185.10	0.00	2,185.10	\$2,185.10
xxx324693	5/21/20	STATCOMM INC	148941	Facilities Maint & Repair - Labor	270.00	0.00	270.00	\$279.43
			148941	Facilities Maint & Repair - Materials	9.43	0.00	9.43	
xxx324694	5/21/20	STATE WATER RESOURCES CONTROL BOARD	OP#49213 D2	Membership Fees	80.00	0.00	80.00	\$80.00
xxx324695	5/21/20	STEPHANIE SEGOVIA						\$20.69

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			CK REQ 20-115	DED Services/Training - Books	20.69	0.00	20.69	
xxx324696	5/21/20	STEVENS CREEK CHRYSLER JEEP DODGE	368065	Parts, Vehicles & Motor Equip	197.80	0.00	197.80	\$197.80
xxx324697	5/21/20	STOP PROCESSING CENTER	18750	Financial Services	25.82	0.00	25.82	\$25.82
xxx324698	5/21/20	STRATEGIC ENERGY INNOVATIONS	3103	Professional Services	20,400.00	0.00	20,400.00	\$20,400.00
xxx324699	5/21/20	SUNNYVALE FORD	167321	Parts, Vehicles & Motor Equip	52.42	0.00	52.42	\$307.31
			167501	Parts, Vehicles & Motor Equip	20.28	0.00	20.28	
			167502	Parts, Vehicles & Motor Equip	21.61	0.00	21.61	
			167503	Parts, Vehicles & Motor Equip	20.28	0.00	20.28	
			167512	Parts, Vehicles & Motor Equip	44.41	0.00	44.41	
			167512-1	Parts, Vehicles & Motor Equip	85.97	0.00	85.97	
			167536	Parts, Vehicles & Motor Equip	62.34	0.00	62.34	
xxx324700	5/21/20	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DISABILITY0520	Insurances - Long Term Disability	3,857.00	0.00	3,857.00	\$3,857.00
xxx324701	5/21/20	SUNNYVALE PUBLIC SAFETY OFFICERS ASSN	DENTAL0520	Insurances - Dental	29,937.15	0.00	29,937.15	\$29,937.15
xxx324702	5/21/20	SUPERION LLC	275340	Computer Software	7,500.00	0.00	7,500.00	\$7,500.00
xxx324703	5/21/20	TJKM	0049475	Consultants	2,070.00	0.00	2,070.00	\$2,070.00
xxx324704	5/21/20	TARGET SPECIALTY PRODUCTS INC	INVP500108203	Materials - Land Improve	1,844.03	0.00	1,844.03	\$1,844.03
xxx324705	5/21/20	THE CONSULTING TEAM LLC	1058	City Training Program	4,000.00	0.00	4,000.00	\$4,000.00
xxx324706	5/21/20	THE HOME DEPOT PRO	902325	Inventory Purchase	371.37	0.00	371.37	\$371.37
xxx324707	5/21/20	THOMAS PLUMBING INC	4431	Facilities Maintenance & Repair Labor	1,706.75	0.00	1,706.75	\$1,948.55
			4542	Facilities Maintenance & Repair Labor	241.80	0.00	241.80	
xxx324708	5/21/20	TRAINING INNOVATIONS INC	20-135	General Supplies	750.00	0.00	750.00	\$750.00
xxx324709	5/21/20	TRISTAR RISK MANAGEMENT	109964	Workers' Compensation - Claims	2,162.28	0.00	2,162.28	\$2,162.28
xxx324710	5/21/20	TURF & INDUSTRIAL EQUIPMENT CO	IV34682	Parts, Vehicles & Motor Equip	158.60	0.00	158.60	\$734.91
			IV34683	Parts, Vehicles & Motor Equip	73.97	0.00	73.97	
			IV34684	Parts, Vehicles & Motor Equip	73.97	0.00	73.97	
			IV34766	Parts, Vehicles & Motor Equip	69.48	0.00	69.48	
			IV34785	Parts, Vehicles & Motor Equip	103.83	0.00	103.83	
			IV34892	Inventory Purchase	255.06	0.00	255.06	
xxx324711	5/21/20	TURF STAR INC	358035-00	Materials - Land Improve	4,905.00	0.00	4,905.00	\$4,924.25
			7111829-01	Parts, Vehicles & Motor Equip	19.25	0.00	19.25	

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xxx324712	5/21/20	UNITED SITE SERVICES OF CALIFORNIA INC	114-10302906	Facilities Maintenance & Repair Labor	313.70	0.00	313.70	\$313.70
xxx324713	5/21/20	UNITED STATES POSTAL SERVICE	P#112-051420	Mailing & Delivery Services	240.00	0.00	240.00	\$240.00
xxx324715	5/21/20	UNIVAR SOLUTIONS USA INC	48582156	Chemicals	3,143.64	0.00	3,143.64	\$6,429.11
			48583587	Chemicals	3,285.47	0.00	3,285.47	
xxx324716	5/21/20	UNIVERSITY OF CALIFORNIA SANTA CRUZ	58480	DED Services/Training - Training	863.50	0.00	863.50	\$863.50
xxx324717	5/21/20	VWR INTERNATIONAL LLC	8801067539	General Supplies	83.65	0.00	83.65	\$83.65
xxx324718	5/21/20	VALLEY OIL CO	46857	Fuel, Oil & Lubricants	143.88	0.00	143.88	\$729.21
			46928	Fuel, Oil & Lubricants	585.33	0.00	585.33	
xxx324719	5/21/20	VALLEY WATER	GM102148	Taxes & Licenses - Misc	11,926.32	0.00	11,926.32	\$11,926.32
xxx324720	5/21/20	VERDE DESIGN INC	27-1713500	Engineering Services	1,360.00	0.00	1,360.00	\$1,360.00
xxx324721	5/21/20	VERIZON WIRELESS	9854232096	Investigation Expense	50.90	0.00	50.90	\$50.90
xxx324722	5/21/20	VERIZON WIRELESS	9850857262	Communication Equipment	209.47	0.00	209.47	\$19,952.29
			9850857262	Utilities - Mobile Phones - City Mobile Phones	19,742.82	0.00	19,742.82	
xxx324725	5/21/20	VIASYN	27137	Utilities - Electric	3,250.00	0.00	3,250.00	\$3,250.00
xxx324726	5/21/20	WEST CONSULTANTS INC	013420	Consultants	524.00	0.00	524.00	\$524.00
xxx324727	5/21/20	WHCI PLUMBING SUPPLY	S2518720.002	Bldg Maint Matls & Supplies	415.67	0.00	415.67	\$415.67
xxx324728	5/21/20	WAUKESHA PEARCE INDUSTRIES	1111269	Miscellaneous Equipment Parts & Supplies	8,729.23	0.00	8,729.23	\$18,118.06
			1111276	Miscellaneous Equipment Parts & Supplies	9,388.83	0.00	9,388.83	
xxx324729	5/21/20	WEST COAST ARBORISTS INC	158081	Services Maintain Land Improv	41,412.50	0.00	41,412.50	\$116,565.05
			158325	Services Maintain Land Improv	55,561.00	0.00	55,561.00	
			158785	Services Maintain Land Improv	10,881.00	0.00	10,881.00	
			159746	Services Maintain Land Improv	8,710.55	0.00	8,710.55	
xxx324730	5/21/20	WESTERN TRUCK FABRICATION	22322	Auto Maint & Repair - Labor	2,875.00	0.00	2,875.00	\$9,747.64
			22322	Auto Maint & Repair - Materials	317.58	0.00	317.58	
			22348	Auto Maint & Repair - Labor	6,250.00	0.00	6,250.00	
			22348	Auto Maint & Repair - Materials	305.06	0.00	305.06	
xxx324731	5/21/20	WITMER TYSON IMPORTS INC	T13517	Canine Program Expenditures	3,300.00	0.00	3,300.00	\$4,766.77
			T13563	Canine Program Expenditures	773.17	0.00	773.17	
			T13587	Canine Program Expenditures	693.60	0.00	693.60	

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xxx324732	5/21/20	ZALCO LABORATORIES	2004216	Miscellaneous Services	390.00	0.00	390.00	\$390.00
xxx324733	5/21/20	ZUMAR INDUSTRIES INC	88188	Miscellaneous Equipment Parts & Supplies	3,392.19	0.00	3,392.19	\$3,392.19
xxx324734	5/21/20	WATERTALENT, INC.	2026	Salaries - Contract Personnel	4,800.00	0.00	4,800.00	\$8,100.00
			2034	Salaries - Contract Personnel	3,300.00	0.00	3,300.00	
xxx324735	5/21/20	ALAMEDA COUNTY	06/15-19/2020	Training and Conferences	552.00	0.00	552.00	\$552.00
xxx324736	5/21/20	ALBERT J SCOTT	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	100.69	0.00	100.69	\$100.69
xxx324737	5/21/20	CHARLES S EANEFF JR	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	1,344.97	0.00	1,344.97	\$1,344.97
xxx324738	5/21/20	CINTAS LOC #38K	4017310064	Laundry & Cleaning Services	8.09	0.00	8.09	\$35,723.37
			4017909410	Laundry & Cleaning Services	8.09	0.00	8.09	
			4018304654	Laundry & Cleaning Services	8.09	0.00	8.09	
			4018703815	Laundry & Cleaning Services	8.09	0.00	8.09	
			4019113212	Laundry & Cleaning Services	8.09	0.00	8.09	
			4019536587	Laundry & Cleaning Services	8.09	0.00	8.09	
			4019949454	Laundry & Cleaning Services	8.09	0.00	8.09	
			4020370423	Laundry & Cleaning Services	8.09	0.00	8.09	
			4020781453	Laundry & Cleaning Services	8.09	0.00	8.09	
			4021041652	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021041665	Laundry & Cleaning Services	13.21	0.00	13.21	
			4021041673	Laundry & Cleaning Services	34.89	0.00	34.89	
			4021041675	Laundry & Cleaning Services	16.88	0.00	16.88	
			4021041696	Laundry & Cleaning Services	8.84	0.00	8.84	
			4021041702	Laundry & Cleaning Services	5.12	0.00	5.12	
			4021041734	Laundry & Cleaning Services	43.81	0.00	43.81	
			4021041753	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021218631	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021218725	Laundry & Cleaning Services	17.75	0.00	17.75	
			4021218762	Laundry & Cleaning Services	21.90	0.00	21.90	
			4021218804	Laundry & Cleaning Services	142.19	0.00	142.19	
			4021218818	Laundry & Cleaning Services	2.11	0.00	2.11	
			4021218875	Laundry & Cleaning Services	17.11	0.00	17.11	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4021218963	Laundry & Cleaning Services	165.02	0.00	165.02	
			4021219014	Laundry & Cleaning Services	22.56	0.00	22.56	
			4021219179	Laundry & Cleaning Services	307.61	0.00	307.61	
			4021481989	Laundry & Cleaning Services	36.62	0.00	36.62	
			4021482004	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021482036	Laundry & Cleaning Services	12.16	0.00	12.16	
			4021482039	Laundry & Cleaning Services	25.00	0.00	25.00	
			4021482040	Laundry & Cleaning Services	43.81	0.00	43.81	
			4021482043	Laundry & Cleaning Services	39.70	0.00	39.70	
			4021482054	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021668555	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021668568	Laundry & Cleaning Services	36.47	0.00	36.47	
			4021668627	Laundry & Cleaning Services	17.75	0.00	17.75	
			4021668660	Laundry & Cleaning Services	21.90	0.00	21.90	
			4021668698	Laundry & Cleaning Services	2.11	0.00	2.11	
			4021668721	Laundry & Cleaning Services	142.19	0.00	142.19	
			4021668807	Laundry & Cleaning Services	17.11	0.00	17.11	
			4021668856	Laundry & Cleaning Services	22.56	0.00	22.56	
			4021668914	Laundry & Cleaning Services	165.02	0.00	165.02	
			4021669188	Laundry & Cleaning Services	307.61	0.00	307.61	
			4021920789	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021920811	Laundry & Cleaning Services	13.21	0.00	13.21	
			4021920821	Laundry & Cleaning Services	34.89	0.00	34.89	
			4021920865	Laundry & Cleaning Services	16.88	0.00	16.88	
			4021920873	Laundry & Cleaning Services	17.08	0.00	17.08	
			4021920885	Laundry & Cleaning Services	8.84	0.00	8.84	
			4021920888	Laundry & Cleaning Services	43.81	0.00	43.81	
			4021920895	Laundry & Cleaning Services	5.12	0.00	5.12	
			4022112509	Laundry & Cleaning Services	17.75	0.00	17.75	
			4022112576	Laundry & Cleaning Services	22.56	0.00	22.56	
			4022112677	Laundry & Cleaning Services	17.08	0.00	17.08	

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			4022112729	Laundry & Cleaning Services	142.19	0.00	142.19	
			4022112800	Laundry & Cleaning Services	21.90	0.00	21.90	
			4022112802	Laundry & Cleaning Services	17.11	0.00	17.11	
			4022112852	Laundry & Cleaning Services	2.11	0.00	2.11	
			4022112864	Laundry & Cleaning Services	165.02	0.00	165.02	
			4022113040	Laundry & Cleaning Services	307.61	0.00	307.61	
			4022381600	Laundry & Cleaning Services	17.08	0.00	17.08	
			4022381626	Laundry & Cleaning Services	17.08	0.00	17.08	
			4022381676	Laundry & Cleaning Services	39.70	0.00	39.70	
			4022381694	Laundry & Cleaning Services	36.62	0.00	36.62	
			4022381698	Laundry & Cleaning Services	43.81	0.00	43.81	
			4022381712	Laundry & Cleaning Services	12.16	0.00	12.16	
			4022381714	Laundry & Cleaning Services	25.00	0.00	25.00	
			4022593528	Laundry & Cleaning Services	17.75	0.00	17.75	
			4022593594	Laundry & Cleaning Services	22.56	0.00	22.56	
			4022593658	Laundry & Cleaning Services	36.47	0.00	36.47	
			4022593732	Laundry & Cleaning Services	17.08	0.00	17.08	
			4022593787	Laundry & Cleaning Services	17.11	0.00	17.11	
			4022593791	Laundry & Cleaning Services	134.03	0.00	134.03	
			4022593858	Laundry & Cleaning Services	165.02	0.00	165.02	
			4022593906	Laundry & Cleaning Services	2.11	0.00	2.11	
			4022593924	Laundry & Cleaning Services	21.90	0.00	21.90	
			4022594028	Laundry & Cleaning Services	307.61	0.00	307.61	
			4022875794	Laundry & Cleaning Services	17.08	0.00	17.08	
			4022875805	Laundry & Cleaning Services	17.08	0.00	17.08	
			4022875807	Laundry & Cleaning Services	34.89	0.00	34.89	
			4022875818	Laundry & Cleaning Services	13.21	0.00	13.21	
			4022875834	Laundry & Cleaning Services	5.12	0.00	5.12	
			4022875872	Laundry & Cleaning Services	16.88	0.00	16.88	
			4022875884	Laundry & Cleaning Services	8.84	0.00	8.84	
			4022875922	Laundry & Cleaning Services	43.81	0.00	43.81	

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			4023002100	Laundry & Cleaning Services	17.75	0.00	17.75	
			4023002178	Laundry & Cleaning Services	22.56	0.00	22.56	
			4023002285	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023002357	Laundry & Cleaning Services	17.11	0.00	17.11	
			4023002437	Laundry & Cleaning Services	165.02	0.00	165.02	
			4023002441	Laundry & Cleaning Services	2.11	0.00	2.11	
			4023002446	Laundry & Cleaning Services	142.19	0.00	142.19	
			4023002512	Laundry & Cleaning Services	21.90	0.00	21.90	
			4023002664	Laundry & Cleaning Services	307.61	0.00	307.61	
			4023316418	Laundry & Cleaning Services	25.00	0.00	25.00	
			4023316430	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023316431	Laundry & Cleaning Services	39.70	0.00	39.70	
			4023316446	Laundry & Cleaning Services	12.16	0.00	12.16	
			4023316473	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023316493	Laundry & Cleaning Services	36.62	0.00	36.62	
			4023316494	Laundry & Cleaning Services	43.81	0.00	43.81	
			4023472000	Laundry & Cleaning Services	17.75	0.00	17.75	
			4023472031	Laundry & Cleaning Services	22.56	0.00	22.56	
			4023472104	Laundry & Cleaning Services	36.47	0.00	36.47	
			4023472111	Laundry & Cleaning Services	2.11	0.00	2.11	
			4023472131	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023472178	Laundry & Cleaning Services	17.11	0.00	17.11	
			4023472187	Laundry & Cleaning Services	142.19	0.00	142.19	
			4023472205	Laundry & Cleaning Services	165.02	0.00	165.02	
			4023472219	Laundry & Cleaning Services	21.90	0.00	21.90	
			4023472290	Laundry & Cleaning Services	307.61	0.00	307.61	
			4023746430	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023746455	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023746514	Laundry & Cleaning Services	34.89	0.00	34.89	
			4023746515	Laundry & Cleaning Services	13.21	0.00	13.21	
			4023746516	Laundry & Cleaning Services	16.88	0.00	16.88	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4023746581	Laundry & Cleaning Services	43.81	0.00	43.81	
			4023746594	Laundry & Cleaning Services	5.12	0.00	5.12	
			4023746604	Laundry & Cleaning Services	8.84	0.00	8.84	
			4023899151	Laundry & Cleaning Services	17.08	0.00	17.08	
			4023899167	Laundry & Cleaning Services	17.75	0.00	17.75	
			4023899204	Laundry & Cleaning Services	22.56	0.00	22.56	
			4023899290	Laundry & Cleaning Services	2.11	0.00	2.11	
			4023899316	Laundry & Cleaning Services	17.11	0.00	17.11	
			4023899371	Laundry & Cleaning Services	165.02	0.00	165.02	
			4023899379	Laundry & Cleaning Services	142.19	0.00	142.19	
			4023899445	Laundry & Cleaning Services	21.90	0.00	21.90	
			4023899643	Laundry & Cleaning Services	307.98	0.00	307.98	
			4024181115	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024181118	Laundry & Cleaning Services	36.62	0.00	36.62	
			4024181135	Laundry & Cleaning Services	12.16	0.00	12.16	
			4024181147	Laundry & Cleaning Services	39.70	0.00	39.70	
			4024181160	Laundry & Cleaning Services	25.00	0.00	25.00	
			4024181163	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024181170	Laundry & Cleaning Services	43.81	0.00	43.81	
			4024366551	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024366575	Laundry & Cleaning Services	17.75	0.00	17.75	
			4024366615	Laundry & Cleaning Services	36.47	0.00	36.47	
			4024366634	Laundry & Cleaning Services	22.56	0.00	22.56	
			4024366726	Laundry & Cleaning Services	142.19	0.00	142.19	
			4024366749	Laundry & Cleaning Services	2.11	0.00	2.11	
			4024366765	Laundry & Cleaning Services	17.11	0.00	17.11	
			4024366769	Laundry & Cleaning Services	21.90	0.00	21.90	
			4024366814	Laundry & Cleaning Services	165.02	0.00	165.02	
			4024367037	Laundry & Cleaning Services	317.77	0.00	317.77	
			4024628839	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024628868	Laundry & Cleaning Services	13.21	0.00	13.21	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4024628910	Laundry & Cleaning Services	43.81	0.00	43.81	
			4024628944	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024628973	Laundry & Cleaning Services	34.89	0.00	34.89	
			4024628985	Laundry & Cleaning Services	16.88	0.00	16.88	
			4024629012	Laundry & Cleaning Services	5.12	0.00	5.12	
			4024629014	Laundry & Cleaning Services	8.84	0.00	8.84	
			4024820950	Laundry & Cleaning Services	22.56	0.00	22.56	
			4024820994	Laundry & Cleaning Services	17.75	0.00	17.75	
			4024821093	Laundry & Cleaning Services	17.08	0.00	17.08	
			4024821180	Laundry & Cleaning Services	17.11	0.00	17.11	
			4024821235	Laundry & Cleaning Services	2.11	0.00	2.11	
			4024821254	Laundry & Cleaning Services	142.19	0.00	142.19	
			4024821264	Laundry & Cleaning Services	165.02	0.00	165.02	
			4024821303	Laundry & Cleaning Services	21.90	0.00	21.90	
			4024821426	Laundry & Cleaning Services	317.77	0.00	317.77	
			4025185031	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025185041	Laundry & Cleaning Services	25.00	0.00	25.00	
			4025185054	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025185061	Laundry & Cleaning Services	39.70	0.00	39.70	
			4025185079	Laundry & Cleaning Services	12.16	0.00	12.16	
			4025185101	Laundry & Cleaning Services	43.81	0.00	43.81	
			4025185124	Laundry & Cleaning Services	36.62	0.00	36.62	
			4025310457	Laundry & Cleaning Services	17.75	0.00	17.75	
			4025310458	Laundry & Cleaning Services	17.11	0.00	17.11	
			4025310460	Laundry & Cleaning Services	317.77	0.00	317.77	
			4025310467	Laundry & Cleaning Services	36.47	0.00	36.47	
			4025310469	Laundry & Cleaning Services	165.02	0.00	165.02	
			4025310501	Laundry & Cleaning Services	21.90	0.00	21.90	
			4025310509	Laundry & Cleaning Services	22.56	0.00	22.56	
			4025310525	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025310544	Laundry & Cleaning Services	2.11	0.00	2.11	

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			4025310553	Laundry & Cleaning Services	142.19	0.00	142.19	
			4025574230	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025574346	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025574350	Laundry & Cleaning Services	8.84	0.00	8.84	
			4025574373	Laundry & Cleaning Services	34.89	0.00	34.89	
			4025574383	Laundry & Cleaning Services	16.88	0.00	16.88	
			4025574385	Laundry & Cleaning Services	13.21	0.00	13.21	
			4025574395	Laundry & Cleaning Services	5.12	0.00	5.12	
			4025574472	Laundry & Cleaning Services	43.81	0.00	43.81	
			4025765428	Laundry & Cleaning Services	17.75	0.00	17.75	
			4025765460	Laundry & Cleaning Services	17.08	0.00	17.08	
			4025765522	Laundry & Cleaning Services	22.56	0.00	22.56	
			4025765560	Laundry & Cleaning Services	165.02	0.00	165.02	
			4025765596	Laundry & Cleaning Services	17.11	0.00	17.11	
			4025765648	Laundry & Cleaning Services	2.11	0.00	2.11	
			4025765653	Laundry & Cleaning Services	142.19	0.00	142.19	
			4025765687	Laundry & Cleaning Services	21.90	0.00	21.90	
			4025765874	Laundry & Cleaning Services	317.77	0.00	317.77	
			4026065099	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026065110	Laundry & Cleaning Services	25.00	0.00	25.00	
			4026065128	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026065138	Laundry & Cleaning Services	36.62	0.00	36.62	
			4026065166	Laundry & Cleaning Services	39.70	0.00	39.70	
			4026065192	Laundry & Cleaning Services	12.16	0.00	12.16	
			4026065242	Laundry & Cleaning Services	43.81	0.00	43.81	
			4026223101	Laundry & Cleaning Services	17.75	0.00	17.75	
			4026223161	Laundry & Cleaning Services	22.56	0.00	22.56	
			4026223291	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026223294	Laundry & Cleaning Services	36.47	0.00	36.47	
			4026223317	Laundry & Cleaning Services	142.19	0.00	142.19	
			4026223341	Laundry & Cleaning Services	17.11	0.00	17.11	

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			4026223418	Laundry & Cleaning Services	165.02	0.00	165.02	
			4026223424	Laundry & Cleaning Services	2.11	0.00	2.11	
			4026223440	Laundry & Cleaning Services	21.90	0.00	21.90	
			4026223713	Laundry & Cleaning Services	318.92	0.00	318.92	
			4026494330	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026494408	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026494411	Laundry & Cleaning Services	34.89	0.00	34.89	
			4026494421	Laundry & Cleaning Services	13.21	0.00	13.21	
			4026494449	Laundry & Cleaning Services	5.12	0.00	5.12	
			4026494456	Laundry & Cleaning Services	16.88	0.00	16.88	
			4026494490	Laundry & Cleaning Services	43.81	0.00	43.81	
			4026494504	Laundry & Cleaning Services	8.84	0.00	8.84	
			4026681690	Laundry & Cleaning Services	17.75	0.00	17.75	
			4026681827	Laundry & Cleaning Services	22.56	0.00	22.56	
			4026681888	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026681941	Laundry & Cleaning Services	17.11	0.00	17.11	
			4026682011	Laundry & Cleaning Services	142.19	0.00	142.19	
			4026682065	Laundry & Cleaning Services	2.11	0.00	2.11	
			4026682101	Laundry & Cleaning Services	21.90	0.00	21.90	
			4026682132	Laundry & Cleaning Services	189.64	0.00	189.64	
			4026682235	Laundry & Cleaning Services	317.77	0.00	317.77	
			4026979450	Laundry & Cleaning Services	39.70	0.00	39.70	
			4026979470	Laundry & Cleaning Services	12.16	0.00	12.16	
			4026979509	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026979522	Laundry & Cleaning Services	17.08	0.00	17.08	
			4026979538	Laundry & Cleaning Services	36.62	0.00	36.62	
			4026979539	Laundry & Cleaning Services	25.00	0.00	25.00	
			4026979605	Laundry & Cleaning Services	43.81	0.00	43.81	
			4039110019	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039110049	Laundry & Cleaning Services	43.81	0.00	43.81	
			4039110057	Laundry & Cleaning Services	36.62	0.00	36.62	

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			4039110086	Laundry & Cleaning Services	39.70	0.00	39.70	
			4039110098	Laundry & Cleaning Services	12.16	0.00	12.16	
			4039110101	Laundry & Cleaning Services	25.00	0.00	25.00	
			4039110104	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039110112	Laundry & Cleaning Services	26.56	0.00	26.56	
			4039169705	Laundry & Cleaning Services	171.20	0.00	171.20	
			4039169720	Laundry & Cleaning Services	175.71	0.00	175.71	
			4039169743	Laundry & Cleaning Services	100.14	0.00	100.14	
			4039169809	Laundry & Cleaning Services	116.58	0.00	116.58	
			4039169856	Laundry & Cleaning Services	17.75	0.00	17.75	
			4039169895	Laundry & Cleaning Services	333.71	0.00	333.71	
			4039169911	Laundry & Cleaning Services	36.47	0.00	36.47	
			4039169980	Laundry & Cleaning Services	22.56	0.00	22.56	
			4039170034	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039170110	Laundry & Cleaning Services	161.35	0.00	161.35	
			4039170131	Laundry & Cleaning Services	21.90	0.00	21.90	
			4039170132	Laundry & Cleaning Services	19.43	0.00	19.43	
			4039170143	Laundry & Cleaning Services	2.11	0.00	2.11	
			4039170166	Laundry & Cleaning Services	152.09	0.00	152.09	
			4039170293	Laundry & Cleaning Services	318.15	0.00	318.15	
			4039455458	Laundry & Cleaning Services	16.88	0.00	16.88	
			4039455527	Laundry & Cleaning Services	17.47	0.00	17.47	
			4039455567	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039455605	Laundry & Cleaning Services	5.12	0.00	5.12	
			4039455632	Laundry & Cleaning Services	13.21	0.00	13.21	
			4039455657	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039455664	Laundry & Cleaning Services	8.84	0.00	8.84	
			4039455680	Laundry & Cleaning Services	43.81	0.00	43.81	
			4039719410	Laundry & Cleaning Services	184.30	0.00	184.30	
			4039719565	Laundry & Cleaning Services	100.14	0.00	100.14	
			4039719575	Laundry & Cleaning Services	74.35	0.00	74.35	

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			4039719619	Laundry & Cleaning Services	333.71	0.00	333.71	
			4039719632	Laundry & Cleaning Services	175.71	0.00	175.71	
			4039719764	Laundry & Cleaning Services	22.56	0.00	22.56	
			4039719768	Laundry & Cleaning Services	17.08	0.00	17.08	
			4039719816	Laundry & Cleaning Services	17.75	0.00	17.75	
			4039719928	Laundry & Cleaning Services	19.43	0.00	19.43	
			4039719931	Laundry & Cleaning Services	161.35	0.00	161.35	
			4039719949	Laundry & Cleaning Services	2.11	0.00	2.11	
			4039719984	Laundry & Cleaning Services	152.09	0.00	152.09	
			4039719996	Laundry & Cleaning Services	318.15	0.00	318.15	
			4039720018	Laundry & Cleaning Services	21.90	0.00	21.90	
			4040068819	Laundry & Cleaning Services	39.70	0.00	39.70	
			4040068826	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040068846	Laundry & Cleaning Services	36.62	0.00	36.62	
			4040068887	Laundry & Cleaning Services	25.00	0.00	25.00	
			4040068897	Laundry & Cleaning Services	26.56	0.00	26.56	
			4040068901	Laundry & Cleaning Services	12.16	0.00	12.16	
			4040068954	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040068974	Laundry & Cleaning Services	43.81	0.00	43.81	
			4040310681	Laundry & Cleaning Services	184.30	0.00	184.30	
			4040310799	Laundry & Cleaning Services	333.71	0.00	333.71	
			4040310808	Laundry & Cleaning Services	100.14	0.00	100.14	
			4040310810	Laundry & Cleaning Services	175.71	0.00	175.71	
			4040310863	Laundry & Cleaning Services	74.35	0.00	74.35	
			4040310971	Laundry & Cleaning Services	36.47	0.00	36.47	
			4040311015	Laundry & Cleaning Services	17.75	0.00	17.75	
			4040311048	Laundry & Cleaning Services	22.56	0.00	22.56	
			4040311129	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040311233	Laundry & Cleaning Services	19.43	0.00	19.43	
			4040311252	Laundry & Cleaning Services	152.09	0.00	152.09	
			4040311255	Laundry & Cleaning Services	161.35	0.00	161.35	

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Sorted by Payment Number

Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4040311294	Laundry & Cleaning Services	21.90	0.00	21.90	
			4040311302	Laundry & Cleaning Services	2.11	0.00	2.11	
			4040311350	Laundry & Cleaning Services	318.15	0.00	318.15	
			4040664181	Laundry & Cleaning Services	17.47	0.00	17.47	
			4040664286	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040664299	Laundry & Cleaning Services	16.88	0.00	16.88	
			4040664301	Laundry & Cleaning Services	5.12	0.00	5.12	
			4040664360	Laundry & Cleaning Services	8.84	0.00	8.84	
			4040664394	Laundry & Cleaning Services	13.21	0.00	13.21	
			4040664433	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040664455	Laundry & Cleaning Services	43.81	0.00	43.81	
			4040924263	Laundry & Cleaning Services	184.30	0.00	184.30	
			4040924311	Laundry & Cleaning Services	100.14	0.00	100.14	
			4040924354	Laundry & Cleaning Services	74.35	0.00	74.35	
			4040924391	Laundry & Cleaning Services	17.08	0.00	17.08	
			4040924397	Laundry & Cleaning Services	175.71	0.00	175.71	
			4040924422	Laundry & Cleaning Services	334.15	0.00	334.15	
			4040924513	Laundry & Cleaning Services	17.75	0.00	17.75	
			4040924517	Laundry & Cleaning Services	22.56	0.00	22.56	
			4040924624	Laundry & Cleaning Services	19.43	0.00	19.43	
			4040924626	Laundry & Cleaning Services	152.09	0.00	152.09	
			4040924680	Laundry & Cleaning Services	161.35	0.00	161.35	
			4040924733	Laundry & Cleaning Services	2.11	0.00	2.11	
			4040924753	Laundry & Cleaning Services	21.90	0.00	21.90	
			4040925022	Laundry & Cleaning Services	318.15	0.00	318.15	
			4041256141	Laundry & Cleaning Services	39.70	0.00	39.70	
			4041256179	Laundry & Cleaning Services	36.62	0.00	36.62	
			4041256197	Laundry & Cleaning Services	12.16	0.00	12.16	
			4041256214	Laundry & Cleaning Services	17.08	0.00	17.08	
			4041256244	Laundry & Cleaning Services	26.56	0.00	26.56	
			4041256251	Laundry & Cleaning Services	17.08	0.00	17.08	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4041256267	Laundry & Cleaning Services	43.81	0.00	43.81	
			4041256277	Laundry & Cleaning Services	25.00	0.00	25.00	
			4041525091	Laundry & Cleaning Services	184.30	0.00	184.30	
			4041525350	Laundry & Cleaning Services	334.15	0.00	334.15	
			4041525385	Laundry & Cleaning Services	100.14	0.00	100.14	
			4041525410	Laundry & Cleaning Services	74.35	0.00	74.35	
			4041525442	Laundry & Cleaning Services	175.71	0.00	175.71	
			4041525597	Laundry & Cleaning Services	17.75	0.00	17.75	
			4041525722	Laundry & Cleaning Services	22.56	0.00	22.56	
			4041525750	Laundry & Cleaning Services	17.08	0.00	17.08	
			4041525804	Laundry & Cleaning Services	36.47	0.00	36.47	
			4041525848	Laundry & Cleaning Services	161.35	0.00	161.35	
			4041525886	Laundry & Cleaning Services	19.43	0.00	19.43	
			4041525897	Laundry & Cleaning Services	152.09	0.00	152.09	
			4041525930	Laundry & Cleaning Services	2.11	0.00	2.11	
			4041525954	Laundry & Cleaning Services	21.90	0.00	21.90	
			4041525991	Laundry & Cleaning Services	318.15	0.00	318.15	
			4041880856	Laundry & Cleaning Services	17.47	0.00	17.47	
			4041880864	Laundry & Cleaning Services	17.08	0.00	17.08	
			4041880881	Laundry & Cleaning Services	13.21	0.00	13.21	
			4041880916	Laundry & Cleaning Services	16.88	0.00	16.88	
			4041880959	Laundry & Cleaning Services	43.81	0.00	43.81	
			4041880974	Laundry & Cleaning Services	8.84	0.00	8.84	
			4041880992	Laundry & Cleaning Services	5.12	0.00	5.12	
			4041880997	Laundry & Cleaning Services	17.08	0.00	17.08	
			4042132590	Laundry & Cleaning Services	74.35	0.00	74.35	
			4042132592	Laundry & Cleaning Services	184.30	0.00	184.30	
			4042132647	Laundry & Cleaning Services	100.14	0.00	100.14	
			4042132745	Laundry & Cleaning Services	175.71	0.00	175.71	
			4042132804	Laundry & Cleaning Services	17.75	0.00	17.75	
			4042132853	Laundry & Cleaning Services	22.56	0.00	22.56	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4042132918	Laundry & Cleaning Services	17.08	0.00	17.08	
			4042132928	Laundry & Cleaning Services	152.09	0.00	152.09	
			4042132983	Laundry & Cleaning Services	19.43	0.00	19.43	
			4042132997	Laundry & Cleaning Services	2.30	0.00	2.30	
			4042133003	Laundry & Cleaning Services	161.35	0.00	161.35	
			4042133023	Laundry & Cleaning Services	21.90	0.00	21.90	
			4042133134	Laundry & Cleaning Services	318.15	0.00	318.15	
			4042537738	Laundry & Cleaning Services	43.81	0.00	43.81	
			4042537739	Laundry & Cleaning Services	17.08	0.00	17.08	
			4042537749	Laundry & Cleaning Services	39.70	0.00	39.70	
			4042537759	Laundry & Cleaning Services	17.08	0.00	17.08	
			4042537795	Laundry & Cleaning Services	12.16	0.00	12.16	
			4042537796	Laundry & Cleaning Services	36.62	0.00	36.62	
			4042537806	Laundry & Cleaning Services	25.00	0.00	25.00	
			4042537818	Laundry & Cleaning Services	26.56	0.00	26.56	
			4042537826	Laundry & Cleaning Services	5.12	0.00	5.12	
			4042537834	Laundry & Cleaning Services	5.12	0.00	5.12	
			4042739828	Laundry & Cleaning Services	184.30	0.00	184.30	
			4042739829	Laundry & Cleaning Services	184.30	0.00	184.30	
			4042739830	Laundry & Cleaning Services	184.30	0.00	184.30	
			4042739831	Laundry & Cleaning Services	334.15	0.00	334.15	
			4042739832	Laundry & Cleaning Services	334.15	0.00	334.15	
			4042739833	Laundry & Cleaning Services	334.15	0.00	334.15	
			4042739937	Laundry & Cleaning Services	74.35	0.00	74.35	
			4042740056	Laundry & Cleaning Services	193.33	0.00	193.33	
			4042740093	Laundry & Cleaning Services	100.14	0.00	100.14	
			4042740243	Laundry & Cleaning Services	17.75	0.00	17.75	
			4042740273	Laundry & Cleaning Services	22.56	0.00	22.56	
			4042740284	Laundry & Cleaning Services	36.47	0.00	36.47	
			4042740328	Laundry & Cleaning Services	17.08	0.00	17.08	
			4042740375	Laundry & Cleaning Services	152.09	0.00	152.09	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4042740411	Laundry & Cleaning Services	19.43	0.00	19.43	
			4042740429	Laundry & Cleaning Services	2.30	0.00	2.30	
			4042740493	Laundry & Cleaning Services	161.35	0.00	161.35	
			4042740534	Laundry & Cleaning Services	21.90	0.00	21.90	
			4042740587	Laundry & Cleaning Services	318.15	0.00	318.15	
			4043102248	Laundry & Cleaning Services	17.08	0.00	17.08	
			4043102316	Laundry & Cleaning Services	17.47	0.00	17.47	
			4043102348	Laundry & Cleaning Services	13.21	0.00	13.21	
			4043102379	Laundry & Cleaning Services	17.08	0.00	17.08	
			4043102392	Laundry & Cleaning Services	16.88	0.00	16.88	
			4043102404	Laundry & Cleaning Services	8.84	0.00	8.84	
			4043102407	Laundry & Cleaning Services	43.81	0.00	43.81	
			4043102415	Laundry & Cleaning Services	5.12	0.00	5.12	
			4043362915	Laundry & Cleaning Services	74.35	0.00	74.35	
			4043362919	Laundry & Cleaning Services	100.14	0.00	100.14	
			4043363063	Laundry & Cleaning Services	175.71	0.00	175.71	
			4043363122	Laundry & Cleaning Services	17.75	0.00	17.75	
			4043363173	Laundry & Cleaning Services	22.56	0.00	22.56	
			4043363222	Laundry & Cleaning Services	17.08	0.00	17.08	
			4043363254	Laundry & Cleaning Services	152.09	0.00	152.09	
			4043363259	Laundry & Cleaning Services	161.35	0.00	161.35	
			4043363265	Laundry & Cleaning Services	19.43	0.00	19.43	
			4043363267	Laundry & Cleaning Services	2.30	0.00	2.30	
			4043363289	Laundry & Cleaning Services	21.90	0.00	21.90	
			4043363438	Laundry & Cleaning Services	318.15	0.00	318.15	
			4043750079	Laundry & Cleaning Services	17.08	0.00	17.08	
			4043750120	Laundry & Cleaning Services	39.70	0.00	39.70	
			4043750188	Laundry & Cleaning Services	5.12	0.00	5.12	
			4043750229	Laundry & Cleaning Services	5.12	0.00	5.12	
			4043750237	Laundry & Cleaning Services	26.56	0.00	26.56	
			4043750262	Laundry & Cleaning Services	36.62	0.00	36.62	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4043750274	Laundry & Cleaning Services	12.16	0.00	12.16	
			4043750299	Laundry & Cleaning Services	25.00	0.00	25.00	
			4043750342	Laundry & Cleaning Services	17.08	0.00	17.08	
			4043750356	Laundry & Cleaning Services	43.81	0.00	43.81	
			4044008654	Laundry & Cleaning Services	334.15	0.00	334.15	
			4044008682	Laundry & Cleaning Services	74.35	0.00	74.35	
			4044008688	Laundry & Cleaning Services	100.14	0.00	100.14	
			4044008767	Laundry & Cleaning Services	175.71	0.00	175.71	
			4044008801	Laundry & Cleaning Services	17.08	0.00	17.08	
			4044008860	Laundry & Cleaning Services	17.75	0.00	17.75	
			4044008866	Laundry & Cleaning Services	22.56	0.00	22.56	
			4044008881	Laundry & Cleaning Services	36.47	0.00	36.47	
			4044009021	Laundry & Cleaning Services	22.91	0.00	22.91	
			4044009024	Laundry & Cleaning Services	152.09	0.00	152.09	
			4044009061	Laundry & Cleaning Services	161.35	0.00	161.35	
			4044009084	Laundry & Cleaning Services	2.82	0.00	2.82	
			4044009125	Laundry & Cleaning Services	21.90	0.00	21.90	
			4044009232	Laundry & Cleaning Services	318.15	0.00	318.15	
			4044372970	Laundry & Cleaning Services	17.08	0.00	17.08	
			4044373055	Laundry & Cleaning Services	17.47	0.00	17.47	
			4044373089	Laundry & Cleaning Services	13.21	0.00	13.21	
			4044373094	Laundry & Cleaning Services	5.12	0.00	5.12	
			4044373115	Laundry & Cleaning Services	17.08	0.00	17.08	
			4044373125	Laundry & Cleaning Services	16.88	0.00	16.88	
			4044373128	Laundry & Cleaning Services	8.84	0.00	8.84	
			4044373184	Laundry & Cleaning Services	43.81	0.00	43.81	
			4044647626	Laundry & Cleaning Services	184.30	0.00	184.30	
			4044647739	Laundry & Cleaning Services	74.35	0.00	74.35	
			4044647823	Laundry & Cleaning Services	334.15	0.00	334.15	
			4044647906	Laundry & Cleaning Services	100.14	0.00	100.14	
			4044647949	Laundry & Cleaning Services	175.71	0.00	175.71	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4044648113	Laundry & Cleaning Services	17.75	0.00	17.75	
			4044648150	Laundry & Cleaning Services	22.56	0.00	22.56	
			4044648215	Laundry & Cleaning Services	17.08	0.00	17.08	
			4044648261	Laundry & Cleaning Services	22.91	0.00	22.91	
			4044648317	Laundry & Cleaning Services	161.35	0.00	161.35	
			4044648434	Laundry & Cleaning Services	152.09	0.00	152.09	
			4044648438	Laundry & Cleaning Services	2.82	0.00	2.82	
			4044648469	Laundry & Cleaning Services	21.90	0.00	21.90	
			4044648501	Laundry & Cleaning Services	318.15	0.00	318.15	
			4045015601	Laundry & Cleaning Services	25.00	0.00	25.00	
			4045015648	Laundry & Cleaning Services	39.70	0.00	39.70	
			4045015669	Laundry & Cleaning Services	5.12	0.00	5.12	
			4045015675	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045015676	Laundry & Cleaning Services	36.62	0.00	36.62	
			4045015678	Laundry & Cleaning Services	26.56	0.00	26.56	
			4045015686	Laundry & Cleaning Services	5.12	0.00	5.12	
			4045015714	Laundry & Cleaning Services	12.16	0.00	12.16	
			4045015744	Laundry & Cleaning Services	43.81	0.00	43.81	
			4045015765	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045290559	Laundry & Cleaning Services	184.30	0.00	184.30	
			4045290665	Laundry & Cleaning Services	74.35	0.00	74.35	
			4045290670	Laundry & Cleaning Services	100.14	0.00	100.14	
			4045290813	Laundry & Cleaning Services	391.59	0.00	391.59	
			4045290905	Laundry & Cleaning Services	175.71	0.00	175.71	
			4045290931	Laundry & Cleaning Services	22.56	0.00	22.56	
			4045290996	Laundry & Cleaning Services	17.75	0.00	17.75	
			4045291076	Laundry & Cleaning Services	36.47	0.00	36.47	
			4045291091	Laundry & Cleaning Services	152.09	0.00	152.09	
			4045291093	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045291150	Laundry & Cleaning Services	161.35	0.00	161.35	
			4045291151	Laundry & Cleaning Services	2.82	0.00	2.82	

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			4045291169	Laundry & Cleaning Services	21.90	0.00	21.90	
			4045291195	Laundry & Cleaning Services	22.91	0.00	22.91	
			4045291475	Laundry & Cleaning Services	318.15	0.00	318.15	
			4045675775	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045675847	Laundry & Cleaning Services	17.47	0.00	17.47	
			4045675888	Laundry & Cleaning Services	16.88	0.00	16.88	
			4045675927	Laundry & Cleaning Services	43.81	0.00	43.81	
			4045675933	Laundry & Cleaning Services	13.21	0.00	13.21	
			4045675936	Laundry & Cleaning Services	8.84	0.00	8.84	
			4045675942	Laundry & Cleaning Services	5.12	0.00	5.12	
			4045675958	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045930282	Laundry & Cleaning Services	202.69	0.00	202.69	
			4045930413	Laundry & Cleaning Services	334.15	0.00	334.15	
			4045930449	Laundry & Cleaning Services	100.14	0.00	100.14	
			4045930483	Laundry & Cleaning Services	74.35	0.00	74.35	
			4045930545	Laundry & Cleaning Services	175.71	0.00	175.71	
			4045930608	Laundry & Cleaning Services	17.75	0.00	17.75	
			4045930775	Laundry & Cleaning Services	22.56	0.00	22.56	
			4045930862	Laundry & Cleaning Services	17.08	0.00	17.08	
			4045930907	Laundry & Cleaning Services	22.91	0.00	22.91	
			4045931005	Laundry & Cleaning Services	161.35	0.00	161.35	
			4045931029	Laundry & Cleaning Services	152.09	0.00	152.09	
			4045931055	Laundry & Cleaning Services	2.82	0.00	2.82	
			4045931094	Laundry & Cleaning Services	21.90	0.00	21.90	
			4045931195	Laundry & Cleaning Services	318.15	0.00	318.15	
			4046295509	Laundry & Cleaning Services	26.56	0.00	26.56	
			4046295524	Laundry & Cleaning Services	39.70	0.00	39.70	
			4046295553	Laundry & Cleaning Services	17.08	0.00	17.08	
			4046295557	Laundry & Cleaning Services	12.16	0.00	12.16	
			4046295577	Laundry & Cleaning Services	36.62	0.00	36.62	
			4046295597	Laundry & Cleaning Services	5.12	0.00	5.12	

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Payment No.	Payment Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount Taken	Amount Paid	Payment Total
			4046295629	Laundry & Cleaning Services	25.00	0.00	25.00	
			4046295643	Laundry & Cleaning Services	5.12	0.00	5.12	
			4046295649	Laundry & Cleaning Services	43.81	0.00	43.81	
			4046295665	Laundry & Cleaning Services	17.08	0.00	17.08	
			4046594910	Laundry & Cleaning Services	184.30	0.00	184.30	
			4046594970	Laundry & Cleaning Services	334.15	0.00	334.15	
			4046595112	Laundry & Cleaning Services	74.35	0.00	74.35	
			4046595122	Laundry & Cleaning Services	100.14	0.00	100.14	
			4046595132	Laundry & Cleaning Services	175.71	0.00	175.71	
			4046595218	Laundry & Cleaning Services	17.75	0.00	17.75	
			4046595306	Laundry & Cleaning Services	36.47	0.00	36.47	
			4046595313	Laundry & Cleaning Services	22.56	0.00	22.56	
			4046595383	Laundry & Cleaning Services	17.08	0.00	17.08	
			4046595426	Laundry & Cleaning Services	152.09	0.00	152.09	
			4046595436	Laundry & Cleaning Services	47.95	0.00	47.95	
			4046595468	Laundry & Cleaning Services	161.35	0.00	161.35	
			4046595494	Laundry & Cleaning Services	2.82	0.00	2.82	
			4046595497	Laundry & Cleaning Services	21.90	0.00	21.90	
			4046595697	Laundry & Cleaning Services	318.15	0.00	318.15	
xxx324782	5/21/20	CYNTHIA J HOWELLS	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	498.01	0.00	498.01	\$498.01
xxx324783	5/21/20	DEAN S RUSSELL	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	2,010.89	0.00	2,010.89	\$2,010.89
xxx324784	5/21/20	GLEN FORTIN	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	296.75	0.00	296.75	\$296.75
xxx324785	5/21/20	LYNNE KILPATRICK	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	40.63	0.00	40.63	\$40.63
xxx324786	5/21/20	MARK ROGGE	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	211.83	0.00	211.83	\$211.83
xxx324788	5/21/20	NANCY BOLGARD STEWARD	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	596.61	0.00	596.61	\$596.61
xxx324789	5/21/20	ROBERT VAN HEUSEN	JUNE 2020	Insurances - Retiree Medical - Retiree Reimbursement	765.89	0.00	765.89	\$765.89

LIST # 026

Payment	Payment								
No.	Date	Vendor Name	Invoice No.	Description	Invoice Amount	Discount	Taken	Amount Paid	Payment Total
xxx324790	5/21/20	SOUTH BAY REGIONAL PUBLIC SAFETY	128798INV	Training and Conferences	665.00		0.00	665.00	\$665.00
xxx324791	5/21/20	STAPLES INC	8058402135	Supplies, Office	720.84		0.00	720.84	\$720.84
xxx324792	5/21/20	STATE WATER RESOURCES CONTROL BOARD	HORDES G2 CERT	Membership Fees	170.00		0.00	170.00	\$170.00
xxx324794	5/21/20	TIFFANY ROBERTS	031520-032020	Training and Conferences	404.37		0.00	404.37	\$404.37
xxx324795	5/21/20	CARMELITA MARTINEZ RUIZ	472475	Refund Recreation Fees	30.00		0.00	30.00	\$30.00
xxx324796	5/21/20	ELIZABETH PALMA	472234	Refund Recreation Fees	170.00		0.00	170.00	\$170.00
xxx324797	5/21/20	JEANNE RYONO	474815	Refund Recreation Fees	50.00		0.00	50.00	\$50.00
xxx324798	5/21/20	NATALIE WAHL	472073	Refund Recreation Fees	37.50		0.00	37.50	\$37.50
xxx324799	5/21/20	PACIFIC TELEMAGEMENT SERVICES	BL062071 20-21	Business License Tax	82.84		0.00	82.84	\$82.84
xxx324800	5/21/20	PATHWAY ELECTRIC INC	BL065803 20-21	Business License Tax	138.85		0.00	138.85	\$138.85
xxx324801	5/21/20	PERLA RUIZ	475233	Refund Recreation Fees	950.00		0.00	950.00	\$950.00
xxx324802	5/21/20	PRAKASH SHENOY	472969	Refund Recreation Fees	78.00		0.00	78.00	\$78.00
xxx324803	5/21/20	RANDAL SATO	472697	Refund Recreation Fees	98.84		0.00	98.84	\$98.84
xxx324804	5/21/20	SOURCE POWER SERVICES OF CALIFORNIA INC	BL075631 18-19	Business License Tax	30.97		0.00	30.97	\$30.97
xxx324805	5/21/20	THE WAY GOSPEL CHURCH	471988	Refund Recreation Fees	150.00		0.00	150.00	\$150.00
xxx324806	5/21/20	TOSHIKO UYEHARA	474626	Refund Recreation Fees	61.43		0.00	61.43	\$61.43
xxx100885	5/18/20	SFPUC WATER DEPARTMENT	040220-050120	Water for Resale	1,188,089.80		0.00	1,188,089.80	\$1,368,069.80
			040220-050120	Purchased Water Related Expenses - Meter Charges	22,939.00		0.00	22,939.00	
			040220-050120	BAWSCA Surcharge	157,041.00		0.00	157,041.00	
Grand Total Payment Amount									\$3,191,461.28



City of Sunnyvale

Agenda Item

20-0404

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution to Authorize the Filing of an Application to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2020/21 Transportation Development Act, Article 3 Funding for the Design and Implementation of Pedestrian and Bicycle Safety Improvements at the Intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue

SUMMARY OF COMMISSION ACTION

The Bicycle and Pedestrian Advisory Commission considered this item on February 20 and April 16.

At the April 16 meeting, the Bicycle and Pedestrian Advisory Commission voted 7-0 to approve a recommendation to City Council to use TDA (Transportation Development Act) Article 3 grant fund for Fiscal Year 2020/21, estimated at \$157,810, for the recommended project: Safety Improvements at the Intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

If approved, the estimated funding and increase to the project budget will be included in the FY 2020/21 Adopted Budget.

PUBLIC CONTACT

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

STAFF RECOMMENDATION

Adopt a resolution to authorize the filing of an application to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2020/21 Transportation Development Act, Article 3 Funding, estimated at \$157,810, for the design and implementation of pedestrian and bicycle safety improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

The Bicycle and Pedestrian Advisory Commission voted unanimously to recommend to City Council to use TDA Article 3 grant fund for Fiscal Year 2020/21, estimated at \$157,810, for the project: Safety Improvements at the Intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

Prepared by: Lillian Tsang, Principal Transportation Engineer
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Report to Bicycle and Pedestrian Advisory Commission, 20-0402, April 16, 2020 (without attachments)
2. Excerpt of the BPAC meeting minutes of February 20, 2020
3. Excerpt of the BPAC Draft meeting minutes of April 16, 2020
4. Draft Resolution Approving FY 2020/21 TDA Article 3 Application



City of Sunnyvale

Agenda Item

20-0402

Agenda Date: 4/16/2020

REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

SUBJECT

Recommend to City Council a Project to be Used in the Application of Transportation Development Act (TDA) Article 3 Funding for Fiscal Year 2020/21

BACKGROUND

TDA Article 3 is a source of funds created by State legislation and processed through the Santa Clara Valley Transportation Authority (VTA) and Metropolitan Transportation Commission (MTC) that annually returns sales tax revenues to local agencies earmarked for bicycle and pedestrian projects.

In FY 2020/21, the City anticipates receiving \$157,810 for eligible projects. Funding is based upon population.

The eligibility requirements to receive funds in Fiscal Year (FY) 2020/21 funding cycle are as follows:

1. The project shall fit within one of these project types:
 - Construction and/or engineering of a bicycle or pedestrian capital project.
 - Maintenance of a multi-purpose path which is closed to motorized traffic.
 - Bicycle safety education project (no more than 5% of county total).
 - Development of a comprehensive bicycle or pedestrian facilities plan (funding requests under this project type may not be made more than once every five years).
 - Restriping Class II bicycle lanes.
2. Environmental clearance is required for construction projects only.
3. Potential projects must have been reviewed by the City's Bicycle and Pedestrian Advisory Commission (BPAC).
4. Bicycle projects funded by TDA Article 3 funds must comply the VTA Bicycle Technical Guidelines as adopted on December 13, 2012.
5. Have an authorizing resolution (Attachment 1 - reserve for City Council)
6. The project must be ready to implement within one year of the application cycle.

EXISTING POLICY

General Plan, Chapter 3, *Land Use and Transportation Element* :

- **Goal LT-1: Coordinated Regional and Local Planning** - Protect the quality of life, the natural environment, and property investment, preserve home rule, secure fair share of funding, and provide leadership in the region.
- **Goal LT-2: Environmentally Sustainable Land Use and Transportation Planning and Development** - Support the sustainable vision by incorporating sustainable features into land use and transportation decisions and practices.

20-0402

Agenda Date: 4/16/2020

- **Goal LT-3: An Effective Multimodal Transportation System** - Offer the community a variety of transportation modes for local travel that are also integrated with the regional transportation system and land use pattern. Favor accommodation of alternative modes to the automobile as a means to enhance efficient transit use, bicycling, and walking and corresponding benefits to the environment, person-throughput, and qualitative improvements to the transportation system environment.

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.

DISCUSSION

The determination of TDA Article 3 projects for FY 20/21 is based on the review of TDA eligibility requirements, consideration of the Pedestrian Safety and Opportunities Study, Bicycle Capital Improvement Program, Bicycle Plan, Comprehensive School Traffic Study, resident requests, and Commission members' and staff's knowledge of bicycle and pedestrian facility safety priority needs in the City.

The following project was identified as the preferred use of this year's TDA Article 3 grant funds:

Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue

The project would include the design and implementation of the following pedestrian and bicycle safety improvements to:

- Install curb extension on the northwest corner with bi-directional ADA compliant curb ramps
- Install high visibility crosswalks at the intersection
- Install an Accessible Pedestrian System (APS)
- Replace all existing 8" vehicle signal heads with 12" vehicle signal heads to improve visibility
- Modify traffic signal as needed for the implementation of the above improvements

At the May 21, 2019 City Council meeting (RTC No. 19-0461), Council approved the application for TDA Article 3 grant to begin the design and implementation of improvements at the Fremont Avenue and Manet Drive/Bobwhite Avenue intersection. The estimated cost to complete the project exceeded the FY 19/20 TDA Article 3 funding allocation of \$172,712. Therefore, it was anticipated that implementation of the project would occur over a two-year period, with FY 19/20 funds used for design and environmental clearance. Any remaining FY 19/20 funding allocation above the design consultant costs will be combined with FY 20/21 TDA Article 3 funds for construction.

Approximate Total Cost: \$300,000

FISCAL IMPACT

TDA Article 3 fund a program that reimburses cities for the incurred costs of selected projects. No local matching funds are required for funded projects. The City anticipates receiving \$157,810 funds from the City's guaranteed fund apportionment. TDA funds are accounted for in a Special Revenue Fund. As the allocation is annual and subject to review, the budget does not include any anticipated

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Agenda Date: 4/16/2020

funding in its planning process. Therefore, this funding provides resources for projects that might otherwise not be completed.

PUBLIC CONTACT

Public contact was made through posting of the Bicycle and Pedestrian Advisory Commission agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report at the One-Stop Desk in City Hall.

ALTERNATIVES

1. Recommend to City Council to use the TDA Article 3 grant fund for FY 20/21, estimated at \$157,810, for the recommended project: Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.
2. Recommend to City Council to use the TDA Article 3 grant fund for another project.

RECOMMENDATION

Alternative 1: Recommend to City Council to use the TDA Article 3 grant fund for FY 20/21, estimated at \$157,810, for the recommended project: Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

At the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue, safety improvements have been identified by the Vision Zero Plan based on the number and severity of traffic collisions at the intersection. In addition, the City has received multiple requests from the community to improve safety at the intersection as several students cross the intersection while traveling to and from nearby schools including Fremont High School. Applying FY 20/21 TDA Article 3 grant funds towards this project will allow the project to proceed through construction and provide safety improvements for the public.

Prepared by: Ralph Garcia, Senior Transportation Engineer

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Reserved for Report to Council.

4 [20-0311](#) Discussion on Projects for Transportation Development Act (TDA)
Article 3 Application

Lillian Tsang, Principal Transportation Engineer, gave a description on what the Projects for Transportation Development Act Grant entail for FY 19/20. Sunnyvale applied the TDA Article 3 Grant for the Pedestrian/Bike Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue. However, the FY 19/20 grant amount is for design only. Staff recommends to file for the FY 20/21 TDA Article 3 Grant application for the construction of the project.

Commissioner Oey made the following comments:

- Are there any other sources of funds available to finish the construction work?
- Will all the funds be consumed or will there be any leftover?
- Is there a list of other projects that are eligible for this fund?

Ms. Tsang stated that they will be using mostly Grant funds and consuming all of the funds. Ms. Tsang also stated that there is currently not a list but that this fund is used for pedestrian and bicycle projects.

Chair Mehlinger asked if there are any details available about what the improvements to Fremont, Manet and Bobwhite would be?

Ms. Tsang stated that in the Vision Zero Plan, there was a conceptual drawing for improvements at this location.

Craig Pasek, member of the public, stated that on Sunnyvale Avenue from Maude Avenue to Evelyn Avenue there is currently no bike lane. Mr. Pasek recommended having a bike lane installed on Sunnyvale Avenue.

Ms. Tsang stated that the City received an Active Transportation Program Grant for implementing Safe Routes to School Improvements and part of that grant is to explore the on-street parking removal on Sunnyvale Avenue to install a Class II bike lane.

Staff will prepare a detailed description of the project and include it in next month's agenda package.

Vice Chair Cordes moved and Commissioner Oey seconded the motion to support the staff's recommendation. The motion carried the following vote:

Yes 6 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Oey
Commissioner Swail

No 0

Absent 1 - Commissioner Mehlman

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

Ms. Tsang reminded the BPAC Commission that there is a form to fill out if they have a proposed study issue. Ms. Tsang can provide the form if needed.

Commissioner Hafeman requested for the form to be sent out again. Ms. Tsang will send the form to the BPAC.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Vice Chair Cordes commented on the Measure B Bicycle and Pedestrian Competitive Grant and the Measure B Education and Encouragement fund application. Mr. Cordes requested that the BPAC has the opportunity to comment on the application staff plans to apply for.

Chair Mehlinger made the following comments:

- Agreed with Vice Chair Cordes and stated that the BPAC should be able to comment on grant application staff prepares.
- Thanked Mr. Pasek on his comments on Sunnyvale/Borregas and stated that it is hard to navigate around Sunnyvale/Maude and Borregas/Maude.
- To add a crosswalk at California Street and Pajaro Avenue

Ms. Tsang stated that project #834490 is to install an enhanced crosswalk on California Street at Pajaro Avenue.

Commissioner Oey made the following comments:

- The challenges of bicycling on Sunnyvale/Maude and Borregas/Maude

Ms. Tsang stated that the Maude Avenue Streetscape Project is currently under

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

1.A [20-0360](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of February 20, 2020.

Approve the Bicycle and Pedestrian Commission Meeting Minutes of February 20, 2020 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0402](#) Recommend to City Council a Project to be Used in the Application of Transportation Development Act (TDA) Article 3 Funding for Fiscal Year 2020/21

Alternative 1: Recommend to City Council to use the TDA(Transportation Development Act) Article 3 grant fund for FY 20/21, estimated at \$157,810, for the recommended project: Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

Ralph Garcia, Senior Transportation Engineer, discussed the TDA Article 3 grant fund for FY 20/21. Mr. Garcia explained that the fund will cover safety improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue. The project would include the design and implementation of the following pedestrian and bicycle safety improvements:

- Install curb extension on the northwest corner with bi-directional ADA compliance curb ramps
- Install high visibility crosswalks at the intersection
- Install an accessible pedestrian system
- Replace all existing 8 inch vehicle signal heads with 12 inch vehicle signal heads to improve visibility
- Modify traffic signals to accommodate the implementation of the above improvements

Mr. Garcia stated that City Council approved the application for FY 19/20 TDA Article 3 grant funding at the May 21, 2019 City Council meeting. Mr. Garcia stated that the grant would begin with the design and implementation at the Fremont Avenue and Manet Drive/Bobwhite Avenue intersection. The estimated cost to complete the project exceeded the fiscal year 19/20 TDA Article 3 funding of \$172,712.

Mr. Garcia stated the two alternatives for FY20/21 TDA Article 3 grant funding:

1. First Alternative is to recommend to City Council to use the TDA Article 3 grant funds for FY 20/21 estimated at \$157,810 for the recommended project of safety improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.
2. Second Alternative is to recommend to City Council to use the TDA Article 3 grant funds for another project.

Chair Mehlinger asked if there is any excess funds leftover would it rollover to the next FY TDA funding?

Ms. Tsang responded to the question.

Vice Chair Cordes asked if the improvements include bicycling improvements and would it include striping that would be done for a bike lane across Fremont Avenue? Can the design be modified to include that?

Ms. Tsang stated that currently the City is not implementing cross intersection bike lane markings. Currently only protective intersections have painted bike lanes across streets.

Vice Chair Cordes asked if he could be on a list to be notified when the design is drafted so he can look at it for input.

Ms. Tsang stated that the design is a technical operational issue and not a policy issue therefore plans could be reviewed as a member of the public but not as a Commissioner and you would only be notified when plans are ready not when drafted.

Commissioner Oey asked the following questions:

1. Would the safety improvements include a no right turn on red option? Mr. Garcia

stated there will not be a no right turn on red option.

2. Is it possible to have a bike box on Manet Drive/Bobwhite Avenue so that the bikes can get ahead of the cars? Mr. Garcia stated this option might be available in the future when more funds are allotted.

3. Will there always be a bike marking at the through lane at these intersections? Mr. Garcia stated that staff will check with the Traffic signal department to see if they can put a bike marking where the bicyclist should stop.

Commissioner Mehlman asked for clarification about the green markings. Ms. Tsang addressed the questions.

Commissioner Oey moved and Commissioner Swail seconded the motion to approve Alternative 1:

1. Recommend to City Council to use the TDA(Transportation Development Act) Article 3 grant fund for FY 20/21, estimated at \$157,810, for the recommended project: Safety Improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

3 [20-0414](#) Discussion on Design Concepts for 2020 Utility Bill Insert

Mr. Garcia discussed the Design Concepts for 2020 Utility Bill. Ms. Tsang stated that the first three ideas were modified per BPAC suggestions. Also, the HAWK Beacon insert will be modified to look like the existing HAWK signal at Helen Avenue. The photo will be updated.

Commissioner Oey thanked staff and the graphic designer for the design concepts. Commissioner Oey commented on the older and new version of the "Merge Right to Turn Right" insert and compared the pro's and con's of each of them.

DRAFT 5/12/2020 *RB*

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2020-2021 TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3 (TDA ARTICLE 3) PEDESTRIAN/BICYCLE PROJECT FUNDING FOR THE DESIGN AND IMPLEMENTATION OF PEDESTRIAN AND BICYCLE SAFETY IMPROVEMENTS AT THE INTERSECTION OF FREMONT AVENUE AND MANET DRIVE/ BOBWHITE AVENUE

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No.4108, entitled “Transportation Development Act, Article 3, Pedestrian and Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the City of Sunnyvale desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Exhibit B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists.

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

1. The City of Sunnyvale declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code.
2. There is no pending or threatened litigation that might adversely affect the project or projects described in Exhibit B to this resolution, or that might impair the ability of the City of Sunnyvale to carry out the project.
3. The project has been reviewed by the Bicycle and Pedestrian Advisory Commission (BPAC) of City of Sunnyvale.

4. The City of Sunnyvale attests to the accuracy of and approves the statements in Exhibit A to this resolution.

5. A certified copy of this resolution and its exhibits, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Santa Clara County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Findings

**Request to the Metropolitan Transportation
Commission for the Allocation of Fiscal Year
2020-21 Transportation Development Act Article 3
Pedestrian/Bicycle Project Funding**

1. That the **CITY OF SUNNYVALE** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **CITY OF SUNNYVALE** legally impeded from undertaking the project(s) described in “Exhibit B” of this resolution.
2. That the **CITY OF SUNNYVALE** has committed adequate staffing resources to complete the project(s) described in Exhibit B.
3. A review of the project(s) described in Exhibit B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Exhibit B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Exhibit B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Exhibit B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Exhibit B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **CITY OF SUNNYVALE** within the prior five fiscal years.
8. That the project(s) described in Exhibit B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Exhibit B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Exhibit B will be completed before the funds expire.
11. That the **CITY OF SUNNYVALE** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Exhibit B, for the benefit of and use by the public.

EXHIBIT B**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: FY 2020-21

Applicant: City of Sunnyvale

Contact person: Dennis Ng

Mailing Address: 456 West Olive Avenue, Sunnyvale, CA 94086

E-Mail Address: dng@sunnyvale.ca.gov

Telephone: 408-730-7591

Secondary Contact (in event primary not available) Lillian Tsang

E-Mail Address: ltsang@sunnyvale.ca.gov

Telephone: 408-730-7556

Short Title Description of Project: Safety Improvements at the Intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue

Amount of claim: \$157,810

Functional Description of Project:

Implementation of pedestrian and bicycle safety improvements at the intersection of Fremont Avenue and Manet Drive/Bobwhite Avenue

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project. Planning funds may only be used for comprehensive bicycle and pedestrian plans. Project level planning is not an eligible use of TDA Article 3.

Project Elements: Construction

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3	\$172,712	\$157,810			\$ 330,522
list all other sources:					
1.					
2.					
3.					
4.					
Totals	\$172,712	\$157,810			\$ 330,522

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	No 5/19/2020
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	Yes
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: _____	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	No
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	Yes 6/2020
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

Supplemental Response for Questions A

City Council has previously approved the FY19/20 TDA allocations of \$172,712 for this project.

Explanation for Questions B

Has this project previously received TDA Article 3 funding?

Yes, the project has previously received the FY2019/20 funding of \$172,712. The project would include the design and implementation of the following pedestrian and bicycle safety improvements to:

- Install curb extension on the northwest corner with bi-directional ADA compliant curb ramps
- Install high visibility crosswalks at the intersection
- Install an Accessible Pedestrian System (APS)
- Replace all existing 8" vehicle signal heads with 12" vehicle signal heads to improve visibility
- Modify traffic signal as needed for the implementation of the above improvements

The estimated cost to complete the project exceeds the FY 2019/20 TDA Article 3 funding allocation. Therefore, implementation of the project would occur over a two-year period, with FY 2019/20 funds used for design and environmental clearance. Any remaining FY 2019/20 funding allocation above the design consultant costs will be combined with the FY 2020/21 TDA Article 3 funds to construct the project in the second year.



City of Sunnyvale

Agenda Item

20-0307

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Authorize the Issuance of a Blanket Purchase Order to Priority 1 Public Safety Equipment, Inc. for Building and Equipping Public Safety Vehicles (F20-124)

REPORT IN BRIEF

Approval is requested to authorize the issuance a blanket purchase order to Priority 1 Public Safety Equipment, Inc. of Belmont, CA in the amount of \$450,000 for removal and installation services of specialized equipment within Public Safety vehicles for a one-year period. Approval is also requested to authorize the City Manager to amend and renew the purchase order for two additional one-year periods, subject to available budget, if pricing and service remain acceptable to the City.

EXISTING POLICY

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

Further, Section 2.08.070(b)(3) authorizes the purchase of goods and/or services to be exempted from the competitive bidding requirements when the solicitations of bids or proposals would be impractical, unavailing or impossible.

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 Fleet Maintenance program requires that vehicles and equipment be maintained and replaced before operating costs become excessive. One method of success for this program is to provide scheduled replacement of vehicles. A component of that method is to provide cost effective services and solutions for specialized outfitting for specific vehicle needs.

Priority 1 Public Safety Equipment, Inc. (Priority 1) is a full-service installation facility that provides specialized equipment for police vehicles critical to Public Safety operations. Priority 1 provides a cost effective and high-quality outsourcing solution for the fleet maintenance operations support of Public Safety vehicles. Priority 1 has provided contractual support for many years to the City and has maintained consistent productivity levels, while meeting and or exceeding the operational demands for equipment uniformity and operator safety standards, allowing vehicle and equipment maintenance operations to be performed seamlessly.

Based on Priority 1 current level of service, material, lead time, and pricing, and in consideration that there are no other local vendors that can provide this same level of support, staff is recommending a competitive exemption from the solicitation process as a competitive process would not likely identify a competitor in this area. Therefore, staff is requesting a one-year purchase order and for the City Manager to be authorized to amend and renew the purchase order for two additional one-year periods, not-to-exceed budgeted amounts, if pricing and service remain acceptable to the City.

FISCAL IMPACT

Funding for this purchase order is available in the Fleet, Fuel and Equipment Program, in the Department of Public Works and the Fleet Equipment Replacement Fund. These sources are funded by the General Services Fund-Fleet Services Sub-Fund. Funding is provided through Internal Services charges from the various affected departments based on equipment used. This contract will provide sufficient funding capacity to build out the sixteen new police vehicles that are currently on order.

PUBLIC CONTACT

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

RECOMMENDATION

Take the following actions:

- Authorize the issuance of a blanket purchase order to Priority 1 Public Safety Equipment, Inc. for building and equipping Public Safety vehicles, in substantially the same form as Attachment 1 to the report, in the amount of \$450,000; and
- Authorize the City Manager to amend and renew the blanket purchase order for two additional one-year periods, subject to available budget and acceptable pricing and services.

Prepared by: Gregory S. Card, Purchasing Officer
Reviewed by: Tim Kirby, Director of Finance
Reviewed by: Phan S. Ngo, Chief Public Safety
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Blanket Purchase Order



ORDERED FROM 10698 - 002 (650) 654-9900 Priority 1 Public Safety Equipment Installation Inc 425 Harbor Blvd Ste 6 Belmont, CA 94002	ORDER DATE	BILL TO: City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale, CA 94088-3707
	EFFECTIVE DATE 6/5/2020	
	EXPIRATION DATE 6/4/2021	
	CONTRACT AMOUNT \$450,000.00	
REQUISITIONING DEPARTMENT (9033) DPW/Ops - Fleet Services	FOB DEST	FREIGHT CHARGES Destination, freight included in price
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	<p>Provide removal and installation services for accessories to City of Sunnyvale patrol and fire equipment as required by the City of Sunnyvale.</p> <p>Estimated time of completion for each install and removal for one patrol vehicle shall be Five (5) business days.</p> <p>Individual services must be quoted and approved by City staff before work begins.</p> <p>Job Code: eQAVYQuL113136</p> <p>Award by Council RTC #20-0307, dated _____</p> <p>Requisition Number: RQ023297</p> <p>This purchase order replaces BL009742.</p>	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
9033	DPW/Ops - Fleet Services	\$450,000.00

DOCUMENT TERMS This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Services, dated 5/14/19, a copy of which is attached and incorporated by reference (Form #TCBPO-S). Invoices must be sent directly to accounts payable by mail to the address above or by e-mail to accountspayable@sunnyvale.ca.gov and MUST REFERENCE THE PURCHASE ORDER NUMBER. Failure to comply will result in a delay in payment processing.



BUYER:

Vo, Lisa

PHONE (408) 730-7608

FAX (408) 328-0723



City of Sunnyvale

Agenda Item

20-0496

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Award a Contract to Tyler Technologies for the Permitting, Licensing, and Inspection System (F18-259)

REPORT IN BRIEF

Approval is requested to award a five-year contract with a not-to-exceed amount of \$2,538,745 to Tyler Technologies Inc. (Tyler) of Duluth, GA for the implementation services and Software-as-a-Service (SaaS) cloud licensing of the EnerGov cloud platform suite for EnerGov Business Management (EnerGov) for development services activities . The contract consists of implementation services in the amount of \$1,101,740 and a five-year EnerGov licensing agreement in the amount of \$1,431,005. Approval is also requested for a 10% contingency for implementation services in an amount of \$110,174 and to delegate authority to the City Manager to renew the licensing agreement for four (4) additional one-year periods within budgeted amounts, provided pricing and services remain acceptable.

EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

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

BACKGROUND AND DISCUSSION

The permitting system currently used by the City is a custom-developed application that no longer supports standards for usability, scalability and integration with typical enterprise systems that will support the City's business needs. This has resulted in citywide efficiency and productivity impacts to departments that are responsible for supporting permitting, planning, code enforcement, and public safety processes. The City is committed to maintaining its positive legacy of providing a Permitting One-Stop experience both at the counter and online through the City's e-OneStop permitting portal. Currently, the popularity of online resources and e-OneStop permitting portal has increased significantly and the City desires to continue to be as responsive as possible in meeting this need.

In June of 2018, the City issued a Request for Proposal (RFP) for the purchase and implementation

of a Permitting System. The City received four proposals. An evaluation team consisting of staff from the departments of Information Technology, Community Development, Public Safety, and Public Works evaluated the proposals. The evaluation team invited all proposers for an interview and demonstration of their solutions. Following the interview and demonstrations, the evaluation team requested a test environment from three proposers that allowed staff to evaluate the usability of the system. After evaluating the products, staff selected Tyler EnerGov to replace the City's current permitting system.

EnerGov provides modernized software that will best assist with citywide process improvements while improving the City's ability to deliver outstanding service. This solution will provide the City with implementation related services itemized in the Investment Summary and described in the Scope of Professional Service (Statement of Work) included in the contract. EnerGov is a Software as a Service (SaaS) solution that will host the City's data on shared hardware from Tyler, with a dedicated and secure database for the City.

After selection, the City began negotiations with Tyler which were significantly extended while the scope of services, process deliverables and costs were negotiated and confirmed with the Departments of Information Technology and Community Development. The resultant contract includes a thorough Statement of Work, no increases for the first three years of the licensing fee, and only nominal fees for unlimited data storage.

The implementation schedule includes functionality development within the Development Review, Code Enforcement and Business Licensing processes that have an estimated duration of 18 months. The implementation goals for this software will allow the City to be more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices;
- Providing tools to staff and the public that allow access to information in a real-time environment;
- Enabling users to be more efficient, productive and responsive; and
- Meeting future City goals that guide orderly growth, promote safety and livability, foster economic vitality and encourage community collaboration.

In support of best practices for implementing the EnerGov solution, the City will enter into a separate licensing agreement with BlueBeam for electronic plan review, within the City Manager's authority, which will integrate with EnerGov. This software is required for plan review to occur within EnerGov and improves workflow, routing, plan review markup, commenting and the ability to reduce paper-based workflows. With the City's need to respond to changing requirements due to Shelter in Place and a growing need to conduct electronic plan reviews, the City has started to use BlueBeam and allocated additional storage for the electronic plans to be used while implementing EnerGov. All records will be migrated into EnerGov as part of the implementation.

Moving from a home-grown, highly customized system to an enterprise, cloud-based system is a resource intensive and complex effort. This implementation effort will significantly impact City staff in Community Development. The City will be hiring a mix of term limited, casual and contract staff as

augmentation and backfill for regular day-to-day responsibilities within the departments of Community Development and Information Technology. To ensure successful implementation, including organizational change, required project staff must remain dedicated to the project. Funding for backfill staff and project management has been included in the budget for the project.

FISCAL IMPACT

Funding for implementation and operating costs are provided in Project 832270 for the full twenty-year financial plan. The funding was provided to the Technology and Communication Services Internal Service Fund through contributions from the Development Enterprise Fund. The replacement schedule for SaaS solutions is on a ten-year cycle. Replacement funds have not been budgeted and will be considered for funding from the Development Enterprise Fund during the FY 2021/22 budget process.

PUBLIC CONTACT

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

RECOMMENDATION

Take the following actions:

- Award a five-year contract in substantially the same form as Attachment 1 to the report in the amount not to exceed \$2,583,745 to Tyler Technologies Inc.;
- Authorize the City Manager to execute the contract when all necessary conditions have been met;
- Approve a 10% contingency for the implementation services in the amount of \$110,174; and
- Delegate the authority to the City Manager to renew the licensing contract for four additional one-year periods within budgeted amounts, provided services and pricing remain acceptable to the City.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Kathleen Boutte Foster, Chief Information Officer

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Licensed Software, Services and Maintenance Agreement

**DRAFT AGREEMENT FOR LICENSED SOFTWARE, SERVICES, AND
MAINTENANCE**

City of Sunnyvale, California

This AGREEMENT, dated _____, 2020 is made by and between the **City of Sunnyvale**, a political subdivision of the State of California (herein "City"), and Tyler Technologies, Inc. (herein "Tyler"), wherein Tyler agrees to provide the software and services commonly known as EnerGov. As described in the Schedules comprising this Agreement, Tyler will successfully implement EnerGov consisting of all system modules and capabilities necessary to meet the City's requirements as defined in the System Feature List presented in Schedule F.

This AGREEMENT, including the following Schedules, constitutes the entire understanding and agreement between the Parties. This AGREEMENT may not be modified, supplemented or amended, in any manner, except by written agreement signed by both parties.

SCHEDULE A: General Terms and Conditions

SCHEDULE B: SaaS Agreement

SCHEDULE C: Professional Services and Third Party Products Agreement

SCHEDULE D: Scope of Professional Services (Statement of Work)

SCHEDULE E: Invoicing and Payment Policy

SCHEDULE F: Associated Exhibits

F-1: Investment Summary

F-2: Business Travel Policy

F-3: MyGovPay/Virtual Pay EULA

F-4: Socrata Terms and Conditions

F-5: Attachment 1 – Use Case, Functional, Technical, and Reporting Requirements

[SIGNATURE BLOCK ON FOLLOWING PAGE]

TYLER TECHNOLOGIES, INC.

CITY OF SUNNYVALE:

Name:
Title:

City Manager

Name:
Title:

Attest: _____
City Clerk

Approved as to Form:

City Attorney

SCHEDULE A: GENERAL TERMS AND CONDITIONS

1. Definitions

- 1.1 *Agreement* – This Agreement, all schedules and exhibits thereto, and any and all subsequent duly executed amendments thereto.
- 1.2 *Authorized Representative*: The person or persons authorized by City to work with Tyler to implement the Software, submit Software issues to Tyler to resolve, and authorize the Tyler to make changes to the list of Users who can use the Software.
- 1.3 *Business Travel Policy*. Tyler's business travel policy. A copy of Tyler's current Business Travel Policy is attached as Schedule F-2
- 1.4 *Compliance Update*: A change made to the Software to reflect a mandated change in the applicable law.
- 1.5 *Confidential Information* – Copyrights, Trade Secrets, Technical Information, Technology, and any and all other confidential and/or proprietary information provided by one Person ("Discloser") to another Person ("Recipient") pursuant to this Agreement or otherwise, relating to, among other items, the research, development, products, processes, business plans, customers, finances, suppliers, and personnel data of or related to the business of Discloser, including, without limitation, the Software and all Documentation. Confidential Information shall also include all "non-public personal information" as defined in Title V of the Gramm-Leach-Bliley Act (15 U.S. C. Section 6801, et seq.) and the implementing regulations thereunder (collectively, the "GLB Act"), as the same may be amended from time to time. Confidential Information does not include any information: (1) Recipient knew before Discloser provided it; (2) which has become publicly known through no wrongful act of Recipient; (3) which Recipient developed independently, as evidenced by appropriate documentation; or, (4) of which Recipient becomes aware from any third Person not bound by non-disclosure obligations to Discloser and with the lawful right to disclose such information to Recipient. Notwithstanding the foregoing, specific information will not be deemed to be within the foregoing exceptions merely because it is contained within more general information otherwise subject to such exceptions.
- 1.6 *Copyrights* – copyrighted and copyrightable materials, whether or not registered, published, or containing a copyright notice, in any and all media, and further including, without limitation, any and all moral rights and corresponding rights under international agreements and conventions, all Derivatives thereof, and any and all applications for registrations, registrations, and/or renewals of any of the foregoing.
- 1.7 *Customization*: Any improvement, derivation, extension or other change to the Software made by Tyler at the request of the City, including any that result from the joint efforts or collaboration of Tyler and City. Tyler may, from time to time, incorporate Customizations into the Software as "Enhancements."
- 1.8 *Data*: Your data necessary to utilize the Tyler Software.
- 1.9 *Data Storage Capacity*: The contract amount of storage capacity for your Data identified in the Investment Summary.
- 1.10 *Database Software*: Relational database management systems (RDMS), such as Microsoft SQL Server, Oracle, or similar Third-Party Software that is utilized by the Software to store City data on a storage system or sub-system as part of the operation of the Software.
- 1.11 *Defect*: Means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in Tyler's written proposal to the City, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- 1.12 *Defined Users*: Means the number of users that are authorized to use the SaaS Services. The

Defined Users for the Agreement are as identified in the Investment Summary.

- 1.13 *Deliverables*: Those components, milestones, and/or materials, including, without limitation, the Software, Documentation, Maintenance Modifications, and Enhancements to be completed by one Party and delivered or otherwise provided to the other Party in accordance with the terms of this Agreement and/or an effective Maintenance Agreement. Deliverables can mean either Deliverables required from Tyler ("Tyler Deliverables") or Deliverables required from City ("City Deliverables").
- 1.14 *Derivatives*: any and all adaptations, enhancements, improvements, modifications, revisions, or translations, whether to Intellectual Property or otherwise.
- 1.15 *Disaster*: a condition, upon mutual determination by the parties that the primary datacenter is no longer able to be used. This declaration could be based on physical (flood, fire, etc.) or technical (virus, software failure within the infrastructure, etc.) conditions.
- 1.16 *Documentation*: any online or written documentation related to the use or functionality of the Tyler Software that Tyler provides or otherwise makes available to City, including instructions, user guides, manuals, and other training or self-help documentation, all of which may be made available to City by either hard copy or electronic delivery.
- 1.17 *Effective Date*: the date by which both Tyler and the City's authorized representatives have signed the Agreement.
- 1.18 *End User*: Any employee(s), affiliate(s), agent(s), or representative(s) of the City, or any other person under the direction or control of the City that uses the Software to perform certain functions or tasks as required by the City.
- 1.19 *Enhancement*: A change or addition, other than maintenance modifications, to Software and related Documentation, including, without limitation, all new releases, that improve functions, add new functions, or significantly improve performance by changes in system design or coding; *provided, however*, that Enhancements do not include any New Product. Modification is defined as a feature requested by the City that requires Tyler to go into the source code of the Tyler application to make a change.
- 1.20 *Implementation Plan*: That deliverable, provided by Tyler, that includes the specific tasks and deliverables required for the implementation of the identified work, and the specific dates for completion thereof.
- 1.21 *Intellectual Property*: Trade Secrets, Copyrights, Derivatives, Documentation, Patents, Software, Technical Information, Technology, and any and all proprietary rights relating to any of the foregoing.
- 1.22 *Invoicing and Payment Policy*: the invoicing and payment policy set forth in Schedule E below.
- 1.23 *Investment Summary*: the agreed upon cost proposal for the products and services attached as Exhibit F-1.
- 1.24 *New Product* – any change or addition to Software and/or related Documentation that: (1) has a value or utility separate from the use of the Software and Documentation; (2) as a practical matter, may be priced and offered separately from the Software and Documentation; and, (3) is not made available to Tyler's licensees generally without separate charge.
- 1.25 *Party*: Either Tyler or City, and "Parties" means both of the same.
- 1.26 *Patents*: All patentable materials, letters patent, and utility models, including, without limitation, all reissues, continuations, continuations-in-part, renewals, Derivatives, and extensions of any of the foregoing and all applications therefor (and patents which may issue on all such applications).
- 1.27 *Professional Services*: Any Installation, Customization, Training, Consulting, Support Service(s), and other similar service(s) performed by Tyler under the terms of this Agreement.
- 1.28 *Project Management*: The process of planning, scheduling, and controlling certain activities in order to meet project objectives.

- 1.29 *SaaS Fees*: means the fees for the SaaS Services identified in the Investment Summary.
- 1.30 *SaaS Services*: Software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of the Client's operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- 1.31 *SLA*: The service level agreement set forth in Schedule B.
- 1.32 *Specifications*: The functional, operational, and performance characteristics of the Licensed Software as described in Tyler's current published product descriptions and technical manuals.
- 1.33 *Statement of Work*: the industry standard implementation plan describing how Tyler's professional services will be provided to implement the Tyler Software, and outlining City's and Tyler's roles and responsibilities in connection with that implementation. The Statement of Work is set forth in Schedule D.
- 1.34 *Support Call Process*: the support call process applicable to all Tyler customers who have obtained the SaaS Services. The Support Call Process is set forth in Schedule B.
- 1.35 *Third Party Terms*: The end user license agreement(s) or similar terms for the Third Party Software, as applicable, attached as exhibits to Schedule F.
- 1.36 *Third Party Software*: the third party software, if any, identified in the Investment Summary.
- 1.37 *Third Party Services*: The third party services, if any, identified in the Investment Summary..
- 1.38 *Trademarks* – trademarks, service marks, logos, trade names, and/or domain names including, without limitation, any and all common law and/or statutory rights therein and any and all applications to register and/or registrations therefor, anywhere within or outside of the Territory.
- 1.39 *Tyler Software* - means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- 1.40 *Users*: People who, in accordance with the terms of this Agreement, are authorized by City's Authorized Representatives to access the Software for purposes of performing data entry, analysis, or reporting, or for providing technical support and for whose actions the City agrees to be liable.

2. Notices

This Agreement shall be managed and administered on behalf of the respective parties by the individuals identified below. All invoices shall be submitted to and approved by the City's representative so identified. In addition to personal service, all notices may be given to City and to Tyler by first class mail addressed to said party and shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

Tyler Technologies
1 Tyler Drive
Yarmouth, Maine 04096
Contact Person:
Abigail Diaz
800-772-2260
Abigail.Diaz@tylertech.com

City of Sunnyvale
650 West Olive Avenue
Sunnyvale City, California 94086
Contact Person:
Hema Nekkanti
408-730-3045
hnekkanti@sunnyvale.ca.gov

3. Standard of Performance

Tyler represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, Tyler shall perform all such services in

accordance with the standards observed by a competent practitioner of the same profession in which Tyler is engaged. All products of whatsoever nature which Tyler delivers to City pursuant to this Agreement shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in Tyler's profession. Permits and/or licenses shall be obtained and maintained by Tyler without additional compensation. Tyler's personnel, when on the City's premises, shall comply with the City's regulations regarding security, safety and professional conduct.

4. Tyler as Independent

In providing services hereunder, Tyler, and the agents and employees thereof, shall act in an independent capacity and as an independent Tyler and not as agents or employees of City.

5. Indemnification

5.1 General

To the fullest extent provided by law, Tyler 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 Tyler, 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.

Tyler will indemnify and hold harmless City and City's agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. City must notify Tyler promptly in writing of the claim and give us sole control over its defense or settlement. Tyler agree to provide City with reasonable assistance, cooperation, and information in defending the claim at our expense.

5.2 Intellectual Property Infringement

- a. Tyler will defend City against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which Tyler consents). City must notify Tyler promptly in writing of the claim and give Tyler sole control over its defense or settlement. City agrees to provide Tyler with reasonable assistance, cooperation, and information in defending the claim at Tyler's expense.
- b. Tyler's obligations under this Section 5.2 will not apply to the extent the claim or adverse final judgment is based on City's use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or City's willful infringement.
- c. If Tyler receives information concerning an infringement or misappropriation claim related to the Tyler Software, Tyler may, at its expense, either: (a) procure for City the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case City will stop running the allegedly infringing Tyler Software immediately. Alternatively, Tyler may decide to litigate the claim to judgment, in which case City may continue to use the Tyler Software consistent with the terms of this Agreement.
- d. If an infringement or misappropriation claim is fully litigated and City's use of the Tyler

Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which Tyler consents), Tyler will, at its option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides the City's exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

6. Insurance

During the performance of this Agreement, Tyler shall maintain in full force and effect the following insurance coverages:

- 6.1 Commercial General Liability Insurance: Tyler shall promptly provide proof of such insurance evidenced by a certificate of insurance, which insurance shall include the following:
 - a. Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount of \$2,000,000 per occurrence and \$4,000,000 aggregate. Coverage limits may be satisfied with excess/umbrella policy. If excess/umbrella coverage is provided, the City of Sunnyvale must be named as Additional Insured on the excess / umbrella policy.
 - b. A provision that said insurance shall be primary for claims arising out of the contract and only as between Tyler and the City and other insurance maintained by the City shall be excess only and not contributing with Tyler's insurance; and
 - c. Tyler will provide City thirty (30) days written notice to City of any termination, cancellation, or non-renewal of such coverage.
- 6.2 Data Processing Errors and Omissions Insurance: Tyler shall maintain either a professional liability or errors & omissions policy in an amount of no less than \$1,000,000, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation to City.
- 6.3 Automobile Liability Insurance: For each vehicle used including non-owned and hired automobiles, Tyler shall promptly provide proof of such insurance evidenced by a certificate of, which insurance shall include the following provisions:
 - a. Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount of \$1,000,000.
 - b. A provision that said insurance shall be primary for claims arising out of the contract and only as between Tyler and City and other insurance maintained by the City shall be excess only and not contributing with Tyler's insurance; and,
 - c. Tyler will provide City thirty (30) days written notice to City of any termination, cancellation, or non-renewal of such coverage.
- 6.4 Worker's Compensation: Before commencing to utilize employees in providing Services under this Agreement, Tyler warrants that it will comply with the provisions of the California Labor Code, requiring Tyler to be insured for worker's compensation liability or to undertake a program of self-insurance therefor. Tyler shall maintain said policy or self-insurance as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to the City.
- 6.5 Cyber Liability: Tyler will provide Cyber Liability coverage of at least \$5,000,000.
- 6.6 Miscellaneous Insurance Provisions: All policies of insurance required by this Agreement shall remain in full force and effect throughout the life of this Agreement. At all times, Tyler shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be placed with insurers

with a current A.M. Best's rating of not less than A-:VII, unless otherwise acceptable to City. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Tyler shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Agreement. Failure to provide and maintain the insurance policies (including Best's ratings), or certificates of insurance required by this Agreement shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which City may elect to terminate this Agreement.

7. Ownership of Data

7.1 Tyler retains all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by Tyler under this Agreement. City does not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services. Data stores in Tyler's SaaS environment is owned by the CITY and CITY have the right to access the read-only version of data. Tyler shall not use City's data for any purpose except as necessary under this Agreement.

7.2 The Documentation is licensed to the City and may be used and copied by City employees for internal, non-commercial reference purposes only.

8. Assignment and Subcontracting

This Agreement shall be binding on, and shall be for the benefit of, either City's or Tyler's successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, City's consent is not required for an assignment by Tyler as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of Tyler's assets, except that City will receive reasonable notice prior to such assignment.

9. Confidentiality

The parties hereto acknowledge that information obtained about the other party pursuant to this Agreement may include confidential and proprietary information (hereinafter the "Confidential Information"). Each party agrees not to use Confidential information except in accordance with the terms of this Agreement or any other agreements between the parties, and not to disclose Confidential Information to any third parties without the prior written consent of the other party, except as required by law. The parties agree that the Confidential Information does not include any information which, at the time of disclosure, is generally known by the public. City shall make no attempt to reverse compile, disassemble, or otherwise reverse engineer the Software or any portion thereof. These obligations of confidentiality shall survive termination of this Agreement.

10. Warranty and Limitation of Liability

a. Warranty

Tyler warrants that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process, the SLA and our then current Support Call Process. Tyler warrants that it shall perform any services under this Agreement in a professional, workmanlike manner, consistent with industry standards. In the event Tyler provides services that do not conform to this warranty, Tyler will re-perform such services at not additional cost to you. Tyler's warranty related to Third Party Products is set forth in Section C, Part 2, #2. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TYLER HEREBY DISCLAIMS ALL OTHER WARRANTIES AND CONDITIONS, WEHTHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

b. Limitation of Liability

Except as otherwise expressly set forth in this agreement, Tyler liability for damages arising out of this agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to City's actual direct damages, not to exceed (a) during the initial term, as set forth in Section A.16, total fees paid as of the time of the claim; or (b) during any renewal term, the then-current annual SaaS fees payable in that renewal term. The parties acknowledge and agree that the prices set forth in this agreement are set in reliance upon this limitation of liability and to the maximum extent allowed under applicable law, the exclusion of certain damages, and each shall apply regardless of the failure of an essential purpose of any remedy. The foregoing limitation of liability shall not apply to claims that are subject to Tyler's indemnification obligations set forth above.

c. Exclusion of Damages

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11. Nondiscrimination and Compliance with Laws

In providing Services hereunder, Tyler agrees to comply with all applicable laws and regulations, including but not limited to those relating to nondiscrimination and civil rights. Tyler agrees to timely file all required reports, make required payroll deductions, and timely pay all taxes and premiums owed, including sales and use taxes and unemployment compensation and workers' compensation premiums. Tyler shall have and keep current at all times during the term of this contract all licenses and permits required by law.

12. Intellectual Property

Tyler retains all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by Tyler prior to or under this Agreement. City does not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

13. Conflict of Interest

Tyler covenants that Tyler presently has no interest and shall not knowingly acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Tyler further covenants that in the performance of this Agreement, no person having any such interest shall be knowingly employed by Tyler. This covenant shall not prohibit Tyler from offering the same or similar Software and Services to other entities.

14. Responsibilities of City

City shall provide all information reasonably necessary to Tyler in performing the Services provided herein. Tyler shall not be responsible for any delays caused by City's failure to provide information or failure to perform obligations. In its sole discretion, Tyler may choose to provide City with passes to Tyler conferences or training at no cost to City.

15. Technology Life Expectancy

City understands, acknowledges, and agrees that the technology upon which the Tyler Software and SaaS Services are based changes rapidly. City further acknowledges that Tyler will continue to improve the functionality and features of the Software to improve legal compliance, accuracy, functionality, and usability. Tyler and City may, from time to time, analyze the functionality of the Tyler Software and SaaS Services in response to changes to determine whether upgrades are

advised. Tyler shall, for the duration of the maintenance period covered by this Agreement, and at no additional cost to City beyond the annual SaaS Fees, maintain the Software to be compatible with Microsoft-supported operating systems and databases. City is solely responsible for all costs associated with such future resources and upgrades.

16. Term and Termination

16.1 The Term of this Agreement is five (5) years from the first day of the first month following the Effective Date, unless earlier terminated as set forth below. SaaS fees shall be invoiced annually in accordance with Schedule E. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS fees unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

16.2 Termination by City

- a. For Cause: City may, by thirty (30) days prior written notice to Tyler, terminate this Agreement in whole or in part at any time because of the failure of Tyler to fulfill the obligations hereunder. Upon receipt of notice, Tyler shall immediately discontinue all services affected (unless the notice directs otherwise). In the event of termination, City will pay Tyler for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than City termination for cause must have been submitted as invoice disputes in accordance with Section 17. .
- b. For Convenience: City may terminate this Agreement upon thirty (30) days written notice without cause. Upon receipt of such notice, Tyler shall promptly cease work and notify City as to the status of its performance. In the event of termination, City will pay Tyler for all undisputed fees and expenses related to the Tyler Software, SaaS Services, products, and/or services City has received, or Tyler has incurred or delivered, prior to the effective date of termination. Disputed fees and expenses must have been submitted as invoice disputes in accordance with Section 17.

16.3 Termination by Tyler

- a. For Nonpayment: Should City fail to pay Tyler all or any part of the payment set forth in Schedule E, Tyler may, at Tyler's option, immediately suspend or discontinue the SaaS Services. If such failure is not remedied by City within forty-five (45) days of written notice to City of such late payment, Tyler may terminate the Agreement.
- b. For Cause: Should City default in the performance of this Agreement or materially breach any of its provisions, Tyler, at Tyler's sole option, may terminate this Agreement upon thirty (30) days written notice.

16.4 Disentanglement: In the event of any termination, City and Tyler 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 Tyler on a time and materials basis at Tyler's then-current rates. Tyler, in the event of any termination, Tyler shall deliver City Data in a SQL or other commercially reasonable form to City and assist and cooperate with necessary transition tasks including providing access to City data in accessible formats, at no additional cost.

16.5 Return, Transfer and Removal of Data and other Assets

- a. Upon termination of this Agreement, Tyler shall return to City all City-furnished assets in Tyler's possession.
- b. Upon termination of this Agreement, Tyler shall ensure that any and all of City's data maintained by Tyler is extracted in a commercially recognized format acceptable to City prior to the termination date or the completion of the Disentanglement period,

whichever is later, and that said data is securely transmitted to City or City's designee. The Tyler will deliver a complete copy of Client Data in Tyler's format and in a platform-agnostic format mutually agreed upon within thirty (30) days of a written request.

- 16.6 Business Continuity in the Event of Default: Tyler shall put mechanisms in place to ensure the continued and uninterrupted operation of the software in case of default. An Event of Default shall be deemed to have occurred if Tyler:
- a. Ceases to market or make available maintenance or support services for the software during a period in which the City is entitled to receive or to purchase, or is receiving or purchasing, such maintenance and support, and the Tyler has not promptly cured such failure.
 - b. Becomes insolvent, executes an assignment for the benefit of creditors, or becomes subject to bankruptcy or receivership proceedings.
 - c. Ceases business operations generally.
 - d. Has transferred all or substantially all of its assets or obligations set forth in this Agreement to a third party which has not assumed all of the obligations of the Tyler set forth in this Agreement.
- 16.7 Effect of Termination: Tyler shall cooperate with City to ensure a smooth transition at the time of termination of this Agreement, regardless of the nature or timing of the termination. Tyler shall cooperate with City to ensure that any and all of City's data is extracted in a commercially recognized format acceptable to City prior to the termination date, and that said data is securely transmitted to City. Obligations and rights in connection with this Agreement which by their nature would continue beyond the termination of this Agreement, including without limitation, Section 11 of this Schedule A, shall survive termination of this Agreement.

17. Informal Dispute Resolution

If a dispute, controversy, or claim arises between the parties relating to this Agreement, the parties shall promptly notify one another of the dispute in writing. Each party shall promptly designate a representative to resolve the dispute. The representatives shall meet within ten (10) business days following the first receipt by a party of such written notice and shall attempt to resolve the dispute within fifteen (15) business days.

18. Compliance with Public Records Law

Tyler understands that, except for disclosures prohibited in Section 9, Confidentiality, City must disclose to the public upon request any records it receives from Tyler. Tyler further understands that any records that are obtained or generated by Tyler under this contract, except for records that are confidential under Section 9, Confidentiality, may, under certain circumstances, be open to the public upon request under the California open records law. Tyler agrees to contact City immediately upon receiving a request for information under the open records law and to comply with City's instructions on how to respond to the request. City agrees to contact Tyler immediately upon receiving a request for information under open records law that may require disclosure of Tyler's information.

19. Books of Record and Audit Provision

Tyler shall maintain complete records relating to this Agreement for a period of five (5) years from the completion of Services hereunder. Said records shall be maintained in sufficient detail to establish the accuracy of charges for services provided and corresponding calculations of any sales tax payable.

Tyler shall permit City to audit said records as well as such related records of any business entity controlled by Tyler, at City's expense. Said audit may be conducted on Tyler's premises or at a location designated by City, upon fifteen (15) days notice.

20. Taxes

With the exception of sales or use taxes which may be levied by the State of California for software

or related materials, City shall not be responsible for paying any taxes on Tyler's behalf, and should City be required to do so by state, federal, or local taxing agencies, Tyler agrees to promptly reimburse City for the full value of such paid taxes plus interest and penalty, if any. Similarly, Tyler shall not be responsible for paying any taxes on City's behalf, and should Tyler be required to do so by state, federal, or local taxing agencies, City agrees to promptly reimburse Tyler for the full value of such paid taxes plus interest and penalty, if any (The fees set forth in Schedule E do not include any amounts for sales taxes, as it is anticipated that all software and related materials will be provided by Tyler by electronic delivery.)

21. Jurisdiction and Venue

This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in the state or federal courts serving the County of Santa Clara.

22. Compliance with Applicable Laws

The Tyler shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations applicable to its performance under the Agreement.

23. Authority

All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated an on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Tyler hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which Tyler is obligated, which breach would have a material effect hereon.

24. Expert Witness

Not Applicable.

25. Section Headings

The headings of the several sections of this Schedule A and other Sections which comprise this Agreement, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

26. Severability

If any one or more of the provisions of this Agreement shall for any reason be held to be invalid or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

27. Amendment and Waivers

Any term or provision of this Agreement may be amended, and the observance of any term of this Agreement may be waived (either generally or in a particular instance and either retroactively or prospectively) only by a writing signed by the Party to be bound thereby. The waiver by a Party of any breach hereof or default hereunder shall not be deemed to constitute a waiver of any other breach or default. The failure of any Party to enforce any provision hereof shall not be construed as or constitute a waiver of the right of such Party thereafter to enforce such provision.

28. Force Majeure

Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile action, or catastrophic natural event. Should there be such an occurrence that impacts the ability of either party to perform their responsibilities under this Agreement, the nonperforming party shall give immediate written notice

to the other party to explain the cause and probable duration of any such nonperformance.

29. Publicity

City authorizes Tyler to use City's name in its list of customers. The parties agree that either party or both may issue a mutually acceptable news release regarding City's use of the applicable Software and Support Services. Each party's approval of such news release will not be unreasonably withheld or delayed. Once a press release has been issued, Tyler may publicly refer to City (by name only) as being a customer of Tyler, and only in relation to this Agreement except as otherwise authorized by City.

30. Dispute Resolution

Each party agrees to provide the other with written notice within thirty (30) days of becoming aware of a dispute. Both parties agree to cooperate in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with the other party's appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. Unless subject to disclosure under the California Public Records Act (Government Code Section 6250 et. seq.), all meetings and discussions between senior representatives will, if and only to the extent permitted by applicable law, be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If both parties fail to resolve the dispute, either party may assert their respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent either party from seeking necessary injunctive relief during the dispute resolution procedures.

SCHEDULE B—SaaS AGREEMENT

Part 1: SaaS Terms and Conditions

1. **Rights Granted.** Tyler grants to City the non-exclusive, non-assignable limited right to use the SaaS Services solely for City's internal business purposes for the number of Defined Users only. The Tyler Software will be made available to the City according to the terms of the SLA. The City acknowledges that Tyler has no delivery obligations and Tyler will not ship copies of the Tyler Software as part of the SaaS Services. City may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(8).
2. **SaaS Fees.** City agrees to pay Tyler the SaaS Fees. Those amounts are payable in accordance with CITY Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. City may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event City regularly and/or meaningfully exceeds the Defined Users or Data Storage Capacity, Tyler reserves the right to charge City additional fees commensurate with the overage(s).
3. **Ownership.**
 - 3.1 Tyler retains all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by Tyler under this Agreement. City does not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
 - 3.2 The Documentation is licensed to City and may be used and copied by City employees for internal, non-commercial reference purposes only.
 - 3.3 City retains all ownership and intellectual property rights to the Data.

- 3.4 Tyler will deliver a complete copy of the Client SQL database then residing in Tyler's hosted environment within thirty (30) days of a written request and, without request, upon expiration or termination of this Agreement. Alternatively, at the agreement of both parties, copies of the Data in ASCII or a different, mutually agreed upon format will be provided, at no additional cost. Upon termination or expiration of this Agreement, Tyler shall promptly make all Client Data available to Client in ASCII or other such format as may be mutually agreed upon no later than sixty (60) days prior to the date of expiration or termination, as applicable, (provided at least 10 days advance notice by Client).
4. Restrictions. City may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the Tyler Software or SaaS Services; (c) access or use the Tyler Software or SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to Tyler; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. SaaS Services.
- 5.1 Tyler's SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 18. Tyler has attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as City are timely paying for SaaS Services. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), Tyler will provide City with a summary of its compliance report(s) or the equivalent. Every year thereafter, for so long as the NDA is in effect and in which City make a written request, Tyler will provide that same information.
- 5.2 City will be hosted on shared hardware in a Tyler data center, but in a database dedicated to City, which is inaccessible to Tyler's other customers.
- 5.3 Tyler has fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event any of City's Data has been lost or damaged due to an act or omission of Tyler or its subcontractors. or due to a defect in Tyler's software, Tyler will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which City's Data may be lost, measured in relation to a disaster Tyler declares, said declaration will not be unreasonably withheld.
- 5.4 In the event Tyler declares a disaster, Tyler's Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after Tyler declares a disaster, within which City's access to the Tyler Software must be restored.
- 5.5 Tyler conducts annual penetration testing of either the production network and/or web application to be performed. Tyler will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. Tyler will provide City with a written or electronic record of the actions taken by Tyler in the event that any unauthorized access to City's database(s) is detected as a result of Tyler's security protocols. Tyler will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at City's written request. City may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of Tyler's network and systems (hosted or otherwise) is prohibited without the prior written approval of TYLER IT Security Officer.

- 5.6 Tyler tests its disaster recovery plan on an annual basis. Tyler's standard test is not client-specific. Should City request a client-specific disaster recovery test, Tyler will work with City to schedule and execute such a test on a mutually agreeable schedule. At City's written request, we will provide test results to City within a commercially reasonable timeframe after receipt of the request.
- 5.7 Tyler will be responsible for importing back-up and verifying that City can log-in. City will be responsible for running reports and testing critical processes to verify the returned Data. At City's written request, Tyler will provide test results to City within a commercially reasonable timeframe after receipt of the request.
- 5.8 Tyler provides secure Data transmission paths between each of City's workstations and Tyler's servers.
- 5.9 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 5.10 Where applicable with respect to Tyler applications that take or process card payment data, Tyler is responsible for the security of cardholder data that it possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, Tyler complies with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. Tyler agrees to supply the current status of TYLER'S PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in Tyler's status, will comply with applicable notice requirements.
- 5.11 Tyler current backup schedule for a SaaS City's Data is to retain daily backups for thirty (30) days, weekly backups for five (5) weeks, monthly backups for thirteen (13) months, and yearly backups for ninety-nine (99) years. Tyler reserves the right to change its backup schedule provided such change is at least as frequent as industry standard. Tyler will make available to City a copy of City's database on a monthly basis via Tyler's SFTP (secure FTP) server for City to pull to City's local site. City, on rare occasion for specific purpose, may request, and Tyler will endeavor to provide, a copy of City's database then residing in Tyler's hosted environment.
- 5.12 In the event that Tyler becomes aware that the security of any City data or personal information (PII) has been compromised, or that such City data or personal information has been or is reasonably expected to be subject to a use or disclosure not authorized by this Agreement (an "Information Security Incident"), Tyler shall: (i) promptly (and in any event within 24 hours of becoming aware of such information Security Incident), notify City, in writing, of the occurrence of such Information Security Incident; (ii) investigate such Information Security Incident and conduct a reasonable analysis of the cause(s) of such Information Security Incident; (iii) provide periodic updates of any ongoing investigation to City; (iv) develop and implement an appropriate plan to remediate the cause of such Information Security Incident to the extent such cause is within Tyler's control; and (v) cooperate with City's reasonable investigation or City's efforts to comply with any notification or other regulatory requirements applicable to such Information Security Incident.
- 6 For so long as City timely pays City's SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, Tyler will:
- 6.1 perform its maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version);
- 6.2 provide telephone support during our established support hours;
- 6.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party

Software, if any, in order to provide maintenance and support services;

6.4 make available to City all major and minor releases to the Tyler Software (including updates and enhancements) that Tyler makes generally available without additional charge to customers who have a maintenance and support agreement in effect; and

6.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with Tyler's then-current release life cycle policy.

Tyler will use all reasonable efforts to perform support services remotely. Currently, Tyler uses a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, City agrees to maintain a high-speed internet connection capable of connecting Tyler to City's PCs and server(s). City agrees to provide Tyler with a login account and local administrative privileges as Tyler may reasonably require to perform remote services. Tyler will, at its option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If Tyler cannot resolve a support issue remotely, Tyler may be required to provide onsite services. In such event, Tyler will be responsible for its travel expenses, unless it is mutually determined that the reason onsite support was required was a reason outside Tyler's control. If the parties dispute as to whether the reason onsite support was required, the dispute shall be referred to the dispute resolution process of this Agreement. Either way, City agrees to provide Tyler with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for Tyler to provide the maintenance and support services, all at no charge to Tyler. Tyler strongly recommends that City also maintain City's VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in Tyler's then-current Support Call Process. Requested services such as those outlined in this section will be billed to City on a time and materials basis at Tyler's then current rates. City must request those services with at least one (1) weeks' advance notice.

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Part 2: Service Level Agreement

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to City to ensure the availability of the application services that City have requested the Tyler to provide. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Attainment: The percentage of time the Tyler Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

City Error Incident: Any service unavailability resulting from City's applications, content or equipment, or the acts or omissions of any of City's service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during which the Tyler Software is not available for City's use. Downtime does not include those instances in which only a Defect is present.

Service Availability: The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, City Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of the Tyler Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

- "Downtime" means the time in which any service listed above is not capable of being accessed or used by the City, as monitored by Tyler.
- "Quarterly Uptime Percentage" means the total number of minutes in a calendar quarter minus the number of minutes of Downtime suffered in a calendar quarter, divided by the total number of minutes in a calendar quarter.
- "Exclusion from Downtime" The following are not counted as Downtime for the purpose of calculating Quarterly Uptime Percentage:
 - Service unavailability caused by scheduled maintenance of the platform used to provide the applicable service (Service Provider will provide seven days' advance notice of service-affecting scheduled maintenance); or

Service unavailability caused by events outside of the direct control of Service Provider or its subcontractor(s), including any force majeure event, the failure or unavailability of Customer's systems, the Internet, and the failure of any other technology or equipment used to connect to or access the service.a.

City's Responsibilities

Whenever City experience Downtime, City must make a support call according to the procedures outlined in the Support Call Process. City will receive a support incident number.

City must document, in writing, all Downtime that City have experienced during a calendar quarter. City must deliver such documentation to the Tyler within 30 days of a quarter's end.

The documentation City provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Tyler Responsibilities

When Tyler support team receives a call from City that Downtime has occurred or is occurring, Tyler will work with City to identify the cause of the Downtime (including whether it may be the result of a City Error Incident or Force Majeure). Tyler will also work with City to resume normal operations.

Upon timely receipt of City's Downtime report, Tyler will compare that report to Tyler's own outage logs and support tickets to confirm that Downtime for which Tyler was responsible indeed occurred. In the event the parties do not reach agreement as to the Downtime actually experienced, the parties will refer the dispute to the Dispute Resolution Process of this Agreement.

Tyler will respond to City's Downtime report within 15 business day(s) of receipt. To the extent Tyler have confirmed Downtime for which Tyler are responsible, Tyler will provide the City with the relief set forth below.

c. City Relief

When a Service Availability goal is not met due to confirmed Downtime, Tyler will provide the City with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the City Relief Schedule below.

The total credits confirmed by the Tyler in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve the Tyler of Tyler obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, Tyler will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following City relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	99.00-99.99%	Remedial action will be taken.
100%	97.00-98.99%	5% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<97%%	10% credit of fee for affected calendar quarter will be posted to next billing cycle

City may request a report from the Tyler that documents the preceding quarter's Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. **Applicability**

The commitments set forth in this SLA do not apply during maintenance windows, City Error Incidents, and Force Majeure.

Tyler perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, Tyler will provide advance notice of those windows and will coordinate to the greatest extent possible with City.

V. **Force Majeure**

City will not hold the Tyler responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, Tyler will file with the City a signed request that said failure be excused. That writing will at least include the essential details and circumstances

supporting Tyler request for relief pursuant to this Section. The City will not unreasonably withhold its acceptance of such a request.

Service Level Agreement

- 7.1 Tyler will maintain a website accessible by City, which contains information concerning the Software and Support Services, including access to a service request system.
- 7.2 Tyler will respond to City requests for software support services regarding the licensed software in accordance with the procedures identified below. In each case, City may describe and submit notice of the support need by telephone, facsimile or electronic mail.
- 7.3 All Tyler staff assigned to provide services to City will be appropriately qualified by education, training and experience to deliver those services, and will be familiar with the functional capabilities of the Software.

Staffing:

Coordination of Resources . Tyler will work with City to assess and meet staffing and resource needs for the 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.

- 7.4 Telephone Support includes: (i) remote diagnostics; (ii) service desk and dispatch; (iii) question and answer consulting; and, (iv) non-chargeable user error remedies. Tyler shall provide a toll-free maintenance telephone number. Remote diagnostics equipment is required at City's location for remote support, which equipment is to be obtained by City at its sole expense.

Tyler shall provide City with telephone support services for Software from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday excluding pre-defined holidays.

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Part 3: Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the

Tyler Technologies website.

- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Issue Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler's website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client's needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of Data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted Data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler's responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology's software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.

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SCHEDULE C— Services and Third Party Products Agreement

Part 1: Professional Services

1. Other Professional Services. Tyler will provide City the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. City agrees to pay Tyler the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with the Invoicing and Payment Policy. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours. The Investment Summary contains the total costs for Professional Services required to implement the Statement of Work. The services in the Investment Summary are reasonably sufficient to deliver the mutually agreed scope of the project as documented in this Agreement. If the services in the Investment Summary are not reasonably sufficient to deliver such scope of the project through no fault of Client, Tyler will perform such services as are reasonably necessary to complete the mutually agreed scope without additional cost to Client.
3. Cancellation. If travel is required, Tyler will make all reasonable efforts to schedule travel for its personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if City cancels services less than two (2) weeks in advance (other than for Force Majeure or breach by Tyler), City will be liable for all (a) non-refundable expenses incurred by Tyler on City's behalf, and (b) daily fees associated with cancelled professional services if Tyler is unable to reassign our personnel. Tyler will make all reasonable efforts to reassign personnel in the event City cancel within two (2) weeks of scheduled commitments.
4. Site Access and Requirements. At no cost to Tyler, City agree to provide Tyler with full and free access to City's personnel, facilities, and equipment as may be reasonably necessary for Tyler to provide implementation services, subject to any reasonable security protocols or other written policies provided to Tyler as of the Effective Date, and thereafter as mutually agreed to by City and Tyler.
5. Background Checks. For at least the past twelve (12) years, all of Tyler's employees have undergone criminal background checks prior to hire. All employees sign Tyler's confidentiality agreement and security policies.
6. Client Assistance. City acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of City's personnel. City agree to use all reasonable efforts to cooperate with and assist Tyler as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with Tyler to schedule the implementation-related services outlined in this Agreement. Tyler will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by City's personnel to provide such cooperation and assistance (either through action or omission).

Part 2: Third Party Products

1. Third Party Hardware. Tyler will sell, deliver, and install onsite the Third Party Hardware, if City has purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with the Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, City will receive access to the Third Party Software

and related documentation for internal business purposes only. City's rights to the Third Party Software will be governed by the Third Party Terms.

3. Third Party Products Warranties.

3.1 Tyler is authorized by each Developer to grant access to the Third Party Software.

3.2 The Third Party Hardware will be new and unused, and upon payment in full, City will receive free and clear title to the Third Party Hardware.

3.3 City acknowledges that Tyler is not the manufacturer of the Third Party Products. Tyler does not warrant or guarantee the performance of the Third Party Products. However, Tyler grants and passes through to City any warranty that it may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If City have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

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SCHEDULE D —SCOPE OF PROFESSIONAL SERVICES

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1 Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer City of Sunnyvale the opportunity to make the City more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the City's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

[PRODUCT]	[APPLICATION]
EnerGov	Community Development
EnerGov	Business Management
Socrata EnerGov	Socrata Citizen Connect
Tyler	Tyler 311
EnerGov	SDKs and APIs
EnerGov	Citizen Self Service LRM and PLM
EnerGov	eReviews
EnerGov	Intelligent Automation Agent
EnerGov	Intelligent Objects
EnerGov	MyGovPay
EnerGov	Report Toolkit
EnerGov	iG Workforce
Tyler	Tyler Content Manager – EnerGov Attachments
Tyler	GIS Integration

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City's complexity, and organizational needs.

1.5 Project Criteria for Success

- Ensure the needs of the City are thoroughly defined, documented, and understood by the Tyler implementation staff
- Business process reengineering takes place, as appropriate, during the appropriate project phase(s)
- Tyler has a clear understanding of what the City intends to accomplish with its replacement land management solution
- Qualified and experienced consulting staff with adequate Tyler product knowledge and public sector business process experience will be available during the Assess & Define Stage and other critical operational activities, as scheduled
- Tyler and the City will work jointly to achieve buy-in from all departments on the process and practices to manage the business system
- Tyler and the City will work jointly to achieve system ownership by the departments on the selected system
- Tyler and the City provides adequate resources to implement the new system
- Tyler and the City will work jointly to ensure users are sufficiently trained so they can effectively use the system
- Ensure a robust user help system is in place to provide quality, timely help to trained users and to provide training to new employees and users
- Successful conversion of legacy data for historical access

2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The identified roles and responsibilities below illustrate an overall team perspective where Tyler and the City collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority or agree on the best approach to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City steering committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors will serve as the final escalation point.

2.1 Client Governance

Depending on the City's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 City Project Manager

The City's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The City project manager(s) will be responsible for reporting to the City Steering Committee and determining appropriate escalation points.

2.1.2 City Steering Committee

The City Steering Committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the City project manager(s) and the Project and through participation in regular internal meetings, the City Steering Committee remains updated on all project progress, project decisions, and achievement of project milestones. The City Steering Committee also provides support to the City project manager(s) by communicating the importance of the Project to all impacted departments. The City Steering Committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The City Steering Committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the Project Manager level as part of the escalation process
- Attends all scheduled City Steering Committee meetings
- Provides support for the Project team
- Assists with communicating key Project messages throughout the organization
- Prioritizes the Project within the organization
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources
- Monitors Project progress including progress towards agreed upon goals and objectives
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City Policies

2.1.3 Project Sponsor(s)

The City's project sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The project sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The project sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

- Provides clear direction for the Project and how it applies to the organization's overall strategy
- Champions the Project at the executive level to secure buy-in
- Authorizes required Project Resources
- Resolves all decisions and/or issues not resolved at the City Steering Committee level as part of the escalation process
- Actively participates in Organizational Change Communications

2.2 Tyler Governance

2.2.1 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the City. As requested by the City, the Tyler project manager(s) provide regular updates to the City's steering committee and other Tyler governance members.

2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the City management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. The City acceptance periods will be incorporated into the Tyler Project Plan. All deliverables to be accepted with the associated Control Point will be defined in the Tyler Project Plan. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The City shall have fifteen (15) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the City does not provide acceptance or acknowledgement within fifteen (15) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City does not agree the particular Deliverable or Control Point meets requirements, the City shall notify Tyler project manager(s), in writing, with reasoning within fifteen (15) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City shall then have fifteen (15) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City does not provide acceptance or acknowledgement within fifteen (15) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- The process set forth in paragraphs above shall continue until all issues have been addressed and the Deliverable or Control Point is accepted by the City.

2.3.1 Acceptance Requirements/Notes

- All control points and associated review periods will be tracked on the project plan
- All deliverables associated with control points will be identified and tracked on the project plan
- The City project manager will have decision authority to approve/reject all project Control Points and Deliverables
- Any open issues shall be resolved or decisions made on appropriate plans within five (5) business days after the Control Point Acceptance review, or as mutually agreed upon between the parties, for resolution prior to advancing on in the project.
- Both Tyler and City recognize that failure to complete tasks and resolve open issues may have a negative impact on the project.
- For any tasks not yet complete, Tyler and/or City will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.

2.3.2 Escalation Procedure

It is in the best interest of both parties to resolve differences as early as possible to avoid conflicts that could pose risk to achieving expected project objectives and outcomes. In the event there is a conflict identified by members of the City or Tyler project teams, the conflict shall be immediately brought to the attention of both the Tyler Implementation Consultant and City Project Manager as early as possible. Each party shall ensure the other is made aware of any issue requiring attention.

Level #1: The Tyler Project Manager and City Project Manager document the issue in the project issue and risk logs. Both staff roles shall document their concerns and attempt to find a resolution that can be immediately instituted with the least impact to project resources (schedule/ scope, risk, and/or cost). If the issue is resolved to the satisfaction of both parties, it shall be documented in the project issue log as being resolved. If the issue cannot be resolved/ the parties shall escalate the matter to Tyler's Project Manager for immediate action.

Level #2: The Tyler Project Manager shall be notified of the concern by either the City Project Manager or Tyler Implementation Consultant. The Tyler Project Manager shall meet with the City Project Manager as soon as possible to address the concern. If the issue can be resolved to the satisfaction of both parties, the issue shall be determined resolved and its resolution documented in the project log. If the issue cannot be resolved the parties shall escalate the matter to the Tyler Executive Management.

Level #3: The City's Project Manager and/or City Executive Sponsor shall represent the concerns to the Tyler Executive Management. Both parties shall meet as soon as possible to address the concern. If both parties determine the issue can be resolved to the satisfaction of both parties, then it shall be determined resolved and its resolution documented in the project log. If the issue cannot be resolved, the parties shall escalate the matter to the Tyler Director of Implementation:

Level #4: The City's Project Manager and/or City Executive Sponsor shall represent the concerns to the Tyler Senior Director of Implementation. Both parties shall meet as soon as possible to address the concern. If both parties determine the issue can be resolved to the satisfaction of both parties/ then it shall be determined resolved and its resolution documented in the project log. If the issue cannot be resolved/the parties shall escalate the matter to the Tyler Vice-President of Implementation:

Level #5: The City's Executive Sponsor shall represent the concerns to the Tyler Vice-President of Implementation. Both parties shall meet as soon as possible to address the concern. If both parties determine the issue can be resolved to the satisfaction of both parties/ then it shall be determined resolved and its resolution documented in the project log. If the issue cannot be resolved, the parties shall follow the Dispute Resolution provisions as detailed in the License and Services Agreement. If a change order is necessary to resolve the concerns at any of the above Levels (1-5) it shall be managed according to the Change Order Process as detailed in Section 2.3.3 of this Statement of Work.

2.3.3 Change Order Process

If the City requires the performance of services that are not expected according to the Project Plan, or requires a change to the existing services represented in the Project Plan/ the City's Project Manager shall deliver to a Tyler Project Manager a change order form specifying the proposed work with sufficient detail to enable Tyler to evaluate it. Tyler, within ten (10) business days, or longer as may be mutually agreed between the parties following the date of receipt of such change order form, shall provide City with a written change order proposal valid up to 90 days that contains the following:

- Detailed description of resources (both Tyler and City) required to perform the change
- Specifications
- Implementation Plans
- Schedule for completion
- Acceptance criteria
- Impact on current milestones and payment terms
- Impact on project goals and objectives
- Price

The City shall notify Tyler in writing if the City elects to proceed with the change order proposal. **Tyler shall promptly outline a plan in the project schedule for performing the services described in the change order proposal upon Tyler's receipt of the City's written notice to proceed.**

All change order proposals shall be governed by the terms and conditions of the License and Services Agreement, including rates for services, unless mutually agreed in writing otherwise.

3 Overall Project Assumptions

3.1 Project, Resources and Scheduling

- Project activities will begin, as mutually agreed to, after the Agreement has been fully executed.
- The City has the ability to allocate additional internal resources if needed. The City also ensures the alignment of their budget and Scope expectations.
- The City and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and City provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler (project manager) provides a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the City project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- **Tyler Key Personnel have extensive EnerGov application and business process experience and provide recommendations based on industry standards and best practices.**
- City users complete prerequisites prior to applicable scheduled activities.
- **Tyler provides appropriate and reasonable timelines for any prerequisites completion, prior to applicable scheduled activities.**
- Tyler provides guidance for configuration and processing options available within the Tyler software. The City is responsible for making decisions based on the options available.
- Tyler provides guidance for configuration and processing options available and will communicate those particular options whereby the option is not widely used or adopted by the client base, unless completely irrelevant to City operations.

- In the event the City may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the City's responsibility to define, document, and implement.
- The City makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.
- Tyler will respond to information requests or problem resolution in a comprehensive and timely manner, in accordance with the Project Plan, if information requests and issue reporting has followed appropriate escalation paths.

3.2 Project Status Reports

- Tyler will prepare project status reports on a weekly basis throughout the project; including issues
- Project status reports are intended for the City Project Manager, but may be distributed to the City Project Sponsor(s), City Steering Committee, Tyler Executive Oversight and Tyler Regional Manager
- Project Status Reports contain the following components:
 - Summary of accomplishments
 - Status of key deliverables, control points, and milestones
 - Budget (Payment summary, upcoming invoices)
 - Upcoming tasks and schedule
 - Assist with Identification Issues/Risks (including issues/risk that may impact project goals)
 - Planned risk mitigation strategy
 - Summary of change requests.
- City will cooperate and provide information for inclusion on the status report in a timely manner
- The Status report will be delivered at least two (2) business days prior to any scheduled City Project Sponsor(s), Steering Committee, or Project Manager meeting at which the status report is being discussed

3.3 Data Conversion

- The City is readily able to produce the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s). **At the time the Legacy System data file is extracted, the City will produce reports and detail screen captures to reconcile the converted data in cooperation with the Tyler implementation team.**

- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The City understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- The City will grant Tyler access to the Legacy System to assist with understanding data relationships to improve the accuracy and quality of the converted data.
- During this process, the City may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the City to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.
- The City will requires four acceptance rounds prior to go-live.

3.4 Data Exchanges, Modifications, Forms and Reports

- The City ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.
- The City is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.
- Custom Reports for EnerGov will be addressed using the Report Development Package
- Modifying existing EnerGov Reports will be addressed using the Report Modification Packs
- All Energov standard reports are in Scope.
- All in scope standard reports (those designated with a “Y” or “Standard Report” in Tyler’s response to Exhibit X - Functional Requirements) will be met produced directly out of the software.

- Any changes or customizations to these standard delivered reports requested by City may result in a change order and additional cost, unless covered by the Agreement specifically for report customization.

3.5 Workflow

- All of the available workflow functionality in the licensed modules purchased by the City shall be considered as in scope.
- Tyler consultants will work with City resources to help identify, configure, and train on included workflow processes.

3.6 Hardware and Software

- Tyler will initially install the most current generally available version of the purchased Tyler software.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler project staff.
- The City's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the City does not meet minimum standards of Tyler's published specifications.

3.7 Environments and Databases

- Tyler SaaS hosting services will provide a minimum of three (3) software environments and three (3) databases for each software group in the Project. The environments will be production, train and test. Each environment will have a corresponding database named the same as the environments; production database, train database and test database.
- The train and test databases will be used by the City for reviewing the converted data, testing, and training.
- At Production Cutover the production database will be used for processing daily functions.

3.8 Education

- Throughout the Project lifecycle, the City provides a training room for Tyler staff to transfer knowledge to the City's resources, for both onsite and remote sessions. The City will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The City determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a

Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.

- The City provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a City provided projector, allowing all attendees the ability to actively engage in the training session.
- The City testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The City is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions or have been adequately trained by City staff in advance of performing UAT.

3.9 Testing

- The testing approach may vary depending on the product and/or module being implemented
- Tyler will provide sample test cases and test scripts.
- The City may decide to add testing activities not supported by Tyler, such as Stress Testing, writing detailed UAT Test Scripts, Live parallel processing
- Tyler supported Test activities include:
 - Configuration Validation – system design test of new process decisions with sample data (or combination of sample and basic master file data like vendor file)
 - Conversion Validation – iterative testing of conversion program accuracy, identification of acceptable discrepancies, system balancing
 - Forms Testing – validation of form layout, design, and accuracy; acceptance by bank (as applicable)
 - Process Testing – repeated testing of new processes to ensure correct configuration, data population integration, cross product interaction, cross module integration
 - Import/Export Testing – test of imports and exports to/from 3rd Party systems
 - Parallel Testing - pre-live parallel testing of all Tyler products, integrated Tyler products, and products with integrations Tyler supports to ensure full accuracy before Production Cutover
 - Custom Report Testing – validation of customized and modified reports
 - User Acceptance Testing – creation of a summary UAT Test Plan to guide the Client in high level testing steps

3.10 Assumption Mitigation

- In the event that any assumptions are not met or prove to be invalid the parties agree to work in good faith to mitigate any resulting issues.

4 Implementation Stages

4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.

Implementation schedule to be as follows:

Phase 1 – Development Review Process: Entitlement > Permitting > Construction > Acceptance
(Including Tyler Licensing)

Phase 2 - Code Enforcement

Phase 3 – Business Licensing



* - If included in project scope

4.2 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of City and Tyler Project management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. City participation in gathering information is critical. Tyler Project management teams present initial plans to stakeholder teams at Stage end.

4.2.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns Project Manager(s). Tyler provides the City with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. City participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with Sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the Client to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

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RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CITY											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Provide system hardware specifications			I					R	A			I						C		
Make hardware available for Installation			I					C				A						R		
Install system hardware, if applicable			I					C				A						R		
Complete system infrastructure audit			I					C				A						R		

4.2.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler Project Manager(s) deliver an Implementation Management Plan, which is mutually agreeable by City and Tyler.

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STAGE 1		Project/Phase Planning																			
		TYLER									CITY										
TASKS		Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Perform Project/Phase Planning			A	R								I	C	C			I				
Deliver implementation management plan			A	R									C	C	I						

4.2.3 Project Schedule

Client and Tyler will mutually develop an initial Project schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Develop initial Project schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

4.2.4 Stakeholder Presentation

City stakeholders join Tyler Project Management to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

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STAGE 1	Stakeholder Presentation																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Present overview of Project Deliverables, project schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

4.2.5 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.2.5.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
 - Objective: Update and deliver baseline management plans to reflect the approach to the City's Project.
 - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
 - Acceptance criteria: City reviews and acknowledges Implementation Management Plan
- Project Plan/Schedule
 - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
 - Scope: Task list, assignments and due dates: This includes all homework and other activities required of either the City Project Team or Tyler consultants will be included on the project plan.
 - Acceptance criteria: City acceptance of schedule based on City resource availability and Project budget and goals.

4.2.5.2 Initiate & Plan Stage Acceptance Criteria

- Reference Deliverable 1-1: Implementation Management Plan delivered, reviewed, and modified
- Project Plan/Schedule delivered; dates confirmed , activities reviewed, resources assigned (where possible)

Stakeholder Presentation complete

4.3 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current City business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring City collaboration. The City shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

4.3.1 Fundamentals Review

Fundamentals Review provides Business Process Owners and Subject Matter Experts an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

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STAGE 2	Fundamentals Review																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I									A	R		I				C	
Ensure all scheduled attendees are present			I	I							A	R	C		I					
Facilitate fundamentals review			A	R								I	I		I					

4.3.2 Change Management Discovery Analysis & Planning

Key analysis and assessment leveraging the tools based on The Learning Center and Prosci Research Institute that will assist the City Change Management Team Lead, City Project Manager and Project Management Team to design and execute the Change Management strategies that will support project success. A presentation of Analysis Results and Change Management Plan and Strategies to Organization Project Management, Project Sponsors, and City Change Management Team Lead to focus on the analysis findings as well as the benchmark strategies from Prosci Research.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Change Management Discovery Analysis & Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Change Management Team	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor(s)	City Executive Steering Committee	City Project Manager	Client Business Advisory Team Leads	Client Change Management Leads	Client Subject Matter Experts	Client Department Heads	City End Users	City Technical Advisory Leads	City Project Toolset Coordinator	City Upgrade Coordinator
Develop surveys for current project understanding			A	I	R							C	I	C	I					
Conduct onsite interviews			A	I	R							I	C	I	C					
Document Findings from Surveys			A	R								I	I	C	I					
Perform presentation of analysis findings			I	I							C	A	R	I	C	I				
Develop Change Management Plan			A	I	R							I	I	C	I					
Acceptance of Change Management Plan			I	I	C							A	I	R	I					
Development and Delivery of Executive Playbook			A		R							I	I	C	I					
Acceptance of Executive Playbook			I		C							A	I	R	I					
Execution of agreed upon change and communication strategies			I		C							A	I	R	I					

4.3.3 Current/Future State Analysis

City and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Provide Current/Future State analysis materials to the City, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan			I	I							C	A	R	I	C	I				
Record Future State decisions			A	R								I	C	I	C					

4.3.4 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the City's Legacy System Applications to the Tyler system. Tyler staff and the City work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

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STAGE 2	Data Conversion Planning & Mapping																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

4.3.5 Standard Interfaces (Standard 3rd Party Data Exchange Planning)

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler's responsibility to ensure the Tyler programs operate correctly. It is the City's responsibility to coordinate the third party's activities in providing, receiving, testing, and reporting data exchange requirements or issues in a timely manner.

The City and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 rd Party Data Exchange Planning																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
			A	R								C	I		I			C		
			I	C								A	C		C			R		
Review Standard or contracted Data Exchanges																				
Define or confirm needed Data Exchanges																				

4.3.6 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The City reviews the specifications and confirms they meet City's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a City business process change. It is the responsibility of the City to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for City approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the City will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Modification Analysis & Specification, if contracted																			
	TYLER								CITY											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Analyze contracted modified program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I			C		

4.3.7 Forms & Reports Planning

City and Tyler Project Manager(s) review Forms and Reporting needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either City-developed Reports or a newly discovered Modification that will require a Change Request.

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STAGE 2	Forms & Reports Planning																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I			I		

4.3.8 System Deployment

The Tyler Technical Services team installs Tyler Applications on the server (hosted) and ensures the platform operates as expected.

Network information (VPN) is sent to Client. A webinar is scheduled to review:

- Naming conventions
- Password policy
- Login process
- Admin tools
- Alternative ways to connect
- Support #'s for SaaS
- ID Configuration

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Tyler Internal Coordination & Planning																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Install contracted software on server	A		I					R				I						C		
Ensure platform operates as expected	A		I					R				I						C		

4.3.9 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.3.9.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
 - Objective: Gather and document information related to City business processes for current/future state analysis as it relates to Tyler approach/solution.
 - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
 - Acceptance criteria: City acceptance of completed Questionnaire based on thoroughness of capturing all City business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
 - Objective: Define data conversion approach and strategy
 - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
 - Acceptance criteria: Data conversion document(s) delivered to the City, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
 - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the City's needs
 - Scope: Design solution for Modification
 - Acceptance criteria: City accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements
- Completed Forms options and/or packages
 - Objective: Provide specifications for each City in Scope form, Report and output requirements
 - Scope: Complete Forms package(s) included in agreement and identify Reporting needs.
 - Acceptance criteria: Identify Forms choices and receive supporting documentation
- Installation checklist
 - Objective: Installation of purchased Tyler software
 - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the City is hosted.
 - Acceptance criteria: Tyler software is successfully installed and available to authorized users, City team members are trained on applicable system administration tasks.

4.3.9.2 Assess & Define Stage Acceptance Criteria

- Reference Deliverable 1-2: Tyler software is installed
- Reference Deliverable 2-1: Fundamentals review is complete

- Reference Deliverables 2-2 to 2-7: Current/Future state analysis completed; Questionnaires delivered and reviewed
- Reference Deliverable 2-8: Required Form information complete and provided to Tyler
- Reference Deliverable 2-9: Data conversion mapping and extractions completed and provided to Tyler
- Interface planning is complete

4.4 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the City's needs identified during the Assess and Define Stage, preparing the City for Final Testing and Training.

4.4.1 Configuration & Power User Training

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the City Subject Matter Experts to prepare them for the Validation of the software. The City collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

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STAGE 3	Configuration & Power User Training																			
	TYLER								CITY											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

4.4.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the City, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the City reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the City to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Write and run data conversion program against Client data		A	I	C	R													C		
Complete initial review of data errors		A	I	C	R							I	I					C		
Review data conversion and submit needed corrections			I	C	I							A	C		R			C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C			C		

4.4.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the City tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3rd Party Data Exchange Validation																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3 rd Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 rd party Data Exchange(s)			I	C								A	C	I	R			C		

4.4.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the City for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C			I		C
Test contracted modified program(s) in isolated database			I	C			C					A	C		R			C		
Report discrepancies between specification and delivered contracted modified program(s)			I	I			I					A	R		C			C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C			I		

4.4.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the City tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3		Forms & Reports Validation																																								
		TYLER								CITY																																
TASKS		Tyler Executive Manager		Tyler Implementation Manager		Tyler Project Manager		Tyler Implementation Consultant		Tyler Data Conversion Experts		Tyler Forms & Reports Experts		Tyler Modification Programmers		Tyler Technical Support		Tyler Sales		City Project Sponsor		City Steering Committee		City Project Manager		City Business Process Owners		City Change Management Leads		City Subject Matter Experts		City Department Heads		City End Users		City Technical Team		City Project Toolset Coordinator		City Upgrade Coordinator		
Standard Forms & Report Training																																										
Test Standard Forms & Reports																																										

4.4.6 Change Management Resistance and Procedural Communication Planning

Tyler team develops and utilizes plans and tools to mitigate potential user resistance to increase acceptance and adoption of new policies and procedures. **Utilization of management tools** for sustaining and reinforcing organizational change for the project. Plan to build awareness and understanding of the proposed changes so that any potential change management obstacles can be identified and addressed. Enables users to have an awareness of the changes prior to attending End User training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Change Management Resistance and Procedural Comm Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Change Management Team	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor(s)	City Executive Steering Committee	City Project Manager	Client Business Advisory Team Leads	Client Change Management Leads	Client Subject Matter Experts	Client Department Heads	City End Users	City Technical Advisory Leads	City Project Toolset Coordinator	City Upgrade Coordinator
Develop resistance management plan			A	I	R							C	I	C	I					
Review and Accept Resistance Management Plan			I	I	C							A	C	R	C					
Execute on agreed to Resistance Management Plan			I	I	C							A	I	R	I					
Develop Communications Plan based on key procedural changes			A	I	R							C	I	C	I					
Review and Accept Communications Plan			I	I	C							A	C	R	C					
Execute on agreed upon communications Plan			I	I	C							A	C	R	C					

4.4.7 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.4.7.1 Build & Validate Stage Deliverables

- Initial data conversion
 - Objective: Convert Legacy System data into Tyler system

- Scope: Data conversion program complete; deliver converted data for review
 - Acceptance criteria: Initial error log available for review
- Data conversion verification document
 - Objective: Provide instructions to the City to verify converted data for accuracy
 - Scope: Provide self-guided instructions to verify specific data components in Tyler system
 - Acceptance criteria: City accepts data conversion delivery; City completes data issues log
- Installation of Modifications on the City's server(s) *except for hosted Clients
 - Objective: Deliver Modification(s) in Tyler software
 - Scope: Program for Modification is complete and available in Tyler software, Modification testing
 - Acceptance criteria: Delivery of Modification(s) results in objectives described in the City-signed specification.
- Standard Forms & Reports Delivered
 - Objective: Provide Standard Forms & Reports for review
 - Scope: Installation of all Standard Forms & Reports included in the Agreement
 - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4

4.4.7.2 Build & Validate Stage Acceptance Criteria

- Reference Deliverable 3-1: Configuration Training Complete
- Reference Deliverables 3-2 to 3-8: Application configuration completed
- Reference Deliverable 3-9: Data conversions (except final pass) delivered
- Reference Deliverable 3-10: Standard 3rd party Data Exchange API Consulting provided
- Reference Deliverable 3-11: Standard Forms & Reports delivered and available for testing in Stage 4
- Modifications delivered and available for testing in Stage 4
- The City and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

4.5 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the City review the final Cutover plan. A critical Project success factor is the City understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

4.5.1 Cutover Planning

City and Tyler Project Manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the City for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Cutover Planning Session		A	R	C						I	I	C	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

4.5.2 User Acceptance Testing (UAT)

The City performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		

Validate Report performance			I	C		C					A	C		R			C		
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4.5.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day City processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. City users who attended the Tyler sessions may train any City users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																				
	TYLER									CITY											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator	
			A	R								C	I		I	I		I	I		
			I								I	A	C	I	R	I	I	I	I		
	Conduct user training sessions																				
	Conduct additional End User training sessions																				

4.5.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.5.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist

- Objective: Provide a detailed checklist outlining tasks necessary for production Cutover
- Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing
- Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates
- User Acceptance Test Plan
 - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
 - Scope: Testing steps for Standard business processes.
 - Acceptance criteria: Testing steps have been provided for Standard business processes.

4.5.4.2 Final Testing & Training Stage Acceptance Criteria

- Reference Deliverable 4-1: Production Cutover Checklist delivered and reviewed
- Reference Deliverable 4-2: UAT training completed
- Reference Deliverables 4-3 to 4-7: User Acceptance Testing completed
- Reference Deliverable 4-8: Data conversion acceptance testing and issue resolution complete
- Modification(s) tested and accepted, if applicable
- Reference Deliverable 4-9: Standard 3rd party Data Exchange programs tested and accepted
- Reference Deliverable 4-10: Standard & Custom Forms & Reports tested and accepted
- Reference Deliverable 4-11: Organizational Change Management Completed
- Reference Deliverable 4-12: End User training completed

4.6 Production Cutover (Stage 5)

City and Tyler resources complete tasks as outlined in the Production Cutover Plan and the City begins processing day-to-day business transactions in the Tyler software. Following production Cutover, the City transitions to the Tyler support team for ongoing support of the Application.

4.6.1 Final Data Conversion, if applicable

The City provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The City may need to manually enter into the Tyler system any data added to the Legacy System after final data extract but will be mitigated wherever possible.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Provide final data extract			C		I						I	A	C	I	I	I	I	R		
Provide final extract balancing Reports			I		I							A	C		R			I		
Convert and deliver final pass of data		A	I	I	R							I	I		I			C		
Validate final pass of data			I	C	C						I	A	C		R			C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C			R		

4.6.2 Production Processing & Assistance

Tyler staff collaborates with the City during Production Cutover activities. The City transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Production processing			C	C						—	—	A	R	R	R	R	R	R	—	—

Provide production assistance			A	R				C				I	C	C	C	C	C		
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4.6.3 Transition to Tyler Support

Tyler Project Manager(s) introduce the City to the Tyler Support team, who provides the City with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

4.6.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services of 60 days from the Final Acceptance to Go-Live . Prior to scheduling services, the Tyler Project Manager(s) collaborate with City Project Manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

4.6.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

4.6.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
 - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
 - Scope: Final passes of all conversions completed in this Phase
 - Acceptance criteria: Data is available in production environment
- Support transition documents
 - Objective: Define strategy for on-going Tyler support
 - Scope: Define support strategy for day-to-day processing, conference call with City Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support
 - Acceptance criteria: The City receives tools to contact support and understands proper support procedures.

4.6.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered
- Reference Deliverable 5-1: Processing within all modules for the associated phase is being done in Tyler production

- Transition to Tyler support is completed
- Post-live services have been scheduled, if applicable

4.7 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The City moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

4.7.1 Close Phase/Project

The City and Tyler Project Manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler Project Manager(s) review the Project budget and status of each contract Deliverable with the City Project Manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER									CITY										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor	City Steering Committee	City Project Manager	City Business Process Owners	City Change Management Leads	City Subject Matter Experts	City Department Heads	City End Users	City Technical Team	City Project Toolset Coordinator	City Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

4.7.2 Change Management After Action Review

The City and Tyler will perform after action review of go-live and effectiveness of project Implementation and Change Management strategies. During such time, a post-live audit of the Change Management effectiveness, lessons learned and desired adjustments for subsequent stages will be discussed.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Change Management Resistance and Procedural Comm Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Change Management Team	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	City Project Sponsor(s)	City Executive Steering Committee	City Project Manager	Client Business Advisory Team Leads	Client Change Management Leads	Client Subject Matter Experts	Client Department Heads	City End Users	City Technical Advisory Leads	City Project Toolset Coordinator	City Upgrade Coordinator
Hold After Action Review Session			A	I	R							C	I	C	I					
Update Change Management Plans and Executive Playbook			A	I	R							C	I	C	I					
Acceptance of Change management strategies			I	I	C							A	I	R	I					

4.7.3 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

4.7.3.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
 - Objective: Provide comparison of contract Scope and Project budget
 - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
 - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

4.7.3.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned
- Phase/final Project budget has been reconciled
- Tyler Deliverables for the Phase/Project are complete

5 Roles and Responsibilities

5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Management

- Acts as the counterpart to the City steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends City steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

The Tyler project manager provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Prepares and presents contract milestone sign-offs for acceptance by City project manager(s).
 - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with City project manager(s) to plan and schedule project timelines to achieve on-time implementation.
- Manager Management
 - Tightly manages Scope and budget of Project; establishes process and approval matrix with the City to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
 - Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the City any items that may impact the outcomes of the Project.
 - Collaborates with the City's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
 - Sets a routine communication plan that will aide all project team members, of both the City and Tyler, in understanding the goals, objectives, current status and health of the project.
- Team Management
 - Acts as liaison between project team and Tyler manager(s).
 - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and adjusts as necessary.
 - Interfaces closely with Tyler developers to coordinate program Modification activities.
 - Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the City following configuration.
- Assists during Production Cutover process and provides production support until the City transitions to Tyler Support.
- Provides product related education.

- Effectively facilitates training sessions and discussions with City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the City's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the City on the status and resolution of reported issues.

5.1.7 Tyler SaaS Technicians

- Provides maintenance of hosted server hardware, operating system, and Software Upgrades.
- Provides IT-related services for server environment.
- Provides remote technical assistance and tracks issues.
- Provides systems management and disaster recovery services within hosting services.
- Adds new City users; SaaS determines user names incorporating a unique client identifier and user initials.
- Performs Tyler Software Upgrades through coordination with the City.

5.1.8 Tyler Subject Matter Expert

- Possesses both a broad and deep understanding of the functionality within Tyler software products for his/her functional area(s).
- Provides confident recommendations regarding configuration decisions and business process best practices using Tyler's products based on his/her experience and expertise implementing Tyler software products with similar organizations.
- Provides conversion consulting and mapping assistance.
- Follows up on issues identified during sessions.

- Documents activities for on site services.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project schedule.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training needs, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.
- Performs gap analysis and documents non-contracted Modifications requests.

5.1.9 Tyler Data Conversion Experts

- Validates client data files are in proper format.
- Develops customized conversion programs to convert Legacy System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists the City with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs as the City discovers data anomalies and exception conditions.

5.1.10 Tyler Reports/Forms Experts

- Provides specifications for all Forms & Reports in Scope.
- Reviews requirements for Peripherals and Consumables, if applicable.
- Conducts review of City's form mockup sheets.
- Develops final form designs.
- Configures and installs Forms software and approved Forms.

5.1.11 Tyler Trainer

- Provides product related education.
- Effectively facilitates training sessions and discussions with City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the City's designated trainers for End Users.

5.2 City Roles and Responsibilities

City resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

5.2.1 City Project Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.

- Resolves all decisions and/or issues not resolved at the City steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City Policies

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from City to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures invoicing and Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Signs off on contract milestone acknowledgment documents.
 - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
 - Review and acknowledge Implementation Management Plan.
 - Defines project tasks and resource requirements for City project team.
 - Collaborates in the development and approval of the initial Project Plan and Project Plan.
 - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management

- Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
- Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
- Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
- Routinely communicates with both City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
 - Acts as liaison between project team and stakeholders.
 - Identifies and coordinates all City resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and takes corrective action, if needed.
 - Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
 - Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.

5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to City project manager.
- Prepares and Validates Forms.

- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Presentation
 - Implementation Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of City resources
 - Attendance at scheduled sessions
 - Change Management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Conversion Analysis and Verification Assistance
 - Decentralized End User Training
 - Process Testing
 - User Acceptance Testing

5.2.5 City Subject Matter Experts

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on City business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to City staff during and after implementation.

5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

5.2.7 City Technical Team

- Coordinates updates and releases with Tyler as needed.

- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from City's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for City third party Data Exchanges.
- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

5.2.8 City Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

5.2.9 City Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.10 City Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

6 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.

Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the City project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.

Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes “Test Cases” to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

7 Tyler Resources Purchased

Tyler’s complete EnerGov proposal as set forth in the Investment Summary have been defined within the project as follows:

- SaaS: Tyler makes the software service available.
- Estimated Timeline of 18-20 months

7.1.1 Business Scope (Transactions and Automation)

- Unique Business Transactions in Scope (Tyler) = up to 20 Transactions
- Unique Business Transactions in Scope (Shared) = up to 45 Transactions
- Template Business Transactions in Scope (Tyler) = up to 5 Transactions
- Template Business Transactions in Scope (Shared) = up to 5 Transactions
- Geo-Rules within Scope (Tyler) = up to 10 Geo-Rules
- Geo-Rules within Scope (Shared) = up to 10 Geo-Rules
- Intelligent Objects and IAA’s within Scope (Tyler)= up to 10 IO/IAA
- Intelligent Objects and IAA’s within Scope (Tyler)= up to 20 IO/IAA
- Custom Reports/Output documents within scope = up to 10 reports
- Integrations within scope = 0 No integrations within Scope (agency to leverage EnerGov SDK/API) and 85 hours of integration assistance
- Data Conversion Sources within scope = 1 DCT (per data source)
- Tyler Change Management Services

7.1.2 “Business transaction” is defined by:

- Unique workflow or business process steps & actions (including output actions)
- Unique Automation logic (IO logic etc)
- Unique Fee assessment / configuration definition
- Unique Custom fields/forms definition

Uniqueness of any of these mentioned parameters regulates the need for a unique business case transaction design document and configuration event

7.1.3 “Template” transaction is defined by:

- A pre-defined and pre-configured EnerGov best management business process.

7.1.4 “Geo-Rule” is defined by:

- An automation event that is triggered by a condition configured around the source Esri geodatabase. Current geo-rule events are:

• Alert	• Displays a pop-up with a custom message to the user, notifying them of certain spatial data (i.e. noise abatement zones; flood zones; etc.).
• Block	• Places a block on the case and prevents any progress or updates from

	occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.)
<ul style="list-style-type: none"> • Block with Override 	<ul style="list-style-type: none"> • Places a block on the case and prevents any progress or updates from occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.) However, the block can be overridden by end-users who have been given the proper securities.
<ul style="list-style-type: none"> • Fee Date 	<ul style="list-style-type: none"> • Populates the CPI vesting date on the record if vesting maps are used by the jurisdiction.
<ul style="list-style-type: none"> • Filed Mapping 	<ul style="list-style-type: none"> • A custom field or any field inherent in the EnerGov application can automatically populate with information based on spatial data.
<ul style="list-style-type: none"> • Required Action 	<ul style="list-style-type: none"> • A workflow action can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the action based on certain spatial data related to the case.
<ul style="list-style-type: none"> • Required Step 	<ul style="list-style-type: none"> • A workflow step can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the step based on certain spatial data related to the case.
<ul style="list-style-type: none"> • Zone Mapping 	<ul style="list-style-type: none"> • The zone(s) automatically populate on the “Zones” tab of the record (i.e. plan, permit, code case, etc.).

7.1.5 “Intelligent Object (IO)” is defined by:

- Key components for automatically and reactively triggering geo-rules, computing fees, and generating emails, alerts and other notifications.

7.1.6 “Intelligent Automation Agent (IAA)” is defined by:

- A tool designed to automate task in a proactive manner by setting values and generating emails and other tasks. On a nightly basis, a Windows service sweeps the EnerGov system looking for IAA conditions that have been met, and the associated actions are then performed. The IAA does not generate alerts or errors.

7.1.7 “EnerGov SDK API (Toolkits)” are defined by:

- API’s developed by Tyler Technologies for the purpose of extending the EnerGov Framework and functionality to external agencies and systems. Full documentation is available for each toolkit upon request.

Note: The EnerGov toolkits and related documentation are simply tools that allow clients to create applications and integrations. The purchase of a toolkit does not imply any development related services from Tyler Technologies. The client is responsible for working with their IT staff and VAR's to develop any necessary applications and integrations except as otherwise noted in the Investment Summary for any "in-scope" integrations.

8 EnerGov Conversion Summary

8.1 Community Development: Permits

- Permit master basic information
- Permit Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity
- Inspections and Inspection Cases
- Sub-Permit Associations – Visible in workflow and attached records section
- Fees
- Meetings and Hearings
- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Zones
- Holds
- Renewals
- Initialized Workflows
- Attachments
- Tylers
- Projects
- Payment and Fee History

8.2 Business Management

- Business entity (Only for Business Licensing)
- License master basic information
- License Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note Parcel and Addresses
- Reviews and Approvals – Converted to Activity
- Fees
- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Holds
- Initialized Workflows
- Attachments
- Tylers
- Business Types & NAICS codes

- Payment and Fee History

8.3 Community Development: Code Cases

- Code Case master basic information
- Code Case Contacts and Properties
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity Active Fees
- Activities and Actions
- Notes
- Holds
- Initialized Workflows
- Attachments
- Violations
 - Fees
 - Payments
 - Notes
- Meetings and Hearings
- Zones
- Requests
- Payment and Fee history

8.4 Community Development: Plans

- Plan master basic information
- Plan Contacts
- Contacts – Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or a standard note
- Parcels and Addresses
- Reviews and Approvals – Converted to Activity
- Inspections and Inspection Cases
- Fees
- Meetings and Hearings
- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Zones
- Holds
- Initialized Workflows
- Attachments
- Projects
- Payment and Fee history

SCHEDULE E —SCHEDULE OF CHARGES AND PAYMENTS

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Schedule A.16 of this Agreement. Your annual SaaS fees for the initial five (5) year term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. Implementation Milestone Payments: Tyler will invoice Client for services according to the following implementation milestones:

Deliverable / Payment	Deliverable Description	Milestone
Stage 1 - Project Initiation & Planning		
Deliverable 1-1	Performed Project Initiation and Project Management Tasks	\$70,816.00
Deliverable 1-2	Software installed in SaaS environment	\$8,400.00
Stage 2 - Assess & Define and Fundamentals Training		
Deliverable 2-1	Completion of Fundamentals review	\$19,000.00
Deliverable 2-2	Future state analysis completed; Up to 25 Unique Business Transaction Questionnaires delivered and reviewed	\$37,000.00
Deliverable 2-3	Future state analysis completed; Up to 20 Unique Business Transaction Questionnaires delivered and reviewed	\$30,700.00
Deliverable 2-4	Future state analysis completed; Up to 20 Unique Business Transaction Questionnaires delivered and reviewed	\$30,700.00
Deliverable 2-5	Future state analysis completed; Up to 10 BMP Business Transaction Questionnaires delivered and reviewed	\$13,900.00
Deliverable 2-6	Completed Intelligent Automation Assessment for up to 30 Automation events	\$18,100.00
Deliverable 2-7	Completed Geo-Rule Assessment for up to 20 Geo-Rules	\$13,900.00
Deliverable 2-8	Complete Forms & Reports planning	\$12,500.00
Deliverable 2-9	Provide Data conversion assessment	\$11,500.00
Stage 3 - Build & Validate		
Deliverable 3-1	Configuration Training completed	\$19,000.00
Deliverable 3-2	Up to 10 Unique Business transactions configured and validated	\$39,400.00

Deliverable 3-3	Up to 10 Unique Business transactions configured and validated	\$39,400.00
Deliverable 3-4	Up to 5 BMP Business process transactions configured and validated	\$18,400.00
Deliverable 3-5	Review of up to 45 Unique Business transactions and 5 BMP Business Transactions to be configured and validated by the City	\$29,950.00
Deliverable 3-6	Up to 20 Intelligent Automation events configured and validated	\$31,000.00
Deliverable 3-7	Up to 10 GeoRules configured and validated	\$16,300.00
Deliverable 3-8	Review of up to 10 Intelligent Automation events and up to 10 Geo Rules configured and validated by the City	\$14,200.00
Deliverable 3-9	Data Conversion Utility mapping document created and validated Initial Data conversion iteration completed	\$34,000.00
Deliverable 3-10	Interface Consulting during Build and Validate for Interfaces to be developed against EnerGov through the APIs	\$22,750.00
Deliverable 3-11	Custom developed Reports delivered and validated	\$45,300.00
Stage 4- Final Testing and Training		
Deliverable 4-1	Production cutover checklist Delivered and accepted	\$6,000.00
Deliverable 4-2	User Acceptance Testing Training completed	\$19,000.00
Deliverable 4-3	Material System Acceptance Testing issues addressed and accepted for up to 20 Unique Business transactions and 5 BMP transactions	\$35,200.00
Deliverable 4-4	Provide assistance to the City during their addressing and accepting of Material System Acceptance Testing issues for up to 45 Unique Business transactions and 5 BMP transactions	\$29,950.00
Deliverable 4-5	Material System Acceptance Testing issues addressed and accepted for up to 20 Automation events	\$14,200.00
Deliverable 4-6	Material System Acceptance Testing issues addressed and accepted for up to 10 Geo-rules	\$14,200.00
Deliverable 4-7	Provide assistance to the City during their addressing and accepting of Material System Acceptance Testing issues for up to 10 Automation events and 10 Geo-rules	\$12,100.00
Deliverable 4-8	Data Conversion acceptance testing issues addressed and accepted up to 5 Additional iterations of Data Conversion completed	\$41,800.00
Deliverable 4-9	Interface Consulting during Final Testing and Training for Interfaces to be developed against EnerGov through the APIs	\$22,750.00
Deliverable 4-10	Developed reports acceptance testing issues addressed and accepted	\$40,804.00

Deliverable 4-11	Organizational Change Management completed	\$14,000.00
Deliverable 4-12	End User Training Completed	\$128,020.00
Stage 5 - Production Cutover		
Deliverable 5-1	On-Site Go-Live Support	\$84,000.00
		\$1,038,240.00

3. Third Party Products.

3.1 *Third Party Software License Fees:* License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance:* The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware:* Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Agreement as Schedule F-2. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. Payment can be pay via check or electronically. Tyler's electronic payment information is:

Bank: Wells Fargo Bank, N.A.
420 Montgomery
San Francisco, CA 94104
ABA: 121000248
Account: 4124302472
Beneficiary: Tyler Technologies, Inc. – Operating

SCHEDULE F

Associated Exhibits

The Agreement includes the following Exhibits.

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SCHEDULE F-1

Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Tyler sales quotation to be inserted prior to Agreement execution.

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Quoted By: Chuck Newberry
Date: 4/2/2020
Quote Expiration: 10/31/2020
Quote Name: Sunnyvale-EG-LGD-PLM
Quote Number: 2019-72217-3
Quote Description: Sunnyvale SaaS Option_v3

Sales Quotation For

City of Sunnyvale
456 W Olive Ave
Sunnyvale, CA 94086-7661
Phone +1 (408) 730-7500

EnerGov SaaS - Gold

Description	Term	Monthly Fee	Users/Units	Annual Fee
Core Software:				
EnerGov Business Management Suite	5	\$209.00	10	\$25,080.00
EnerGov Community Development Suite	5	\$209.00	82	\$205,656.00
Unlimited Data Storage for Tyler EnerGov	5	\$1,243.00	1	\$14,920.00
Socrata Citizen Connect	5	\$368.00	Site License	\$4,421.00
Tyler 311	5	\$1,658.00	Site License	\$19,893.00
Extensions:				
EnerGov Business Management Feeds	5	\$737.00	Site License	\$8,842.00
EnerGov Business Management SDK	5	\$0.00	1	\$0.00
EnerGov Central Cashiering SDK	5	\$0.00	1	\$0.00
EnerGov Citizen Self Service - Business Management	5	\$1,381.00	Site License	\$16,577.00
EnerGov Citizen Self Service - Community Development	5	\$1,381.00	Site License	\$16,577.00
EnerGov Community Development Feeds	5	\$737.00	Site License	\$8,842.00
EnerGov Community Development SDK	5	\$0.00	1	\$0.00
EnerGov e-Reviews	5	\$2,671.00	Site License	\$32,049.00
EnerGov Intelligent Automation Agent	5	\$0.00	1	\$0.00

EnerGov SaaS - Gold

Description	Term	Monthly Fee	Users/Units	Annual Fee
EnerGov Intelligent Objects	5	\$0.00	1	\$0.00
EnerGov My GovPay	5	\$0.00	1	\$0.00
EnerGov O-Data	5	\$0.00	1	\$0.00
EnerGov Report Toolkit	5	\$0.00	1	\$0.00
EnerGov Standard Technical Support	5	\$0.00	1	\$0.00
EnerGov Unlimited iG Workforce App Access	5	\$0.00	1	\$0.00
EnerGov VirtualPay	5	\$0.00	1	\$0.00
Tyler Content Manager - EnerGov Attachments	5	\$1,050.00	Site License	\$12,599.00
Tyler GIS	5	\$0.00	1	\$0.00

Sub-Total: \$365,456.00

Less Discount: *\$70,255.00***TOTAL:** **\$295,201.00****EnerGov Professional Services**

Description	Hours/Units	Unit Price	Extended Price	Year One Maintenance
Change Management Services	80	\$175.00	\$14,000.00	\$0.00
Data Conversion Services	200	\$250.00	\$50,000.00	\$0.00
System Documentation	100	\$175.00	\$17,500.00	\$0.00
Post Go-Live Support	400	\$175.00	\$70,000.00	\$0.00
Form Services	100	\$250.00	\$25,000.00	\$0.00
Report Development Services	202	\$175.00	\$35,350.00	\$0.00
Fixed Cost Premium 20%	1	\$173,040.00	\$173,040.00	\$0.00
Integration Development	85	\$250.00	\$21,250.00	\$0.00
Fundamentals Review	80	\$175.00	\$14,000.00	\$0.00
Professional Implementation Services	1740	\$175.00	\$304,500.00	\$0.00
Project Management Services	1030	\$175.00	\$180,250.00	\$0.00
Training & Production Support Services	722	\$175.00	\$126,350.00	\$0.00
TOTAL:			\$1,031,240.00	\$0.00

Summary	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$295,201.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$1,031,240.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$1,031,240.00	\$295,201.00
Year One Contract Total	\$1,326,441.00	
Contract Total	\$2,507,245.00	
Estimated Travel Expenses	\$76,500.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

EnerGov e-Reviews requires Bluebeam Studio Prime, at an estimated yearly subscription cost of \$3,000/100 users. Further pricing detail is available by contacting Bluebeam at <https://www.bluebeam.com/solutions/studio-prime>

EnerGov monthly fees are rounded, excluding cents.

EnerGov SaaS includes up to 500GB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$3,000 per TB.

Scope of Services:

- ¢ Change Management Services = 80 resource hours
- ¢ Project Management Services = 1,030 resource hours
- ¢ System Configuration Services = 1740 resource hours
- ¢ Fundamentals Training = 80 resource hours
- ¢ End User Training = 722 resource hours
- ¢ Post Go-Live Support = 400 resource hours
- ¢ Report Development Services = 202 resource hours
- ¢ Form Development Services = 100 resource hours
- ¢ System Documentation Services = 100 resource hours
- ¢ Data Conversion Services = 200 resource hours
- ¢ Integration Development = 85 resource hours
- ¢ Travel Expense Estimate based on 45 on-site trips (where a "trip" is defined as onsite travel of up to five business days)
 - NOTE: A typical "onsite week" is onsite at the customer site Monday – Thursday at an expected duration of 8 hours per day. Exceptions may apply to best serve the needs of the project.

Business Scope (Transactions and Automation)

- ¢ Unique Business Transactions in Scope (Tyler) = up to 20 Transactions
- ¢ Unique Business Transactions in Scope (Shared) = up to 45 Transactions
- ¢ BMP Business Transactions in Scope (Tyler) = up to 5 Transactions
- ¢ BMP Business Transactions in Scope (Shared) = up to 5 Transactions
- ¢ Geo-Rules within Scope (Tyler) = up to 10 Geo-Rules
- ¢ Geo-Rules within Scope (Shared) = up to 10 Geo-Rules
- ¢ Intelligent Objects and IAA's within Scope (Tyler) = up to 10 IO/IAA
- ¢ Intelligent Objects and IAA's within Scope (Shared) = up to 20 IO/IAA
- ¢ Custom Reports/Output documents within scope = Up to 10 custom reports
- ¢ Data Conversion Sources within scope = one consolidated data source utilizing the Tyler EnerGov DCT template
- ¢ Integration services within scope = Tyler has provided it's full list of SDKs and APIs to facilitate integration requirements. In addition, Tyler has provided 85 hours of integration assistance for the list of integrations represented in the RFP
- ¢ Form services = Includes the creation of all forms listed on the Forms Services tab of the RFP
- ¢ Post Go Live Support = Tyler has provided up to 3 months (400 hours) of support after go-live.
- ¢ Change Management Services = Tyler has provided up to 80 hours of change management services to augment the City's change management plan.

SCHEDULE F-2

Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of Defense and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up

to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the “lowest practical coach fare” with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.

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SCHEDULE F-3 MyGovPay/VirtualPay EULA

1. MyGovPay/VirtualPay Licensing. Access to MyGovPay and/or Virtual Pay is hereby granted if Customer elects to use MyGovPay or VirtualPay, products of Tyler Technologies (*Powered by Persolvent*), designed for Citizen Users to use for processing online payments.

(a) Special MyGovPay/VirtualPay Definitions.

“Merchant Agreement” means the agreement between Customer and Persolvent that provides for the Merchant Fees.

“Merchant Fees” means direct costs levied by Visa/Mastercard/Discover or other payment card companies for Interchange Fees, Dues, Assessments and Occurrence Fees, over which Tyler Technologies has no authority.

“MyGovPay” means the Product of Tyler Technologies that allows members of the public to pay for Customer’s services with a credit or other payment card on the Customer’s citizen-facing web portal.

“Persolvent” means Persolvent, formerly BankCard Services Worldwide, a Payment Card Industry (PCI) compliant processing agent through which the EnerGov Software passes credit card transactions.

“Use Fees” means the Technology Fees, Authorization Fees and Program/Convenience Fees as listed in Use Fees Table in Section 2, titled *MyGovPay/VirtualPay*.

“VirtualPay” means the Product of Tyler Technologies that allows the Customer to accept and process citizen user’s credit or other payment card using the EnerGov Software.

(b) Conditions of Use. If customer elects to use MyGovPay and/or VirtualPay the following terms apply:

- (1) Customer must apply for and agree to a Merchant Agreement with Persolvent.
- (2) Customer agrees that Citizen Users will be subject to Use Fees as listed in Use Fees table in Section 2.
- (3) Customer agrees that Use Fees are separate from and independent of Merchant Fees.
- (4) Customer agrees that this Agreement does not represent any modification to Customer’s Merchant Agreement with Persolvent.
- (5) Customer agrees that Use Fees are for use on the MyGovPay/VirtualPay online system and will not be deposited or owed to Customer in any way.
- (6) Customer agrees that MyGovPay’s and VirtualPay’s ability to assess Use Fees is dictated by the Card Associations whose rules may change at any time and for any reason. If MyGovPay and/or VirtualPay, for any reason, are unable to process payments using Use Fees, Customer agrees that MyGovPay/VirtualPay reserves the right to negotiate a new pricing model with Customer for the continued use of MyGovPay and/or VirtualPay.

2. MyGovPay/VirtualPay Fees. Customer agrees that the Use Fees set forth on the following page will apply if Customer elects to use MyGovPay/VirtualPay.

USE FEES TABLE FOLLOWS ON NEXT PAGE

Use Fees

EnerGov's MyGovPay (Online / card-not-present payments)**

	MyGovPay (Online Payments)	MyGovPay (Online Payments)
	Percentage Based Fee	+ Transaction Fee
Option 1: Government Entity Paid	2.79%	\$0.20
Option 2: Patron Paid	3.29%	N/A

***ACH processing is available for a fee of \$20 per month and \$0.30 per transaction.*

EnerGov's VirtualPay (retail card present)

	VirtualPay (Retail Payments)	Virtual Pay (Retail Payments)
	Percentage Based Fee	+ Transaction Fee
Option 1: Government Entity Paid	2.59%	\$0.15
Option 2: Patron Paid	2.99%	N/A

Patron Paid fees will be communicated as "Service Fees" to the cardholder, at the time of transaction. In the event that the average monthly transaction amount is below \$30, Tyler reserves the right to apply an additional \$0.20 service fee above the quoted rates above.

3. Interactive Voice Response ("IVR"). If IVR is selected by Customer and included in the pricing, the following additional terms and conditions shall apply of this Agreement:

(a) Network Security. Customer acknowledges that a third-party is used by Tyler Technologies to process IVR Data. Customer's content will pass through and be stored on the third-party servers and will not be segregated or in a separate physical location from servers on which other customers' content is or will be transmitted or stored.

(b) Content. Customer is responsible for the creation, editorial content, control, and all other aspects of content to be used solely in conjunction with the EnerGov Software.

(c) Lawful Purposes. Customer shall not use the IVR system for any unlawful purpose.

(d) Critical Application. Customer will not use the IVR system for any life-support application or other critical application where failure or potential failure of the IVR system can cause injury, harm, death, or other grave problems, including, without limitation, loss of aircraft control, hospital life-support system, and delays in getting medicate care or other emergency services.

(e) No Harmful Code. Customer represents and warrants that no content designed to delete, disable, deactivate, interfere with or otherwise harm any aspect of the IVR system now or in the future, shall be knowingly transmitted by Customer or Users.

(f) IVR WARRANTY. Except as expressly set forth in this Agreement, TYLER TECHNOLOGIES MAKES NO REPRESENTATION AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR IVR.

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SCHEDULE F-4
Socrata Citizen Connect Terms

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Socrata Citizen Connect Terms

1. Definitions.

- a. "SaaS Services" means Company's off the shelf, cloud-based software service and related services, including maintenance and support services, as specified under this Agreement. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- b. "Confidential Information" means nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., Social Security numbers) and trade secrets, each as defined by applicable state law.
- c. "Documentation" means any online or written documentation and specifications related to the use of the SaaS Services that we provide, including instructions, user guides, manuals, and other training or self-help documentation.

2. Use of Service.

- a. *Customer Owned Data.* Customer retains all ownership and intellectual property rights to all data, files, information, content and links uploaded or provided by Customer through the use of the SaaS Services. During the term of this agreement, Customer may export its Customer Data as allowed by functionality within the Service. When Customer uploads or provides Customer Data to Company's SaaS, Customer grants to Company a perpetual non-exclusive, worldwide, royalty-free, sub-licensable, and transferable license to use, reproduce, publicly display, distribute, modify, create derivative works of, and translate the Client Data as needed in response to Company's use of the SaaS Services, or otherwise use by Public Users. Company may use aggregate anonymized data within the SaaS Services for purposes of enhancement of the SaaS Services, aggregated statistical analysis, technical support and other internal business purposes.
- b. *Reservation of Rights.* The SaaS Services, other services, workflow processes, user interface, designs, and other technologies provided by Company pursuant to this Agreement are the proprietary property of Company and its licensors. All right, title and interest in and to such items, including all associated intellectual property rights, remain only with Company. Customer may not remove or modify any proprietary marking or restrictive legends from items or services provided under this Agreement. Company reserves all rights unless otherwise expressly granted in this Agreement. Company reserves the right to develop derivative data assets based on Customer's publicly available data. These uses might include but aren't necessarily limited to: aggregating and summarizing data; normalizing, standardizing and concatenating data to create new regional or national data assets, developing key performance indicators and benchmarks. While Company agrees to never commercially sell data Customer makes publicly available, Company reserves the right to commercially sell derivative data assets Company creates based on Customer's public data.
- c. *Restrictions.* Company may not: (a) except as explicitly provided for herein, make the SaaS Services or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services or Documentation available to any third party other than as expressly permitted by this Agreement; (e) use the SaaS Services to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third party rights; (f) interfere with or disrupt the integrity or performance of the SaaS Services (including without limitation, vulnerability scanning, penetration testing or other manual or automated simulations of adversarial actions, without Company's prior written consent); or (g) attempt to gain unauthorized access to the SaaS Services or its related systems or networks.
- d. *Access and Usage by Users and Tylers.* Customer may allow its users and third-party Tylers to access the Service in compliance with the terms of this agreement, which access must be for the sole benefit of Customer. Customer is responsible for the compliance with this agreement by its users and Tylers.
- e. *Public Users.* The Service provides Customer with functionality to publish all or part of Customer Data to the general public through one or more public facing websites. Customer determines which Customer Data is shared publicly, and Customer is responsible for determining the online terms of use and license relative to a public user's (Public User) use of Customer Data, and the enforcement thereof. Once a user publicly publishes Customer Data using the Service, Company has no control over a Public User's use or misuse of Customer Data.

Users have the ability within the Service to remove the public setting applied to Customer Data and revert it to a private setting.

- f. *Customer Responsibilities.* Customer (i) must keep its passwords secure and confidential; (ii) is solely responsible all activity occurring under its account; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account and notify Company promptly of any such unauthorized access; (iv) may use the Service only in accordance with the Service's Documentation; (v) comply with all federal, state and local laws, regulations and policies of Customer, as to its use of the Service, Customer Data, and instructions to Company regarding the same.
- g. *Company Support.* Company will provide customer support for the Service under the terms of Company's Customer Support Policy (Support) which is located at <https://support.socrata.com/hc/en-us>. Company will report scheduled maintenance windows, outages or other events affecting on Company's support site.
- h. *Customer Data Backup.* Customer is providing Company a copy of Customer Data, and Company is not the system of record of Customer Data. Any laws and regulations governing Customer for retention of Customer Data remains Customer's responsibility. CUSTOMER IS SOLELY RESPONSIBLE FOR BACKING UP CUSTOMER DATA.
- i. *API.* Company will provide access to its application-programming interface (API) as part of the Service if purchased under an order. Subject to the other terms of this agreement, Company grants Customer a non-exclusive, nontransferable, terminable license to interact only with the Service as allowed by the API. Customer may not use the API in a manner--as reasonably determined by Company--that exceeds the capacity limits in the order, constitutes excessive or abusive usage, or fails to comply with any part of the API. If any of these occur, Company can suspend or terminate Customer's access to the API on a temporary or permanent basis. Company may change or remove existing endpoints or fields in API results upon at least 30 days' notice to Customer, but Company will use commercially reasonable efforts to support the previous version of the API for at least 6 months. Company may add new endpoints or fields in API results without prior notice to Customer. The API may be used to connect the Service to hosted or on-premise software applications not provided by Company (Non-Company Applications). Customer is solely responsible for development, license, access to and support of Non-Company Applications, and Customer's obligation under this agreement are not contingent on access to or availability of any Non-Company Application.
- j. *Data Security Measures.* In order to protect Customer's Confidential Information, Company will: implement and maintain all reasonable security measures appropriate to the nature of the Confidential Information including without limitation, technical, physical, administrative and organizational controls, and will maintain the confidentiality, security and integrity of such Confidential Information; (ii) implement and maintain industry standard systems and procedures for detecting, mitigating, and responding to attacks, intrusions, or other systems failures and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures; (iii) designate an employee or employees to coordinate implementation and maintenance of its Security Measures (as defined below); and (iv) identify reasonably foreseeable internal and external risks to the security, availability, confidentiality, and integrity of Confidential Information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks (collectively, Security Measures).
- k. *Exclusion.* Company is not responsible for any data breach caused by Customer, its users or Tylers, or otherwise arising from their technology or systems or networks (including but not limited to Non-Company Applications), or where Customer Data is used with a Trial Service.
- l. *Notice of Data Breach.* If Company knows that Confidential Information has been accessed, disclosed, or acquired without proper authorization and contrary to the terms of this agreement, we will alert Customer of any such data breach in accordance with applicable law, and take such actions as may be necessary to preserve forensic evidence and return the SaaS Services to standard operability. If so required, Socrata will provide notice in accordance with applicable State data breach notification laws.
- m. *Software Warranty.* Company warrants to Client that the functionality or features of the SaaS Services will substantially perform as communicated to Client in writing, or their functional equivalent, but Socrata has the right to update functionality. The support policies may change but will not materially degrade during the term. Socrata may deprecate features upon at least 30 days' notice to Client, but Socrata will use commercially reasonable efforts to support the previous features for at least 6 months following the deprecation notice. The deprecation notice will be posted at <https://support.socrata.com>. Company will use commercially reasonable

efforts maintain the online availability of the SaaS Service for a minimum of availability in any given month as provided in the chart below (*excluding* maintenance scheduled downtime, outages beyond our reasonable control, and outages that result from any issues caused by you, your technology or your suppliers or Tyllers, Service is not in the production environment, you are in breach of this Agreement, or you have not pre-paid for SaaS Fees for the Software as a Service in the month in which the failure occurred).

Availability SLA	Credit
99.9%	3% of monthly fee for each full hour of an outage that adversely impacted Client's access or use of the SaaS Services (beyond the warranty).

Maximum amount of the credit is 100% of the prorated SaaS Service Fees for such month, or \$1,800.00, whichever is less, and the minimum credit cannot be less than \$100.00.

Limited Remedy. Your exclusive remedy and our sole obligation for our failure to meet the warranty under Section C(8.2) is the provision by us of the credit for the applicable month, as provided in the chart above (if this Agreement is not renewed then a refund in the amount of the credit owed); provided that you notify us of such breach of the warranty within thirty (30) days of the end of that month.

3. Other Terms.

- a. *Third-Party Platform Service.* Customer may be provided with access to certain third-party web-based components as part of the SaaS Services. Customer must agree to such Third-Party Service contracts if Customer chooses to use those Third-Party Services. Third-Party Services will be solely governed by such Third-Party Service contracts. As of the Effective Date, Third-Party Service contracts include the AWS Service terms located at <https://aws.amazon.com/service-terms/> and are provided as-is. Customer acknowledges that Company is not the provider of any Third-Party Platform Services. We do not warrant or guarantee the performance of the Third-Party Platform Services.
- b. *Open Source Code with the API.* Company does not own any open source code that may be provided with the API and it is provided as a convenience to Customer. Such open source code is provided AS IS and is governed by the applicable open source license that applies to such code; provided, however, that any such open source licenses will not materially interfere or prohibit Client's limited right to use the SaaS Services for its internal business purposes..
- c. *Federal Application.* The Service and Documentation is a "commercial item," as that term is defined at 48 C.F.R.

2.101, consisting of “commercial computer software” and “commercial computer software documentation,” as such terms are used in 48 C.F.R. 12.212. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4, all U.S. Government End Users acquire only those rights in the Service and the Documentation that are provided under this agreement.

- d. Feedback. If Customer provides feedback or suggestions about the Service, then Company (and those it allows to use its technology) may use such information without obligation to Customer.
- e. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to Confidential Information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential Information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., Social Security numbers) and trade secrets, each as defined by applicable state law (“Confidential Information”). Each party agrees that it will not disclose any Confidential Information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - iii. a party receives from a third party who has a right to disclose it to the receiving party; or
 - iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

SCHEDULE F-5

Attachment 1 – Use Case, Functional, Technical, and Reporting Requirements

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Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.2 - General and Technical			EnerGov Enterprise			
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Provide a comprehensive governmental land management system.	H	Y		EnerGov Enterprise	
2	Provide integration to and from all system modules.	B	Y		EnerGov Enterprise	
3	Provide a system that meets PCI requirements for transactions involving PII or Credit Card.	B	Y		EnerGov Enterprise	EnerGov by itself does not store Credit Card data and thus PCI compliance is not applicable to it, however please note that Tyler's MyGovPay online payment portal is fully PCI compliant. Integrating with the City's existing Elavon system can also be achieved with City led development against our Credit Card API.
4	Ability to recover individual records and/or to a specified point-in-time.	B	Y		EnerGov Enterprise	Via history tracking (case specific) and SQL backups and restore (system-wide)
5	Ability for the system to be used simultaneously by multiple users.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
6	Normalized data structure that prevent the need to enter the same data in multiple places within the application and ability to maintain data integrity for all updates, deletes, or adds. Existence of codes tables and other data validations measures to ensure integrity of the data and support data entry standards.	B	Y		EnerGov Enterprise	Via foreign key GUIDs and other standard data integrity protections
7	Ability to import and export data from (or to) standard file formats including but not limited to: HTML; XML; JSON; PDFs that are text based and searchable; CSV; MS Excel; MS Access.	B	Y		EnerGov Enterprise	
8	Ability to import and export data from within the application, including the ability to define import/export file layouts for use by yours and other systems (internal and external to City).	B	Y		EnerGov Enterprise	
9	Ability to support access to integrated information for internally hosted or externally hosted applications.	B	Y		EnerGov Enterprise	
10	Ability to post data in a real-time fashion.	B	Y		EnerGov Enterprise	
11	Ability to provide a library of standard reports (i.e., "canned" reports).	B	Y		EnerGov Enterprise	EnerGov includes over 90 standard and dynamic reports out-of-the-box.
12	Ability to provide an ad hoc reporting environment that is OLE-DB and SQL native compliant using SQL Server Reporting Services (SSRS)	B	Y		EnerGov Enterprise	
13	Ability to provide a list and location of canned reports so users with appropriate security permissions can use them as a basis for needed modification within SSRS.	B	Y		EnerGov Enterprise	
14	Ability for technical and non-technical city staff to modify or add reports and schedule distribution as needed.	B	Y		EnerGov Enterprise	
15	Ability to access data files at the same time without collision or file/record/field locking problems.	B	Y		EnerGov Enterprise	
16	Ability to support foreign zip codes.	B	Y		EnerGov Enterprise	
17	Ability to provide a centralized data dictionary, that fully describes table structure and appropriate levels of metadata.	B	Y		EnerGov Enterprise	Can be provided to actively contracted municipalities

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
18	Ability to allow sub-second screen response time for all applications.	B	Y		EnerGov Enterprise	Tyler's EnerGov solution can be configured multiple ways with a range of automation options which will determine overall system performance, therefore a sub-second response time for all functions cannot be strictly guaranteed. However, Tyler's development teams make consistent efforts to monitor and improve system responsiveness based on user feedback, and work to guarantee benchmark performance at optimal levels for a wide range of municipalities and usage patterns, from cities with only a few hundred cases to large counties with millions of records.
19	Ability to generate all standard reports in less than five minutes. Identify any Reports that will require more than this amount of time in the Comments field with a description of the reason so much time is required for each individual report.	B	Y		EnerGov Enterprise	
20	Ability to support IE 11 or Edge	B	Y		EnerGov Enterprise	Please refer to the system requirements section of Tyler's proposal for browser details.
21	Operating System, Database and Network	B	Y		EnerGov Enterprise	
22	Supports 64 bit platform and is certified to run on latest versions of Windows Server OS, Windows OS, IIS, and MS SQL Server. Specify any parts of the application platform that runs only on 32 bit.	B	Y		EnerGov Enterprise	64-bit is fully supported for all components.
23	Provides a browser-based user interface running on IIS	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical			EnerGov Enterprise			
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
24	Provide Administrative capabilities to change labels or add user defined fields to a screen from within the application.	B	Y		EnerGov Enterprise	
25	Provide software that complies with guidelines published in Microsoft's User Interface Style Guide.	B	Y		EnerGov Enterprise	EnerGov apps are developed using Google's material design guidelines.
26	Provide TCP/IP connectivity to the database server, preferably Microsoft SQL Server or Oracle.	B	Y		EnerGov Enterprise	MS SQL databases
27	Ability to store role-based user permissions, data access, dashboard menu access, and personal dashboard preferences entirely in a relational database (e.g., SQL Server) and the latest Windows OS Active Directory Domain for single sign-on purposes.	B	Y		EnerGov Enterprise	
28	Ability to work over a wide area network (WAN) at multiple City sites via fiber optic connections the City's central data center.	B	Y		EnerGov Enterprise	
29	Ability to work with Outlook, for both internal and external City email traffic (365 compatible)	B	Y		EnerGov Enterprise	Via SMTP relay settings
30	Application Security	B	Y		EnerGov Enterprise	
31	Ability to utilize LDAP (Active Directory) for user validation.	B	Y		EnerGov Enterprise	
32	Role-based data access that extends security permissions to export capabilities, report access, ad-hoc queries. Role-based data access that controls which roles can view PPI and PCI information.	B	Y		EnerGov Enterprise	
33	Provide role-based security at the following levels: Jurisdiction, Department; Division; User ID; Screen; Menu; Report; Field; Transaction/Process Type.	B	Y		EnerGov Enterprise	
34	Ability to allow the City to determine which fields are visible to users.	B	Y		EnerGov Enterprise	
35	Provide role-based security.	B	Y		EnerGov Enterprise	
36	Provide role-based document-based security.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
37	Ability to track audit track changes throughout the system including: date and time of change; user making the change, information prior to change and what it was changed to; IP Address of machine that made the change.	B	Y		EnerGov Enterprise	IP Addresses are not logged in history. All other listed changes are automatically recorded.
38	Ability to update all security roles automatically when a change in the "master" role is made.	B	Y		EnerGov Enterprise	Dependent upon user role configuration decisions.
39	Provide role-based functional permissions to control what processes can be performed by users.	B	Y		EnerGov Enterprise	
40	Provide role-based access to audit trails.	B	Y		EnerGov Enterprise	Audit trails are not editable. Access to audit trails is dependent upon user role configuration decisions.
41	Ability to print audit trail information with appropriate role-based permissions.	B	Y		EnerGov Enterprise	With standard reports
42	Ability to allow system hardware to integrate security and file system permissions within an LDAP (Active Directory) environment.	B	Y		EnerGov Enterprise	Active Directory is currently only used for users are passwords. Security and file permission settings for EnerGov users would be managed by system administrators within the application.
43	Ability to allow the System Administrator to add and change permissions for system access.	B	Y		EnerGov Enterprise	
44	Ability to log users off the system after an administrator-defined period of inactivity, based on browser-based administrative configuration settings.	B	N		EnerGov Enterprise	Automatic logout settings based on inactivity periods are not supported due to the potential for critical data loss.
45	Ability to allow a System Administrator to log out users or lock-out users during upgrades, maintenance, or other activities and provide ability to display maintenance notifications.	B	Y		EnerGov Enterprise	Users can be unchecked as "Active" by system administrators.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
46	Ability to allow a System Administrator to log out users by module (i.e. inquiry only access).	B	Y		EnerGov Enterprise	With user role configuration changes
47	Provide parameter-driven audit reports.	B	Y		EnerGov Enterprise	
48	Provide parameter-driven exception reports.	B	Y		EnerGov Enterprise	
49	Ability to allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.	H	Y		EnerGov Enterprise	With Active Sessions widget
50	Ability to allow the audit trail to have a date/time stamp to the nearest second.	H	Y		EnerGov Enterprise	
51	Ability to mask fields by user role including but not limited to: Tax ID Number; Date of Birth; Passwords; Drivers License Numbers; Email Addresses; Rates.	B	Y		EnerGov Enterprise	
52	Ability to be operational on a 24 x 7 scheduled basis and ability for maintenance message during server maintenance.	B	Y		EnerGov Enterprise	
53	Ability to support both tape and tapeless backups.	B	Y		EnerGov Enterprise	
54	Ability to prove point-of-sale solution is a validated payment application with PCI Security Standards Council and is still in force (not expired).	H	Y		EnerGov Enterprise	
55	System Administration	H	Y		EnerGov Enterprise	
56	Provide a data dictionary for City application administrator report creation.	B	Y		EnerGov Enterprise	
57	Provide a menu that is configurable by the City application administrator.	H	Y		EnerGov Enterprise	Tyler Hub, a performance analytics dashboard, is fully customizable by individual users and application administrators.
58	Ability to lock-down record deletion capability to only the application administrator.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
59	Ad hoc query capabilities and the ability to store queries to retrieve records from database by non-technical personnel, including ability to select records based on the value(s) specified, control ordering of such records via a browse window and ability to export results to PDF, Excel, etc.	H	Y		EnerGov Enterprise	
60	Ability for application administrator or end-user to activate/deactivate/forward/cancel forwarding of automatic workflow notifications for any event (e.g., alerts, changes).	B	Y		EnerGov Enterprise	Dependent upon workflow configuration decisions and user role settings.
61	Ability for the application administrator to create user-defined fields that can be placed on various screen within the application.	B	Y		EnerGov Enterprise	Custom fields are inserted onto the "additional info" menu/tab
62	Provide form creation tools or integration to Office that allow the City application administrator to create or copy existing user defined forms for modification.	B	Y		EnerGov Enterprise	With native configuration functions
63	Querying and Reporting	B	Y		EnerGov Enterprise	
64	Ability to provide all reporting and query capabilities within an integrated report builder.	B	Y		EnerGov Enterprise	Both SSRS and Crystal Reports are fully supported.
65	Ability to integrate with third-party reporting services	B	Y		EnerGov Enterprise	
66	Ad hoc query capabilities that allow users to search and report on matching values for any field or combinations of fields utilizing characters to separate values within a field or search for range of fields, or return all values for a given field. (i.e. wildcard - *, for distinct values, or : to separate ranges of data or any other equivalent).	B	Y		EnerGov Enterprise	
67	Provide the report date on all printed reports including any date range used in parameter-driven report criteria.	B	Y		EnerGov Enterprise	
68	Provide a performance dashboard consisting of Key Performance Indicators or web parts, with ability to setup data desired for KPIs or web parts based on business area. Users should have the ability to save links to favorite reports and queries.	B	Y		EnerGov Enterprise	Tyler Hub integrates natively with EnerGov data feeds and is built to perform the exact functions described and more.

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
69	Ability to establish role-based customized dashboards and assign to specific users. Also, ability for individual users to customize their dashboards (user dashboard preferences should be stored in the database).	B	Y		EnerGov Enterprise	With Tyler Hub
70	Ability to determine frequency in which information on the Performance Dashboard is updated (minutes) and ability for user to force a refresh of information in any given KPI or dashboard web part at will.	B	Y		EnerGov Enterprise	Tyler Hub data feeds are real-time
71	Ability to configure the refresh rate of the Performance Dashboard.	B	Y		EnerGov Enterprise	
72	Ability to allow a user to manually refresh the Performance Dashboard.	B	Y		EnerGov Enterprise	
73	Provide an integrated report writer.	B	Y		EnerGov Enterprise	
74	Provide an integrated report writer that has a consistent look and feel across all system modules.	B	Y		EnerGov Enterprise	
75	Provide an integrated report writer that supports building calculations based on data values selected (i.e., percentages of existing values).	B	Y		EnerGov Enterprise	
76	Provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with appropriate security.	B	Y		EnerGov Enterprise	
77	Ability to allow generated reports to be saved in an integrated content manager.	H	Y		EnerGov Enterprise	
78	Ability to allow generated reports to be viewed on screen prior to printing.	B	Y		EnerGov Enterprise	
79	Ability to allow reports to be generated that are searchable.	B	Y		EnerGov Enterprise	
80	Ability to schedule reports to run in the future.	B	Y		EnerGov Enterprise	
81	Ability to schedule reports to be run on a recurring basis.	B	Y		EnerGov Enterprise	
82	Ability to configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user or printer).	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
83	Ability to display an indicator when a report is being run, or in process, so that a user does not run the report again.	B	Y		EnerGov Enterprise	
84	Ability to configure the page breaks for any printed report.	B	Y		EnerGov Enterprise	
85	Ability to allow reports to be generated that have "drill-down" capabilities.	B	Y		EnerGov Enterprise	
86	Ability to support the creation of reports using SQL Reporting Services.	B	Y		EnerGov Enterprise	
87	Provide a standard search with configurable default fields (e.g., address, case number).	B	Y		EnerGov Enterprise	
88	Provide enhanced search capabilities utilizing multiple fields in the query.	B	Y		EnerGov Enterprise	Via the Tyler Search app and EnerGov's module-based advanced search screens
89	Ability to track time for tasks/project so that the time can be billed.	B	Y		EnerGov Enterprise	
90	Applications Usability	B	Y		EnerGov Enterprise	
91	Provide drop down boxes and "pick lists" for data selection and to allow easy insert, delete, and edit capability to existing or new lookups by certain City staff.	B	Y		EnerGov Enterprise	Via standard setup screens for native fields and EnerGov's Combobox Template setup screen for custom fields
92	Provide configurable quick keys (i.e., function keys).	B	Y		EnerGov Enterprise	Quick key functions would be dependent upon the user's local machine settings. Standard CTRL + z,x,c,v undo/cut/copy/paste functions are all supported.
93	Ability to comply with accessibility standards pronounced in the Americans with Disabilities Act (ADA).	B	Y		EnerGov Enterprise	EnerGov's Citizen Self Service online portal is fully WCAG 2.0 Level AA compliant
94	Provide functional online help documentation for system end users.	B	Y		EnerGov Enterprise	End user training can be supplemented with support documentation.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
95	Provide technical online help documentation for system administrators.	B	Y		EnerGov Enterprise	Via Tyler U and Tyler Community
96	Provide integration with the Microsoft clipboard.	B	Y		EnerGov Enterprise	
97	Ability to generate Mail Merge exports accessible using Microsoft Word or Excel.	B	Y		EnerGov Enterprise	
98	Provide meaningful error messages that appear in a consistent format across all system modules.	B	Y		EnerGov Enterprise	
99	Provide error messages that are integrated with online help functionality.	B	Y		EnerGov Enterprise	
100	Ability to create error logs with detail associated with the error.	B	Y		EnerGov Enterprise	
101	Ability to allow users to send error reports to System Administrator.	B	Y		EnerGov Enterprise	Via an automatically generated and referenceable "global error" number
102	Provide administrator configurable error messages.	B	Y		EnerGov Enterprise	Via EnerGov's configurable Intelligent Objects automation engine
103	Provide user-defined fields with appropriate security permissions.	B	Y		EnerGov Enterprise	
104	Ability to allow the City to determine which fields are required.	B	Y		EnerGov Enterprise	
105	Provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).	B	Y		EnerGov Enterprise	
106	Provide customizable screens based on roles and permissions.	B	Y		EnerGov Enterprise	
107	Provide customizable screens including moving rows and columns, locking fields, and freeze columns based on roles and security permissions.	B	Y		EnerGov Enterprise	
108	Provide contextual help with the ability to turn this feature off at the user level (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	B	Y		EnerGov Enterprise	Contextual help displays would be configured at the system-wide level
109	Provide customizable help.	B	Y		EnerGov Enterprise	With field tips and other configurable options
110	Provide data validation on entry.	B	Y		EnerGov Enterprise	
111	Ability to attach files to records in the system.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical			EnerGov Enterprise			
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
112	Ability to accommodate City-defined requirements for file type of uploads	B	Y		EnerGov Enterprise	
113	Ability to add a new value to a drop down table without having to navigate from the screen with appropriate security permissions.	B	Y		EnerGov Enterprise	Via navigating to a separate setup tab within the system
114	Ability to accommodate City-defined limitations on the size of file attachments.	B	Y		EnerGov Enterprise	
115	Provide reconciliation tools for all modules.	B	Y		EnerGov Enterprise	With standard and/or custom reports
116	Provide drill down capability for applicable screens.	B	Y		EnerGov Enterprise	
117	Provide ability to view attachments associated with records on the screen with appropriate security permissions.	B	Y		EnerGov Enterprise	
118	Ability to restrict drill down capability based on security permissions.	B	Y		EnerGov Enterprise	
119	Ability to allow a user screen to have an option for the number of records that will be displayed (i.e., 25, 50, 100 search results with the option to choose how many).	B	Y		EnerGov Enterprise	
120	Provide the user with standard field editing capabilities including but not limited to: navigation forward and backward to complete data entry and the ability to correct spelling mistakes without having to retype the entire word again.	B	Y		EnerGov Enterprise	
121	Ability for authorized users to edit system data that was automatically populated (e.g., data the system returns as a result of user address query to master land record).	B	Y		EnerGov Enterprise	
122	Ability to spell check on any field with the ability to turn this feature on and off.	B	Y		EnerGov Enterprise	Spell check is available for free-form text fields only. It can be turned on or off in system settings.
123	Ability to allow an administrator to configure the dictionary within the system that drives the spell check functionality.	B	Y		EnerGov Enterprise	
124	Ability to accommodate word-wrap in a data field without having to hit "return."	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
125	Provide predictive text capability.	B	Y		EnerGov Enterprise	Via Tyler Search and a GIS Address Locator service with Suggest functionality enabled
126	Provide customizable screens.	B	Y		EnerGov Enterprise	Some screen elements are customizable, others are hard-coded
127	Ability to search by wild cards, based on security permission, along with the ability to select multiple distinct values or range of values for any field desired	H	Y		EnerGov Enterprise	
128	Ability to allow the user to select search result items and drill down for further detail, with security permissions.	H	Y		EnerGov Enterprise	
129	Ability to support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	H	Y		EnerGov Enterprise	
130	Provide links to associated modules from any display screen to minimize backing out of one screen to access another, with appropriate security.	H	Y		EnerGov Enterprise	
131	Ability for multiple windows to be open at the same time.	H	Y		EnerGov Enterprise	
132	Ability to warn a user that they are about to execute a process and ask if they want to proceed (i.e., to warn before posting a batch of changes, etc.).	B	Y		EnerGov Enterprise	With Alert automation or Alert-level holds
133	Ability to allow a user to configure which business process are prompted with a warning to proceed, with appropriate security permissions.	H	Y		EnerGov Enterprise	
134	Ability to allow split screen views on dual monitors.	H	Y		EnerGov Enterprise	
135	Ability to allow the configuration of processes using either the keyboard only, the mouse only, or a combination of the two, depending on a user's preference.	H	Y		EnerGov Enterprise	Some system operations may require both keyboard and mouse use (e.g. GIS map navigation)
136	Provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
137	Workflow	H	Y		EnerGov Enterprise	
138	Role-based ability to authorize users to create, modify, delete and audit workflows.	H	Y		EnerGov Enterprise	
139	Ability to initiate and track the approval process.	H	Y		EnerGov Enterprise	
140	Ability to assign different levels of approval for the same user.	B	Y		EnerGov Enterprise	
141	Ability to maintain separation of duties related to workflow approval processes.	B	Y		EnerGov Enterprise	
142	Provide workflow functionality in all system modules.	B	Y		EnerGov Enterprise	
143	Ability to integrate workflow capability to all applications listed in the Interfaces Tab that have a type of integration of "BOTH." Exceptions should be noted in the comment field.	B	Y		EnerGov Enterprise	Tyler's EnerGov solution integrates out-of-the-box with other Tyler products such as MyGovPay, Tyler Content Manager, etc. Moreover, EnerGov provides a full suite of APIs architected in JSON Restful Services against which the City can develop for third party applications.
144	Ability to set workflow rules by: User; Role; Jurisdiction; Department; Division; Thresholds; Percentage Argument; Numerical Argument, permit, license or inspection type, route/territory and process type.	B	Y		EnerGov Enterprise	
145	Ability for users or administrator to forward workflows based on workflow process whenever a user is unavailable (e.g. unavailable due to vacation time).	B	Y		EnerGov Enterprise	
146	Based on role-based security, the ability to delete a step in workflow process or all steps for given workflow and to re-release the item to workflow.	B	Y		EnerGov Enterprise	
147	Ability to escalate workflow assignments based on a predefined period of no response or action.	B	Y		EnerGov Enterprise	
148	Provide escalation paths based on user-defined criteria (e.g., minimum period of no response).	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
149	Provide workflow notifications via dashboard web-part, KPI, or email.	B	Y		EnerGov Enterprise	
150	Ability to analyze and report on workflow performance to identify constraints and bottlenecks for management review and intervention (e.g., graphical workflow printout with flags).	B	Y		EnerGov Enterprise	
151	Ability to allow all notifications to be configurable by the City.	B	Y		EnerGov Enterprise	
152	Geographic Data Management	B	Y		EnerGov Enterprise	
153	The ability for the user to define a coordinate position for a given event (inspection, permit, violation, etc.) which is stored in the database associated with the given record.	B	Y		EnerGov Enterprise	Via a Geocoding service maintained by the City
154	The ability for City to define an Esri compatible coordinate system for a given event (inspection, permit, violation, etc) which is stored in the database associated with the given record.	B	Y		EnerGov Enterprise	
155	The ability for the City to define a coordinate position in an Esri compatible US National Grid coordinate system for a given event (inspection, permit, violation, etc) which is stored in the database associated with the given record.	B	Y		EnerGov Enterprise	
156	Ability to identify parcels of land including, but not limited to the following information:	B	Y		EnerGov Enterprise	
157	Address	B	Y		EnerGov Enterprise	
158	Owner	B	Y		EnerGov Enterprise	
159	Structure Type	B	Y		EnerGov Enterprise	
160	Use Type	H	Y		EnerGov Enterprise	
161	Subdivision	H	Y		EnerGov Enterprise	
162	Specific Land development agreements	H	Y		EnerGov Enterprise	
163	Future Land Use Designation	H	Y		EnerGov Enterprise	
164	Zoning Designation	H	Y		EnerGov Enterprise	
165	Building Setbacks by structure and Zoning/Subdivision	H	Y		EnerGov Enterprise	
166	Geographic areas by user defined polygon	B	Y		EnerGov Enterprise	
167	Legal Description	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
168	Zoning Designation	H	Y		EnerGov Enterprise	
169	Building Setbacks by structure and Zoning/Subdivision	H	Y		EnerGov Enterprise	
170	Geographic areas by user defined polygon	H	Y		EnerGov Enterprise	
171	Legal Description	B	Y		EnerGov Enterprise	
172	Ability to track both the owner and resident (could be different) for a given address or property.	B	Y		EnerGov Enterprise	
173	Ability to enforce City of Sunnyvale addressing standards.	B	Y		EnerGov Enterprise	
174	Ability to add free-form comments to properties.	B	Y		EnerGov Enterprise	
175	Provides capability to display Related Information including: Code Enforcement Information; Permitting and inspection Information; Occupational Licensing Information.	B	Y		EnerGov Enterprise	
176	Provides support to save and query unlimited historical property owners/occupants	B	Y		EnerGov Enterprise	
177	Ability to maintain and display Historical and current Improvements	B	Y		EnerGov Enterprise	
178	Ability to show structural information including: Structure Improvement Information; Structure Value; Structural Classifications (multiple); Year Built; Number of Stories; Unlimited user-defined fields.	B	Y		EnerGov Enterprise	
179	Provides capability to maintain and query unlimited zoning history	B	Y		EnerGov Enterprise	
180	Provide the function for splitting or merging parcels	H	Y		EnerGov Enterprise	
181	Ability to maintain a relationship of existing and historical parcels throughout time	B	Y		EnerGov Enterprise	
182	Ability to attach an unlimited number and type of documents (e.g., jpeg, bmp, doc, xls, gif, htm, pdf, txt, xml, mp4, mpeg).	B	Y		EnerGov Enterprise	
183	Provide access to associated Permits, including: Land Development Agreements; Rezoning Agreements; Conditional Use Agreements; Concept Plans; Aesthetic Review Agreements.	B	Y		EnerGov Enterprise	
184	Integration and access to associated Code Enforcement Cases	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical			EnerGov Enterprise			
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
185	Provide support for 'hiding' items assigned to secure owner records / properties, especially for access via a public or citizen interface	B	Y		EnerGov Enterprise	
186	Ability to limit GIS queries based on time parameters such that only records within a given date range will be returned, including the ability to generate these queries as part of a system workflow	B	Y		EnerGov Enterprise	
187	Ability to flag parcels with the following criteria: Description of the flag; Type of hold (e.g., not work allowed, no permit issued, informational only).	B	Y		EnerGov Enterprise	
188	Ability to notify certain people based on the type of hold when a specified activity has occurred on the property.	B	Y		EnerGov Enterprise	
189	Ability for authorized user to remove the hold based on an activity occurring and/or a specified date.	B	Y		EnerGov Enterprise	
190	Ability for the System Administrator to specify which activities are to be held and/or which activities are to be allowed.	H	Y		EnerGov Enterprise	
191	Ability to view GIS map of resulting queried data.	B	Y		EnerGov Enterprise	
192	Provide a the following reports within a user-defined date range:	B	Y		EnerGov Enterprise	
193	Parcel Ownership	B	Y		EnerGov Enterprise	
194	Change Report	B	Y		EnerGov Enterprise	
195	Parcel Split/Merge activity Report	B	Y		EnerGov Enterprise	
196	Parcel Improvement Report	B	Y		EnerGov Enterprise	
197	Zoning Change or Activity Report	B	Y		EnerGov Enterprise	
198	Permits issued by defined geographic boundary area.	B	Y		EnerGov Enterprise	
199	Ability to associate structural information to a parcel.	B	Y		EnerGov Enterprise	
200	Ability to associate business information to a parcel and structure	B	Y		EnerGov Enterprise	
201	Ability to save street segments and other objects that may not be legally described as a parcel within the system as history	B	Y		EnerGov Enterprise	Via point, line, or polygon spatial collections
202	Ability to associate system records (permits, violations, etc.) with geometries other than parcels or addresses (e.g. building footprint, tenant space, right-of-way segment, user-defined polygon)	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

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Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
203	Ability to link to and display project or case related documents such as record drawings, plans, as-builts, building layouts, permits, inspections, and images by choosing a location on the map	H	Y		EnerGov Enterprise	
204	Ability to choose an address, parcel/parcels, common area, street segment, or other area and have the system auto-fill the location on a building, planning, engineering project or a code enforcement case.	B	Y		EnerGov Enterprise	
205	Ability to highlight the location on a map of objects such as projects or parcels currently displayed or returned from a query.	B	Y		EnerGov Enterprise	
206	Ability to obtain owner and/or tenant lists for noticing or other purposes by choosing a point and radius or other region on the map or via a query.	B	Y		EnerGov Enterprise	
207	Ability to choose polygons or other geographic areas on a map and obtain all city-related activities in that area as well as histories (i.e. businesses, building, planning, or engineering projects, code enforcement cases, parcel comments)	B	Y		EnerGov Enterprise	
208	Ability to perform geo-queries w/in regions or using a given radius and under given conditions on business license related data such as: number of employees, aggregate sales tax, and Business Improvement District (BID) information	B	Y		EnerGov Enterprise	
209	Ability to provide additional map detail based upon zoom level. For example, display address range labels on multi-address parcels when appropriate.	B	Y		EnerGov Enterprise	
210	Ability to choose addresses/areas beyond city limits as the location for certain Engineering projects or when generating mailing lists when a noticing radius extends beyond city boundaries.	B	Y		EnerGov Enterprise	
211	Ability to provide map layers for various planning and land attributes such as zoning, combining district, general plan, specific plan, sense of place, and land use.	B	Y		EnerGov Enterprise	EnerGov consumes the map layer data that exists on the City's ArcGIS map and feature servers.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.2 - General and Technical				EnerGov Enterprise		
Objective: To provide a secure and full-featured application						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
212	Ability to store attributes on common areas and represent them accurately on the map. The County Assessor provides the city base map. It is parcel-based, with the APN (tax number) as the parcel identifier. Common areas have no APN.	B	Y		EnerGov Enterprise	
213	Ability to generate XY coordinates from pinning on the map.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Daily Processing					
2	Ability to accept multiple payment types including cash, checks, credit/debit cards, money order, ACH, and EFT.	H	Y		EnerGov Enterprise	
3	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H	Y		EnerGov Enterprise	Based on user role cashiering permission configuration options
4	Ability to configure and process workflows for approvals, review, and modification.	H	Y		EnerGov Enterprise	
5	Point-of-Sale (POS) System					
6	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H	Y		EnerGov Enterprise	
7	Ability to accommodate numerous POS terminals and consolidate all POS terminal receipts at day's end.	H	Y		EnerGov Enterprise	
8	Ability to use extensive on-line inquiry (via the POS terminal) and printout of customer account history and current balances for all modules to help with lien searches.	H	Y		EnerGov Enterprise	
9	Ability to sort POS transactions by key fields including Division/Department, Date, Transaction Type, Clerk, or any segment of the GL Account Number.	H	Y		EnerGov Enterprise	
10	Ability to assign multiple operators per drawer/register.	M	Y		EnerGov Enterprise	
11	Ability to provide multiple drawer functionality.	M	Y		EnerGov Enterprise	
12	Ability to accept over-the-counter cash register (i.e., point-of-sale-terminal) payments from multiple departments distributed around the City.	H	Y		EnerGov Enterprise	
13	Ability to quickly access a menu of receivable types when accepting payments over-the-counter.	H	Y		EnerGov Enterprise	
14	Ability to quickly access a menu of charge code types when accepting payments over-the-counter.	H	Y		EnerGov Enterprise	
15	Ability to search by charge code/description when entering in a transaction.	H	Y		EnerGov Enterprise	

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
16	Ability to restrict payment to cash only as directed by item alerts.	H	Y		EnerGov Enterprise	
17	Ability to calculate the amount of change due back from amount tendered.	H	Y		EnerGov Enterprise	
18	Ability to void all or part of a transaction only when the daily reconciliation has not occurred and only if the user has permission to do so.	H	Y		EnerGov Enterprise	
19	Prevent fee changes once the fee has been paid.	H	Y		EnerGov Enterprise	
20	Ability to maintain a complete audit trail for all transactions.	H	Y		EnerGov Enterprise	
21	Ability to image checks.	H	Y		EnerGov Enterprise	
22	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H	Y		EnerGov Enterprise	
23	Ability to link supporting documents to a specific transaction. (Requires the ability to attach documentation to transactions after-the-fact).	M	Y		EnerGov Enterprise	
24	Ability to calculate fees and take in payments unrelated to projects or cases and assign those fees to a revenue account on-the-fly.	H	Y		EnerGov Enterprise	
25	Payment and Receipt Processing					
26	Ability to define batch payment creation (electronic Checks, over the counter, mail, etc.).	H	Y		EnerGov Enterprise	
27	Ability to include the following information on receipts for individual transactions:	-			EnerGov Enterprise	
28	Name of entry clerk	H	Y		EnerGov Enterprise	
29	Customer Name (Defaults to Applicant/Permitee)	H	Y		EnerGov Enterprise	
30	A/R Account number	H	Y		EnerGov Enterprise	
31	G/L Account coding	H	Y		EnerGov Enterprise	
32	Description for the receipt	H	Y		EnerGov Enterprise	
33	Amount	H	Y		EnerGov Enterprise	
34	Account Balance	H	Y		EnerGov Enterprise	
35	Check number (if payment by check)	H	Y		EnerGov Enterprise	
36	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H	Y		EnerGov Enterprise	
37	Authorization or Error Code (Credit Card)	H	Y		EnerGov Enterprise	
38	Date	H	Y		EnerGov Enterprise	
39	Customer ID	H	Y		EnerGov Enterprise	
40	Location ID	H	Y		EnerGov Enterprise	
41	Ability to track and search receipts by any field on the receipt.	H	Y		EnerGov Enterprise	
42	Ability to print receipts upon request at any point in time.	H	Y		EnerGov Enterprise	
43	Ability to view receipts online in the system and "drill-down or drill-around" to all related information such as the GL Account.	H	Y		EnerGov Enterprise	
44	Ability to print user configurable comments and messages on the receipt.	H	Y		EnerGov Enterprise	
45	Ability to require entering of comments on specific user defined receipt types	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
46	Ability to see the full account description when processing a receipt.	M	Y		EnerGov Enterprise	
47	Ability to have an unlimited number of detail lines per receipt	M	Y		EnerGov Enterprise	
48	Ability to take receipts offline in the system when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	Y		EnerGov Enterprise	
49	Ability to take website payments when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	Y		EnerGov Enterprise	
50	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	H	Y		EnerGov Enterprise	
51	Ability to prepare online receipts for departments without a point of sale terminal.	M	Y		EnerGov Enterprise	
52	Ability to customize detailed customer receipts, including but not limited to amount owed and received, type of payment, check number, account number, and transaction number.	H	Y		EnerGov Enterprise	
53	Ability to designate whether a transaction was post-marked on-time to remove potential interest that may be applied to the bill associated with that payment.	H	Y		EnerGov Enterprise	
54	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	H	Y		EnerGov Enterprise	
55	Ability for the receipt numbering system to automatically reset itself based on the City's defined number of digits per receipt.	M	Y		EnerGov Enterprise	
56	Ability to have receipt number ranges or receipt number format “masks” to be associated to a department or user.	M	Y		EnerGov Enterprise	
57	Ability to have receipts remain fully editable until the time they are printed and posted.	H	Y		EnerGov Enterprise	
58	Ability to change the payment type (cash, check, credit card, etc.) without voiding a receipt	H	Y		EnerGov Enterprise	The payment type can be changed until the transaction is formally completed. Once the transaction is finalized, it would have to be voided in order to change the payment type.
59	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	M	Y		EnerGov Enterprise	
60	Ability to centralize receipting of mailed checks.	H	Y		EnerGov Enterprise	
61	Ability to take payments and recognize revenue even when a receivable has not been established.	H	Y		EnerGov Enterprise	
62	Ability to apply a payment to multiple invoices or G/L accounts.	H	Y		EnerGov Enterprise	
63	Ability to accept mail-in payments via multiple batch entry	H	Y		EnerGov Enterprise	
64	Ability to accept partial payments to reduce receivable amounts.	H	Y		EnerGov Enterprise	
65	Ability to configure order of processing for partial payments.	H	Y		EnerGov Enterprise	
66	Ability to process credit memos.	H	Y		EnerGov Enterprise	
67	Ability to pay multiple bills with a single payment w/description	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
68	Ability to accommodate multiple check/cash payments for single bill	H	Y		EnerGov Enterprise	
69	Ability to endorse/validate multiple checks, bills, and documents within a single transaction	H	Y		EnerGov Enterprise	
70	Ability to print inscription of amount receipted on checks	H	Y		EnerGov Enterprise	
71	Ability to enter comments (to be used internally) at time of receipt.	H	Y		EnerGov Enterprise	
72	Ability to override who is making the payment versus the name on the account when processing a payment.	H	Y		EnerGov Enterprise	
73	Ability to inquire the lists of pre-coded transaction templates assigned to each department (i.e. department X receipts against GL account code Y for the Z transaction).	M	Y		EnerGov Enterprise	
74	Ability to automatically retrieve account information including amount owed from scanned bills. User only has to "key in" amount paid, if different from amount owed.	H	Y		EnerGov Enterprise	
75	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks based on user defined rules.	H	Y		EnerGov Enterprise	Via contact-level alert or stop action hold(s).
76	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	H	Y		EnerGov Enterprise	
77	Ability to enter in a cash receipt "on the fly" that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually	H	Y		EnerGov Enterprise	
78	Ability to differentiate sales tax payment based on cash receipt code	H	Y		EnerGov Enterprise	
79	Ability to enter a reason code to enter a reason for canceling any payment.	H	Y		EnerGov Enterprise	
80	Ability to apply payments in current year for a future year license	H	Y		EnerGov Enterprise	Functionality would depend upon various configuration parameters
81	On-Line Payment Processing					
82	System has the ability to process on-line payments made via:	-			EnerGov Enterprise	
83	Credit Cards / Debit Cards	H	Y		EnerGov Enterprise	
84	Electronic Funds Transfer (EFT)	H	Y		EnerGov Enterprise	
85	Electronic Checks	H	Y		EnerGov Enterprise	
86	System is capable of processing recurring on-line payments.	H	N		EnerGov Enterprise	Recurring online payments are not supported at the current time; all invoices must be manually paid for.
87	Deposits					
88	Ability to track and maintain any customer payments towards an account(s) / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays) and as transactions occur/services provided, the balance is adjusted down.	H	Y		EnerGov Enterprise	
89	Ability to have multiple individual receipts per deposit.	H	Y		EnerGov Enterprise	
90	Ability to perform after-the-fact adjustments to deposits w/approvals.	H	Y		EnerGov Enterprise	
91	Ability for Finance to check validity of deposits.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
92	Electronic Payments					
93	Ability to efficiently and promptly process electronic payments and match them with the relevant customer invoice.	H	Y		EnerGov Enterprise	
94	System has the ability to process on-line payments made via:	-			EnerGov Enterprise	
95	Credit Cards / Debit Cards	H	Y		EnerGov Enterprise	
96	Electronic Funds Transfer (EFT)	H	Y		EnerGov Enterprise	
97	Electronic Checks	H	Y		EnerGov Enterprise	
98	System is capable of processing recurring on-line payments.	H	N		EnerGov Enterprise	Recurring online payments are not supported at the current time; all invoices must be manually paid for.
99	Credit Card Processing					
100	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H	Y		EnerGov Enterprise	EnerGov itself does not store credit card data thus PCI compliance does not apply to it by itself.
101	Ability to generate credit card authorizations and error codes.	H	Y		EnerGov Enterprise	
102	Ability to print credit card receipts with authorization number.	H	Y		EnerGov Enterprise	
103	Ability to support credit card refunds based upon user permissions.	H	Y		EnerGov Enterprise	
104	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H	Y		EnerGov Enterprise	
105	Closing, Balancing and Depositing					
106	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.	H	Y		EnerGov Enterprise	
107	Ability to provide detail to support daily closing at the department/cash register level and monthly bank account reconciliation at the overall level.	H	Y		EnerGov Enterprise	
108	Ability to balance cash drawers at any point in time.	H	Y		EnerGov Enterprise	
109	Ability to distinguish among cash, check or credit card payment and to provide separate totals at days end to assist in balancing the drawer.	H	Y		EnerGov Enterprise	
110	Ability to summarize and post daily cash receipts by validated General Ledger account.	H	Y		EnerGov Enterprise	
111	Ability to assign a department to a batch and change the department on the batch without closing the batch.	H	Y		EnerGov Enterprise	
112	Ability for tenders within a batch to have different deposit references by tender type.	H	Y		EnerGov Enterprise	
113	Ability to settle batches individually or by selection versus all open batches.	H	Y		EnerGov Enterprise	
114	Ability to edit and correct transaction errors prior to posting with proper authorization.	H	Y		EnerGov Enterprise	
115	Ability to enter cash count of bills for each denomination for individual receipt balancing.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.3 - Cash Receipting-POS				EnerGov Enterprise		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
116	Ability to balance cash/checks for each receipt prior to release.	M	Y		EnerGov Enterprise	
117	Ability to enter check list for individual receipt balancing.	H	Y		EnerGov Enterprise	
118	Ability to support multiple depository bank accounts and create separate bank deposit slips.	H	Y		EnerGov Enterprise	
119	Ability to assign a bank deposit reconciliation code with each department.	M	Y		EnerGov Enterprise	
120	Ability to print deposit ticket with appropriate deposit reconciliation code.	H	Y		EnerGov Enterprise	
121	Ability to assign a bank bag number to each deposit slip.	H	Y		EnerGov Enterprise	
122	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H	Y		EnerGov Enterprise	
123	Ability to process NSF checks as a reversal to the original revenue posting.	H	Y		EnerGov Enterprise	Transactions can be voided due to NSF checks.
124	Reporting					
125	Ability to create a Daily Receipts Detail Report for in-person payments and another for on-line payments.	H	Y		EnerGov Enterprise	
126	Ability to create a User/POS Terminal Productivity Report, showing number of transactions processed per day, by operator, by POS terminal, and by transaction type. Shows average time to process a transaction.	H	Y		EnerGov Enterprise	
127	Ability to create a Bank Reconciliation Report, listing amounts deposited into each account, and total deposits compared with cash receipts for that date.	H	Y		EnerGov Enterprise	
128	Ability to create a Bank Totals Report, Showing Bank Code, Bank Number, Bank Name and Address, and Deposit Amount.	H	Y		EnerGov Enterprise	
129	Ability to create a Detailed Receipt Report, Showing Receipt number, entry date, user name, notes, receipt type, payment method. Within receipt type, the report shows the GL Note, GL number, bank code, and amount. Run by department, sorted by payment method.	H	Y		EnerGov Enterprise	
130	Ability to wildcard search or report on any field captured by the system.	H	Y		EnerGov Enterprise	
131	Ability to report based on user defined period-to-date; summary or detail.	H	Y		EnerGov Enterprise	
132	Ability to create a Revenue Report, by account and/or by department. Shows current period receipts and expenses, monthly budget, YTD budget, YTD received, remaining and total budget.	H	Y		EnerGov Enterprise	
133	Ability to produce daily summary revenue report breaking down revenues received for the day by Cash, Check, eCheck, Credit Cards (showing totals for each type: Mastercard, Visa, American Express, etc.)	H	Y		EnerGov Enterprise	Note that while summary revenue reports can be generated, credit card and card holder data is not stored in EnerGov; only end transactional data is stored.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.3 - Cash Receipting-POS			EnerGov Enterprise			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenue collection						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
134	Ability to pull totals of all receipts and postings for a user or user-defined group for the day for balancing. These totals by user or group are broken down by Cash, Check, eCheck, Credit Cards (showing totals for each type: Mastercard, Visa, American Express, etc.)	H	Y		EnerGov Enterprise	Note that while totals and postings are balanced and can be reported on, credit card and card holder data is not stored in EnerGov; only end transactional data is stored.
135	Ability to create an Audit Trail of all receipts and postings for a user-specified time period. Includes transaction number of each receipt and G/L transaction.	H	Y		EnerGov Enterprise	
136	Permit Issuance					
137	Ability to pay for multiple projects/transactions in batch and for the Cashier to issue a batch of permits at once rather than one by one.	H	Y		EnerGov Enterprise	
138	Ability to capture an electronic signature and place on all permits being batch issued.	H	Y		EnerGov Enterprise	
139	Ability to store e-copies of receipts and permits issued and provide to the customer (hard-copy, email).	H	Y		EnerGov Enterprise	
140	Ability to only allow permit issuance once all fees have been calculated and paid and all reviewers associated with the final plan check have signed off (if plans are required).	H	Y		EnerGov Enterprise	
141	Ability to print customer requested information sheets such as project information summary sheets, permit re-prints, and fee estimates.	H	Y		EnerGov Enterprise	
142	Ability to calculate mitigation/impact fees for specified projects by requiring the user to enter certain information about the current site and proposed project. Ability to store all inputs, calculations, user information, and timestamp on mitigation fee calculations and retrieve those calculations at a later date.	H	Y		EnerGov Enterprise	

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Ability to automatically assign unique case identifiers, to include the year and a sequential number, and to include in the identifier a way to distinguishes among building, planning, engineering, and code enforcement cases/projects.	H	Y		EnerGov Enterprise	
2	Ability to automatically assign sequential code violation numbers, with the ability to assign manual numbers as required.	B	Y		EnerGov Enterprise	
3	Ability to configure the required and available inspection events for each code violation type.	H	Y		EnerGov Enterprise	
4	Ability for authorized, appropriate staff to override a specific inspection in the workflow process.	B	Y		EnerGov Enterprise	
5	Ability to alert staff if a workflow process is out of sequence, with the ability to override the sequence.	H	Y		EnerGov Enterprise	
6	Ability to track annual and ad hoc inspection of all types of dwelling units.	B	Y		EnerGov Enterprise	
7	Ability to assign a priority to all complaints from the field, allowing staff to determine the urgency of response.	B	Y		EnerGov Enterprise	
8	Ability to alert the appropriate NPS specialist and the supervisor on their workstations of the receipt of a complaint.	H	Y		EnerGov Enterprise	
9	Ability to reassign given complaints and/or inspections based upon staff availability and operational requirements.	H	Y		EnerGov Enterprise	
10	Ability to identify violations by code, displaying or printing the associated code description when required.	H	Y		EnerGov Enterprise	
11	Ability to view the violation code/description drop-down list either on-line or from a hard copy printout as part of a field manual.	H	Y		EnerGov Enterprise	
12	Ability to create a violation form (i.e., Notice of Violation) for a given complaint. The violation form would differ based upon the violation type.	H	Y		EnerGov Enterprise	
13	Ability to include a narrative section on the violation form to add free form narrative and corrective action.	H	Y		EnerGov Enterprise	

4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	Ability to attach pictures and documents to code violation records from within the application.	H	Y		EnerGov Enterprise	
15	Ability to update property owner information on all open/expired permits and all open code violations.	B	Y		EnerGov Enterprise	
16	Ability to view existing attachments either on the field personnel lap top or a departmental desk top workstation.	B	Y		EnerGov Enterprise	
17	Ability for a supervisor to view an attached document from the mobile platform.	H	Y		EnerGov Enterprise	
18	Ability for recent code activity to be displayed on the property address primary display screen. This would alert specialists to a possible duplicate violation.	B	Y		EnerGov Enterprise	
19	Ability to drill down past the violation summary line display and be taken to a specific detailed violation screen, with all entered fields pre-filled.	B	Y		EnerGov Enterprise	
20	Ability to document and track, but not be limited to, the following code violation parameters:	B	Y		EnerGov Enterprise	
21	Address	H	Y		EnerGov Enterprise	
22	Date of Violation	H	Y		EnerGov Enterprise	
23	Violation Number	H	Y		EnerGov Enterprise	
24	Violation Type	H	Y		EnerGov Enterprise	
25	Violator Name	B	Y		EnerGov Enterprise	
26	Complaint vs. Proactive	B	Y		EnerGov Enterprise	
27	NPS Specialist Name	B	Y		EnerGov Enterprise	
28	NPS Specialist Number	B	Y		EnerGov Enterprise	
29	Complainant's Name/Contact Info	B	Y		EnerGov Enterprise	
30	Current Status	B	Y		EnerGov Enterprise	
31	Ability to automatically generate user modifiable initial correspondence to the complainant, owner and/or tenant as required through either hard-copy or via email.	H	Y		EnerGov Enterprise	
32	Ability to send appropriate correspondence as part of a pre-defined workflow process, or manually at the discretion of staff.	H	Y		EnerGov Enterprise	
33	Ability to bypass appropriate correspondence at staff's discretion.	H	Y		EnerGov Enterprise	
34	Ability to keep track automatically of the number, type, and sequence of inspections for a given violation.	H	Y		EnerGov Enterprise	
35	Ability to automatically calculate the date for each follow-up code inspection required if not closed.	H	Y		EnerGov Enterprise	
36	Ability for staff to either extend or reduce the automatically calculated date for a specific violation.	H	Y		EnerGov Enterprise	
37	Ability to provide an automatic assessment of administrative fees.	H	Y		EnerGov Enterprise	
38	Ability to document scheduled re-inspection date and actual re-inspection date.	H	Y		EnerGov Enterprise	

4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
39	Ability to enter multiple extensions with administrator defined dates of compliance.	H	Y		EnerGov Enterprise	
40	Ability to process multiple code enforcement hearing documenting each hearing individually, including related adjudication assessments.	H	Y		EnerGov Enterprise	
41	Ability to enter/track foreclosure proceedings.	H	Y		EnerGov Enterprise	
42	Ability to track and document complaints, including:	H	Y		EnerGov Enterprise	
43	Date of complaint	B	Y		EnerGov Enterprise	
44	Complaint #	B	Y		EnerGov Enterprise	
45	Complaint violation type	H	Y		EnerGov Enterprise	
46	Violator's name/contact info	B	Y		EnerGov Enterprise	
47	Violation	B	Y		EnerGov Enterprise	
48	Scheduled Inspection date	B	Y		EnerGov Enterprise	
49	Actual Inspection date	B	Y		EnerGov Enterprise	
50	Hearing Date	B	Y		EnerGov Enterprise	
51	Report of Findings	B	Y		EnerGov Enterprise	
52	Date Cleared	B	Y		EnerGov Enterprise	
53	Action Taken	H	Y		EnerGov Enterprise	
54	Ability to automatically calculate fee assessments based upon the type of activity and including: Flat daily rate; Tiered daily rate; Simple Interest.	B	Y		EnerGov Enterprise	
55	Ability to record fee history for revenue generation tracking and reporting purposes.	B	Y		EnerGov Enterprise	
56	Ability to apply credits and process refunds.	B	Y		EnerGov Enterprise	
57	Ability to back out (reverse) a fee record.	B	Y		EnerGov Enterprise	
58	Ability to view all fees and their status on a single window	B	Y		EnerGov Enterprise	
59	Ability to query a specific address for its permit history, listing it in summary format.	B	Y		EnerGov Enterprise	
60	Ability to select a specific entry from the above query, taking you to the permit detail screen.	B	Y		EnerGov Enterprise	
61	Ability to query a specific contractor for permit activity including: Date Range; Permits Applied For; Open Permits; Closed Permits; Expired Permits.	B	Y		EnerGov Enterprise	
62	Ability to document the violation compliance date and configure follow-up activities and fines based on the adjudication of the case.	H	Y		EnerGov Enterprise	
63	Ability to modify the date of compliance, with a corresponding adjustment to any accumulated fine or lien amount.	B	Y		EnerGov Enterprise	
64	Ability to schedule NPS Specialist activity by: Geographic location of violation; Violation type; Time of day; Day of the week; Certification level.	B	Y		EnerGov Enterprise	
65	Ability to print a “task list” of code violation complaints requiring first action.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
66	Ability to print a code inspection “task list”, for any given I date range, either for the department or by NPS specialist.	B	Y		EnerGov Enterprise	
67	Ability to print a list of past due inspections by: NPS Specialist; Geographic Area.	B	Y		EnerGov Enterprise	
68	Ability to print a building permit “issuance list” for each NPS specialist district (in order to expedite the identification of unauthorized activity).	B	Y		EnerGov Enterprise	
69	Ability to print a notice of violation hard copy from the system versus manual completion of pre-printed hard copy forms, merging all applicable database information into the notice.	B	Y		EnerGov Enterprise	
70	Ability to link permit violations to the permit number used to close the violation.	B	Y		EnerGov Enterprise	
71	Ability to modify existing form letter and follow-up notice text, or add additional text.	B	Y		EnerGov Enterprise	
72	Ability to generate new letter template.	B	Y		EnerGov Enterprise	
73	Ability to print a list of all addresses or specific range of addresses with code violations including: (Should be available as spreadsheet and GIS map outputs)	B	Y		EnerGov Enterprise	
74	NPS Specialist	B	Y		EnerGov Enterprise	
75	Enforcement Zone	B	Y		EnerGov Enterprise	
76	Dates	B	Y		EnerGov Enterprise	
77	Violation Type	B	Y		EnerGov Enterprise	
78	Status	B	Y		EnerGov Enterprise	
79	Complaint vs. Proactive	B	Y		EnerGov Enterprise	
80	Complaint Name	B	Y		EnerGov Enterprise	
81	Ability to print a list of all code violations, open, closed, or both for a specific address.	B	Y		EnerGov Enterprise	
82	Ability to print code violation statistical information for user-defined timeframes and user-defined geographical parameters including:	B	Y		EnerGov Enterprise	
83	Number of code violations	H	Y		EnerGov Enterprise	
84	Code violation types	B	Y		EnerGov Enterprise	
85	Associated violation assessments	B	Y		EnerGov Enterprise	
86	Property type	B	Y		EnerGov Enterprise	
87	Ability to extract both database information and attached files to generate a hard copy “court package”.	B	R		EnerGov Enterprise	Via custom reports
88	Ability to utilize GIS graphic display to identify a geographical area, which would then serve as the address delimiters for existing reports.	H	Y		EnerGov Enterprise	
89	Provide a code enforcement module that is integrated with all other system modules.	B	Y		EnerGov Enterprise	
90	Ability to allow for user-defined case number structure based on case type.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
91	Ability to use an existing case as a template for creating similar case records.	B	Y		EnerGov Enterprise	
92	Ability to accommodate user-defined templates for City-identified case types.	B	Y		EnerGov Enterprise	
93	Ability to track case status including dates that the status changed.	H	Y		EnerGov Enterprise	
94	Ability to track the number of days that a case has been in process, from initiation to completion.	B	Y		EnerGov Enterprise	
95	Ability to record unlimited date/time stamped comments related to the case.	H	Y		EnerGov Enterprise	
96	Ability to allow administrators to define (through table entry) an unlimited number of code enforcement case and violation types and add, change and delete types as required.	B	Y		EnerGov Enterprise	
97	Ability to integrate with any parcel manager system to validate parcels, addresses, owners and zoning.	B	Y		EnerGov Enterprise	
98	Ability to define a workflow for each case type to route the case for review.	B	Y		EnerGov Enterprise	
99	Ability to define default actions including inspections that must be completed for each case type.	B	Y		EnerGov Enterprise	
100	Ability to display locations of cases in the City's GIS system.	B	Y		EnerGov Enterprise	
101	Ability to record and track that a property lien or pending lien has been levied against a property.	B	Y		EnerGov Enterprise	
102	Ability to integrate with the Permit Module to allow Permitting to see any outstanding code violations.	H	Y		EnerGov Enterprise	
103	Ability to generate code enforcement notices (that can be modified on a case by case basis) including the following: Notice of Violation; Notice Letter; Notice of Abatement.	B	Y		EnerGov Enterprise	
104	Ability to maintain all ordinances online to become part of any correspondence.	B	Y		EnerGov Enterprise	
105	Ability to import City ordinances and national codes (maintains updated code).	B	Y		EnerGov Enterprise	
106	Ability to accommodate a user-defined and user-maintained fee schedule.	H	Y		EnerGov Enterprise	
107	Ability to override default fees/fines on an individual case (with appropriate user security permissions).	B	Y		EnerGov Enterprise	
108	Ability to maintain review and inspection history.	B	Y		EnerGov Enterprise	
109	Ability to override default actions on an individual case (with appropriate user security permissions).	B	Y		EnerGov Enterprise	
110	Ability to identify detailed checklist items for each defined action.	B	Y		EnerGov Enterprise	
111	Ability to back date enforcement transactions with appropriate security permissions.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

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4.4 - Code Enforcement				EnerGov Enterprise		
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
112	Ability to accommodate user-defined and user-maintained lists in look-up tables ("pick lists") for fields including (but not limited to) violation and code references.	H	Y		EnerGov Enterprise	
113	Ability to maintain data in tables, using "from & to effective dates," and allowing data in the table to be copied and altered, without impacting historical records associated with old table entries.	B	Y		EnerGov Enterprise	
114	Ability to flag documents associated with the appeals hearing agenda generation process.	B	Y		EnerGov Enterprise	Via Attachment Group settings
115	Violations	H	Y		EnerGov Enterprise	
116	Ability to place a hold on permits if code enforcement violations and/or fines are outstanding.	B	Y		EnerGov Enterprise	
117	Ability to track multiple violations and citations on one property.	B	Y		EnerGov Enterprise	
118	Ability to track fines through final collection process.	H	Y		EnerGov Enterprise	
119	Ability to flag a violation as a repeat violation.	B	Y		EnerGov Enterprise	
120	Ability to flag a violation as a repeat violation for fine escalation purposes in a rolling 12 month period.	B	Y		EnerGov Enterprise	
121	Ability to associate multiple violations with a single case.	B	Y		EnerGov Enterprise	
122	Ability to define default fines associated with a case type.	B	Y		EnerGov Enterprise	
123	Ability to accommodate an updateable, user-defined fee/fine structure.	B	Y		EnerGov Enterprise	
124	Ability to store incident reports and other Public Safety documentation.	B	Y		EnerGov Enterprise	
125	Ability to limit the viewing of Public Safety documentation attached to a violation based on security permissions.	B	Y		EnerGov Enterprise	
126	Ability to filter by codes violations and process reports.	B	Y		EnerGov Enterprise	
127	Ability to allow the user to search prior premises history on property with codes violations.	B	Y		EnerGov Enterprise	
128	Ability to allow the user to search for specific violation types.	B	Y		EnerGov Enterprise	
129	Reporting & Querying	B	Y		EnerGov Enterprise	
130	Ability to print a summary report of fees/fines assessed on cases based on user-defined selection criteria.	B	Y		EnerGov Enterprise	
131	Ability to print a listing of cases based on user-defined selection criteria.	B	Y		EnerGov Enterprise	
132	Ability to view a list of all cases and permits at a selected location.	B	Y		EnerGov Enterprise	
133	Ability to query cases by the following fields or combination of fields:	H	Y		EnerGov Enterprise	
134	Case ID	B	Y		EnerGov Enterprise	
135	Location	B	Y		EnerGov Enterprise	
136	Status	B	Y		EnerGov Enterprise	
137	History	B	Y		EnerGov Enterprise	
138	Violation Type	B	Y		EnerGov Enterprise	
139	Location Address	B	Y		EnerGov Enterprise	
140	Owner Name	B	Y		EnerGov Enterprise	

Priority

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Availability

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4.4 - Code Enforcement			EnerGov Enterprise			
Objective: To manage the code violation lifecycle throughout the City, including management of inspections, adjudication of cases, and collection of fines and fees.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
141	Parcel	B	Y		EnerGov Enterprise	
142	Tenant Name	B	Y		EnerGov Enterprise	
143	Occupancy Type	B	Y		EnerGov Enterprise	
144	Inspector	B	Y		EnerGov Enterprise	
145	Ability to print a summary report of processing time for cases based on user-defined selection criteria.	B	Y		EnerGov Enterprise	
146	Ability to generate reports on resident complaints including the following:	B	Y		EnerGov Enterprise	
147	Day	B	Y		EnerGov Enterprise	
148	Date	B	Y		EnerGov Enterprise	
149	Time	B	Y		EnerGov Enterprise	
150	Type	B	Y		EnerGov Enterprise	
151	Street Address of Complaint	B	Y		EnerGov Enterprise	
152	Property Owner	B	Y		EnerGov Enterprise	
153	Complainant Contact Info/Address	B	Y		EnerGov Enterprise	
154	Phone Number	B	Y		EnerGov Enterprise	
155	Ability to allow citizens to log complaints online via a portal from the City's website.	B	Y		EnerGov Enterprise	Via the Tyler Incident Management portal (natively integrated with EnerGov)
156	Ability to allow citizens to check the status of a logged complaint online via a portal from the City's website.	B	Y		EnerGov Enterprise	

Tyler Technologies	
Code	Availability Definition
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F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.5 - Licensing				EnerGov Enterprise		
Objective: To manage the biannual business licensing process and ensure compliance for all City businesses						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Ability to create necessary charge codes for each possible kind of license that hold fixed dollar values, and GL accounts used when recording journal entries.	B	Y		EnerGov Enterprise	
2	Ability to tailor data collection, billing, and reporting through each of the following:	B	Y		EnerGov Enterprise	
3	System parameters	B	Y		EnerGov Enterprise	
4	Charge codes	B	Y		EnerGov Enterprise	
5	Bill cycle codes	B	Y		EnerGov Enterprise	
6	Description codes	B	Y		EnerGov Enterprise	
7	City codes	B	Y		EnerGov Enterprise	
8	Business codes	B	Y		EnerGov Enterprise	
9	Accounts Receivable codes	B	Y		EnerGov Enterprise	
10	Audit trail to capture all changes	B	Y		EnerGov Enterprise	
11	Ability to assign differing workflow approvals based upon license type with the ability to override, based upon security level.	B	Y		EnerGov Enterprise	
12	Ability to attach scanned documents, image files, etc. to a business account or license that can be launched for viewing within the application.	B	Y		EnerGov Enterprise	
13	Ability to have unlimited license types (e.g., City contractor, Occupational, Peddler) as defined by an authorized user.	B	Y		EnerGov Enterprise	
14	Provide alerts to user when a license is about to expire.	B	Y		EnerGov Enterprise	
15	Ability to create user-defined data at the account and/or license detail level.	B	Y		EnerGov Enterprise	
16	Processing	B	Y		EnerGov Enterprise	
17	Ability to track information for Professional Licenses, such as:	B	Y		EnerGov Enterprise	
18	Professional Name	B	Y		EnerGov Enterprise	
19	Name of Business	H	Y		EnerGov Enterprise	
20	Professional Address	B	Y		EnerGov Enterprise	
21	Liability insurance info i.e. including expiration date	B	Y		EnerGov Enterprise	
22	Workman's Compensation Insurance info including expiration date	B	Y		EnerGov Enterprise	

4.5 - Licensing				EnerGov Enterprise		
Objective: To manage the biannual business licensing process and ensure compliance for all City businesses						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
23	Type of license	B	Y		EnerGov Enterprise	
24	Date of Expiration	H	Y		EnerGov Enterprise	
25	State/Locally issued	B	Y		EnerGov Enterprise	
26	Testing Data	B	Y		EnerGov Enterprise	
27	Certification	B	Y		EnerGov Enterprise	
28	Eligibility	B	Y		EnerGov Enterprise	
29	Red Tagging	B	Y		EnerGov Enterprise	
30	Ability to flag business owners for violations, payment outstanding, etc.	B	Y		EnerGov Enterprise	
31	Ability to calculate charges as Incidental, Flat, or from a Rate Table, or any combination.	B	Y		EnerGov Enterprise	
32	Ability to print single or batch applications for licenses or notices.	H	Y		EnerGov Enterprise	
33	Ability to base actual or estimated license applications on specific information such as gross receipts or sales volume.	B	Y		EnerGov Enterprise	
34	Ability to automatically assign late fees (charges) to any overdue bill, along with a late filing penalty, if applicable.	B	Y		EnerGov Enterprise	
35	Ability to adjust paid or unpaid bills to accommodate business closures or incorrectly billed fees with appropriate user permissions, for example	H	Y		EnerGov Enterprise	
36	Ability to automated business license gross receipts processing including:	H	Y		EnerGov Enterprise	
37	Data import	B	Y		EnerGov Enterprise	
38	Tax Calculation	H	Y		EnerGov Enterprise	
39	Integrated Payment Processing	H	Y		EnerGov Enterprise	
40	Creation of Accounts Receivable	B	Y		EnerGov Enterprise	
41	General Ledger entries	B	Y		EnerGov Enterprise	
42	Reporting Results	B	Y		EnerGov Enterprise	
43	Ability to handle business license renewals on a cycle defined by the City	H	Y		EnerGov Enterprise	
44	Ability to support the delivery of service applications or of licenses from multiple locations, including but not limited to remote service location, Kiosk, e-mail, website, and IVR.	B	Y		EnerGov Enterprise	
45	Provide appropriate login security for information access.	H	Y		EnerGov Enterprise	
46	Ability to link the professional login information to the permitting application online process.	H	Y		EnerGov Enterprise	
47	Ability to flag a professional license based on user-defined criteria.	B	Y		EnerGov Enterprise	
48	Ability to expire license types based on user defined criteria.	B	Y		EnerGov Enterprise	
49	Ability to process license renewals on a two-year cycle	B	Y		EnerGov Enterprise	
50	Ability to process pro rata refunds for closed businesses.	B	Y		EnerGov Enterprise	
51	Reporting & Querying	B	Y		EnerGov Enterprise	

4.5 - Licensing			EnerGov Enterprise			
Objective: To manage the biannual business licensing process and ensure compliance for all City businesses						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
52	Provide a license history, with an audit screen, shows a record of activity during the account life cycle (i.e., creation date, bill dates, comments).	B	Y		EnerGov Enterprise	
53	Ability to drill down to inspections and violations from account master.	B	Y		EnerGov Enterprise	
54	Provide a view inspections, violations, and property records associated with a specific business (through integration with a permit/code enforcement system).	B	Y		EnerGov Enterprise	
55	Provide a report of delinquent accounts.	B	Y		EnerGov Enterprise	
56	Ability to send out via email and/or paper output renewal notices based on user defined criteria.	B	Y		EnerGov Enterprise	
57	Integration with Microsoft Word mail-merge functionality for generation of renewal notices	H	Y		EnerGov Enterprise	

Tyler Technologies	
Code	Availability Definition
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F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Streets					
2	Ability to maintain separate components for a street record including:	H	Y		EnerGov Enterprise	EnerGov consumes the City's address and parcel data with native and comprehensive ArcGIS integration functionality.
3	Unique Identifier	B	Y		EnerGov Enterprise	Dependent upon GIS layer parameters
4	Status and/or Start and End Dates of Use	B	Y		EnerGov Enterprise	
5	Type (private, public, ...)	H	Y		EnerGov Enterprise	
6	Pre-Directional	H	Y		EnerGov Enterprise	
7	Street name	H	Y		EnerGov Enterprise	
8	Street suffix	H	Y		EnerGov Enterprise	
9	Ability to add, edit, delete based upon user permission	B	Y		EnerGov Enterprise	
10	Addresses					
11	Ability to maintain separate components for an address record including:	H	Y		EnerGov Enterprise	
12	Unique Identifier	B	Y		EnerGov Enterprise	
13	Status and/or Start and End Dates of Use	B	Y		EnerGov Enterprise	
14	House number	H	Y		EnerGov Enterprise	
15	Street (Pre-Directional, Street name, Street suffix)	H	Y		EnerGov Enterprise	
16	Unit (optional)	H	Y		EnerGov Enterprise	
17	City	H	Y		EnerGov Enterprise	
18	State	H	Y		EnerGov Enterprise	
19	Zip code + 4	H	Y		EnerGov Enterprise	
20	UNC Address List	H	Y		EnerGov Enterprise	
21	Ability to add, edit, delete based upon user permission	B	Y		EnerGov Enterprise	
22	Ability to enter and maintain land data such as certain addresses and parcels in a neighboring city where the city does water/sewer work.	B	Y		EnerGov Enterprise	
23	Parcels					
24	Ability to identify parcels of land including, but not limited to the following information:	B	Y		EnerGov Enterprise	

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
25	Unique Identifier--APN Assessor Parcel Number-8 digit county tax number)	B	Y		EnerGov Enterprise	
26	Status and/or Start and End Dates of Use	B	Y		EnerGov Enterprise	
27	Name or Description	B	Y		EnerGov Enterprise	
28	Address(es)	B	Y		EnerGov Enterprise	
29	All associated previous APNs (i.e. parcels merged/split from)	B	Y		EnerGov Enterprise	
30	Previous Temporary APN	B	Y		EnerGov Enterprise	
31	Land Square Footage	B	Y		EnerGov Enterprise	
32	Building Square Footage	B	Y		EnerGov Enterprise	
33	Housing Attributes such as total units, BMR units, density	B	Y		EnerGov Enterprise	
34	Tract Number	B	Y		EnerGov Enterprise	
35	Lot	B	Y		EnerGov Enterprise	
36	Various Planning Attributes including, but not limited to the following	B	Y		EnerGov Enterprise	
37	Land Use	B	Y		EnerGov Enterprise	
38	Zoning Designation	B	Y		EnerGov Enterprise	
39	Flood Zone Designation	B	Y		EnerGov Enterprise	
40	Combining District	B	Y		EnerGov Enterprise	
41	General Plan Designation	B	Y		EnerGov Enterprise	
42	Specific Plan Designation	B	Y		EnerGov Enterprise	
43	Plan Area	B	Y		EnerGov Enterprise	
44	Sense of Place	B	Y		EnerGov Enterprise	
45	Transportation Impact Area	B	Y		EnerGov Enterprise	
46	Attributes related to School District	B	Y		EnerGov Enterprise	
47	Maintains Read-Only Attributes imported from County Assessor data including, but not limited to: Site Address, Tract Number, Lot, Owner, Owner Mailing Address, County Building Sq. Footage, County Land Sq. Footage, Improvement Values, Year Built, Number of Bedrooms, Number of Buildings, Tax Rate Area, and Tax Exemption Codes	B	Y		EnerGov Enterprise	
48	Ability to add, edit, delete based upon user permission	B	Y		EnerGov Enterprise	
49	Ability to relate historical property records to the current record so that a complete history of a property is available in one place (including a history of old addresses and tax lot numbers).	H	Y		EnerGov Enterprise	
50	The system must allow the linkage of a parcel to multiple previous parcels and the date the change happened (i.e. parcel splits or combines)	B	Y		EnerGov Enterprise	
51	Ability to prevent editing of certain fields (such as APN number or other attributes that come from the County data import)	B	Y		EnerGov Enterprise	
52	Ability to create parcels with temporary APN numbers, which will be replaced with actual APNs during the County data import process.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
53	Ability to link addresses to a temporary parcel during the parcel creation process or some other short cut (i.e. drag and drop) to parcel, address, building linkage.	B	Y		EnerGov Enterprise	
54	Ability to clone parcels or buildings, where certain attributes such as square footage can be updated afterward, during the batch creation of multiple new parcels or structures.	B	Y		EnerGov Enterprise	
55	Buildings					
56	Ability to identify structures, but not limited to the following information:	B	Y		EnerGov Enterprise	Building information can be captured with custom fields on the parcel records and/or the permit or plan records.
57	Unique Identifier	B	Y		EnerGov Enterprise	
58	Status and/or Start and End Dates of Use	B	Y		EnerGov Enterprise	
59	Structure Type	B	Y		EnerGov Enterprise	
60	Use Type	B	Y		EnerGov Enterprise	
61	Structural Dimensions	B	Y		EnerGov Enterprise	
62	Square Footage	B	Y		EnerGov Enterprise	
63	Units/Floors/Suites	B	Y		EnerGov Enterprise	
64	Parking information	B	Y		EnerGov Enterprise	
65	Common Areas					
66	Ability to identify common areas with attributes similar to parcels, but common areas need a Unique Identifier other than APN as they are not given an APN by the County Assessor's Office	B	Y		EnerGov Enterprise	Via spatial collections and/or GIS layer setup
67	Ability to identify common areas correctly on the map, even though the base map is parcel/APN-based.	B	Y		EnerGov Enterprise	
68	Tracts\Grouping					
69	Ability to group parcels and common areas, but not limited to the following information:	B	Y		EnerGov Enterprise	
70	Unique Identifier	B	Y		EnerGov Enterprise	
71	Status and/or Start and End Dates of Use	B	Y		EnerGov Enterprise	
72	Common Name or Description	B	Y		EnerGov Enterprise	
73	Tract Number	B	Y		EnerGov Enterprise	
74	Tract Type	B	Y		EnerGov Enterprise	
75	Land Square Footage	B	Y		EnerGov Enterprise	
76	Building Square Footage	B	Y		EnerGov Enterprise	
77	Housing Attributes such as total units, BMR units, density	B	Y		EnerGov Enterprise	
78	Floor Area Ratio	B	Y		EnerGov Enterprise	
79	Associations					
80	System requires a street and a number be associated with an address	H	Y		EnerGov Enterprise	
81	System provides the ability to associate multiple addresses with a parcel	H	Y		EnerGov Enterprise	

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
82	System provides the ability to associate multiple parcels with an address	H	Y		EnerGov Enterprise	
83	System provides the ability to associate multiple addresses with a building	H	Y		EnerGov Enterprise	
84	System provides the ability to associate multiple buildings with an address	H	Y		EnerGov Enterprise	
85	System provides the ability to associate multiple buildings with a parcel	H	Y		EnerGov Enterprise	
86	System provides the ability to associate multiple parcels with a building	H	Y		EnerGov Enterprise	
87	System provides the ability to associate multiple parcels and common areas with a tract/group.	H	Y		EnerGov Enterprise	
88	Land Comments					
89	Is able to add comments on a parcel or other location that may notify users, depending on the type of comment (alert, stop work order), when adding a project or selecting/querying the location and clearly displays the comments.	B	Y		EnerGov Enterprise	
90	Ability to view, add, delete, or change user comments depending on user security roles.	B	Y		EnerGov Enterprise	
91	Ability to report/search by comment type, flagged items, date or user.	B	Y		EnerGov Enterprise	
92	Ability to maintain different types of comments (i.e. customer interactions, tax lot notes).	B	Y		EnerGov Enterprise	
93	Land Submittals					
94	Is able to track project submittal requirement information for potential project sites including documents required to be submitted, type of project, and staff contact.	B	Y		EnerGov Enterprise	
95	Land Documents					
96	Ability to track and flag required documents relating to land use and maintenance agreements for annual regulatory reporting.	B	Y		EnerGov Enterprise	
97	System includes standard functionality to attach electronic documents to a location and/or case	B	Y		EnerGov Enterprise	
98	Land Change Notifications					
99	Ability to export/notify other systems/users, internal and external, of land changes such as demolitions, inactivation of addresses or parcels, new addresses, parcels, or buildings, owner changes, or land use or zoning changes on an automated and potentially scheduled basis.	H	Y		EnerGov Enterprise	
100	When transactional changes are identified (new parcel, split, combine) the system has the ability to automatically notify various staff (configurable) and external agencies (configurable) of the change.	H	M		EnerGov Enterprise	Additional discussion and scoping is required to address this functionality and to determine the best solution for the City.
101	Interface-County Assessor					

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
102	Provides the ability to exchange data with the County Assessor's Office on a monthly and yearly basis and update the permitting system using this data as below:	H	Y		EnerGov Enterprise	EnerGov consumes Assessor's Office parcel owner information from the data stored on the City's ArcGIS server parcel layer with its native ESRI GIS integration features. Other data exchange functionality could be developed with integration against EnerGov's API suite. This also applies to 103-106 below.
103	Ability to produce, in a format specified by the Assessor's Office, a text file containing specific building permit and inspection data each month. Ability to automate the generation and distribution, such as email, of this report to the County Assessor's office.	H	Y		EnerGov Enterprise	
104	Ability to process three text files received each month from the County Assessor's Office. These files are in a specific format and contain: 1) parcel changes for the month as the result of lot line changes like splits and merges, including data such as the parent parcels, the new APN number, and the County's site address for the parcel, 2) parcel owner changes for the month for any property where there has been a change to the way the property is held, and 3) Tract and lot information associated with parcel owner changes.	H	Y		EnerGov Enterprise	
105	Automated ability to process the three monthly text files noted above, with the ability for the user to reject or confirm any changes the system will make to parcels, owners, or project data. The system will have the ability to match on criteria such as address or tract/lot and suggest which existing parcels in the permitting system with temporary APNs match to the county records containing the actual APNs. The system will automatically preserve parcel history, storing the links to previous parcels, when a temporary parcel is updated. The system will have the ability to maintain the Owner history of a parcel rather than overwrite on each update. The user can confirm or reject the inactivation of the old owner and the creation of a new one as not all changes to the way property is held are the result of true ownership changes.	H	Y		EnerGov Enterprise	
106	Ability to process a text file received annually from the County Assessor's Office, which contains parcel attributes for all active parcels in the City. This requires auto-APN matching on existing permit system parcels and APN based records in the yearly file and reconciling differences. Ability to review and reject or confirm the parcel attribute updates to be made to the permitting system from the yearly file.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
107	System's master address module is a centralized database that is integrated with other module areas proposed which contain parcel, address and / or owner information (please use comments section to identify those which are integrated and those which are not integrated).	H	Y		EnerGov Enterprise	
108	All other system modules which track information related to parcel numbers, addresses or other asset ID schemes allow the user to specify the parcel number, address, or asset ID in the transaction / information entered and prevent the user from entering invalid addresses or other land objects.	B	Y		EnerGov Enterprise	
109	The street index includes address ranges for each street within the Organization	B	Y		EnerGov Enterprise	
110	Ability to assign addresses within the system from the first submittal of the relevant site plan.	B	Y		EnerGov Enterprise	
111	System's master address function is integrated to all other system modules receiving alerts created in that module and displaying them to the other modules, and allowing changes within other modules.	B	Y		EnerGov Enterprise	
112	System provides a configurable workflow for entry of new addresses, with an unlimited number of possible approvals	B	Y		EnerGov Enterprise	
113	System provides the capability to create a location which links or cross references to associated building, parcel and/or address records	B	Y		EnerGov Enterprise	
114	System provides ability to transfer all parcel and/or address information from a temporary parcel identification number and/or address to a permanent number, including all related license, permit and other transactional information	B	Y		EnerGov Enterprise	Temporary and permanent parcel statuses would be managed within GIS.
115	System provides functionality to identify potential duplicate addresses managed by the system and merge them (including history)	H	Y		EnerGov Enterprise	This functionality would be largely dependent upon the City's GIS system administration. EnerGov's user role setup allows for the option to disable manual address creation which ensures that only addresses existing in the City's GIS would be utilized hence preventing the potential for duplicate address creation.
116	Ability to maintain an address type	B	Y		EnerGov Enterprise	
117	Ability to flag non standard addresses (i.e. duplex)	H	Y		EnerGov Enterprise	
118	System is capable of integrating to the Organization's ESRI GIS to synchronize property information (e.g. parcel, street name, etc.) and for spatial displays and queries.	B	Y		EnerGov Enterprise	
119	System allows for hierarchical structure for parcels, addresses, structure, and individual units.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
120	User comments follow the hierarchical structure for parcels, address, structure, and individual units (i.e. a comment on the parcel will cascade down to lower records)	B	Y		EnerGov Enterprise	
121	System provides referential integrity capabilities based on the hierarchical structure.	B	Y		EnerGov Enterprise	
122	System integrates with Esri ArcGIS enterprise geodatabase	H	Y		EnerGov Enterprise	
123	Ability to meet City of Sunnyvale addressing standards for street address and street naming convention including segments for all addresses within the system.	H	Y		EnerGov Enterprise	
124	Ability to accommodate foreign addresses.	H	Y		EnerGov Enterprise	
125	Ability to enforce address standards to ensure consistency with master address list.	H	Y		EnerGov Enterprise	
126	Standard system functionality provides ability to import master City/State/ZIP file from a 3rd party (US Post Office).	H	Y		EnerGov Enterprise	Based on EnerGov LiveLink and GIS configuration parameters
127	Ability to integrate with industry standard third-party address validation software	H	Y		EnerGov Enterprise	Address validation would typically be performed against the City's GIS geodatabase, but an EnerGov address validation integration is possible.
128	Options to incorporate a map base display and position (geocode) address locations using a Geographic Information System (GIS) server based web mapping application or similar application capability	H	Y		EnerGov Enterprise	
129	Ability to maintain history of a piece of property that identifies how the property record originated and subsequent changes.	H	Y		EnerGov Enterprise	
130	Ability to view all permits, licenses or other action items related to a piece of property.	B	Y		EnerGov Enterprise	
131	Ability to not assign an address to a parcel if desired, leave blank (rather than putting unknown or the lot number).	B	Y		EnerGov Enterprise	
132	Ability to do lien checks against properties.	B	Y		EnerGov Enterprise	
133	Possibility for other types of identifiers other than addresses and parcels, where information pertaining to that identifier can be seen by other associated identifiers. For instance, if we had a subdivision identifier, we could attach requirements, etc... to the subdivision that can be seen by all associated addresses/parcels for that subdivision	B	Y		EnerGov Enterprise	With EnerGov's Project module and the associated Conditions tab
134	Need to be able to identify if the address is within city limits or out of city limits.	B	Y		EnerGov Enterprise	Via EnerGov's GeoRules GIS query-based automation engine
135	Ability to import location records and related data from an external source.	B	Y		EnerGov Enterprise	Depending on scope of legacy data conversion
136	Ability to specify data fields associated with a location record with lookup tables that allow comments for data validation. Ability to modify, delete, or add lookups.	B	Y		EnerGov Enterprise	
137	Ability to specify whether fields on a location record are mandatory or optional.	B	Y		EnerGov Enterprise	

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
138	System provides ability to perform bulk refreshes of parcel and parcel owner information	B	Y		EnerGov Enterprise	EnerGov queries real-time parcel and parcel owner data from the City’s GIS server.
139	System provides inquiry into the detail site data by parcel, address, owner, occupancy type, structure, floor, unit, etc.	B	Y		EnerGov Enterprise	
140	Ability calculate a lien.	B	Y		EnerGov Enterprise	
141	Ability to associate a lien to a property.	B	Y		EnerGov Enterprise	
142	Ability to maintain history of past liens for a single property.	B	Y		EnerGov Enterprise	
143	Ability to generate a weekly list of liens to be sent to courthouse.	B	Y		EnerGov Enterprise	
144	Ability to import the property valuation from the City database.	B	Y		EnerGov Enterprise	
145	Ability to input the parameters under which a lien is assigned to a property (e.g. criteria to reach “substantial value”).	B	Y		EnerGov Enterprise	
146	Ability to initiate a property foreclosure based on a threshold of unpaid fees and fines.	B	Y		EnerGov Enterprise	
147	Ability to close out fines, fees, and lien once a foreclosure come through.	B	Y		EnerGov Enterprise	
148	Ability to remove fines/fees once a foreclosed property has been sold, without losing historical record.	B	Y		EnerGov Enterprise	
149	Ability to designate if a property is in a specific zone (e.g. flood plain, demolition control zone, general zoning).	B	Y		EnerGov Enterprise	Via EnerGov's GeoRules GIS query-based automation engine
150	System provides the ability to track transactions (e.g. permit, violation, plan, etc.) not associated with a parcel or address via location coordinates (e.g. permits in the right-of-way, site condominium common areas, etc.)	B	Y		EnerGov Enterprise	
151	System provides the ability to Import and Update address database from the Master Address database on a regular basis, identify previously merged duplicates to maintain history.	B	Y		EnerGov Enterprise	EnerGov consumes the City's address and parcel data with native and comprehensive ArcGIS integration functionality. Hence the GIS server would act as the Master Address database.
152	Ability to store property information including the list below. It is assumed that these items, if originating in another module, will be automatically populated. Please state in the comments column if the item is a user defined field.	B	Y		EnerGov Enterprise	
153	Housing type (i.e., Manufactured home, SFD, MF, ADU, Vacation Rental)	B	Y		EnerGov Enterprise	With native and/or custom fields
154	Number of units	B	Y		EnerGov Enterprise	With native and/or custom fields
155	Parcel size	B	Y		EnerGov Enterprise	With native and/or custom fields
156	Sq. footage of structures	B	Y		EnerGov Enterprise	With native and/or custom fields
157	Impervious surface	B	Y		EnerGov Enterprise	With custom fields
158	Density	B	Y		EnerGov Enterprise	With custom fields
159	Building height	B	Y		EnerGov Enterprise	With custom fields

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.6 - Land Management				EnerGov Enterprise		
Objective: To manage parcel and address records in the City's land management database as well as in its Geographic Information Systems (GIS).						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
160	Use (i.e., NAICS or commercial, office, retail, industrial, mixed use, professional service, etc.)	B	Y		EnerGov Enterprise	With native and/or custom fields
161	Changes to use (i.e., demolitions)	B	Y		EnerGov Enterprise	With custom fields
162	Ability to store the following for subdivision plats:	B	Y		EnerGov Enterprise	
163	Density	B	Y		EnerGov Enterprise	
164	Acres in roads	B	Y		EnerGov Enterprise	
165	Open space acres	B	Y		EnerGov Enterprise	
166	Number of lots	B	Y		EnerGov Enterprise	

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.7 - Mobility				EnerGov Enterprise		
Objective: To enable mobile access to the permitting system for inspectors and code officers						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Ability for field users to work in real time over a 3G/4G connection in the field.	H	Y		EnerGov Enterprise	Via EnerGov's iG Workforce tablet-based mobile apps
2	Ability for field users (e.g., inspectors, code enforcement officers) to access all data and documents in the system from a remote location.	H	Y		EnerGov Enterprise	
3	Ability to work offline, in the event of no or low connectivity in the field, and record inspection actions which can later be uploaded to the system when a connection to the network is restored.	H	Y		EnerGov Enterprise	Supported with store and forward in iG Inspect
4	Ability to work offline, in the event of no or low connectivity in the field, and record inspection actions which can later be uploaded to the system at a user defined time.	H	Y		EnerGov Enterprise	Inspection records changes are automatically synced when a connection is reestablished.
5	Ability to support access all applications from mobile devices with appropriate security permissions.	B	Y		EnerGov Enterprise	
6	Ability to access all necessary data for remote work as defined by the user to include but not be limited to Permitting, Land Information, GIS, Service Requests, Code Enforcement, Inspections.	B	Y		EnerGov Enterprise	
7	Ability to create new items from the field, such as Inspections, Permits, Code Enforcement, Flags.	B	Y		EnerGov Enterprise	Creating new permit records would require mobile access to the back-office EnerGov apps.
8	Ability to display and populate pre-defined checklists for field inspections.	H	Y		EnerGov Enterprise	
9	Ability to support mobile applications in their native operating system (e.g., Windows 4.x, iOS, Android).	H	Y		EnerGov Enterprise	iPads and Windows Surface devices are fully supported with iG Workforce.
10	Ability to support full functional operation on Laptops, Tablets and Phones.	B	Y		EnerGov Enterprise	While iG Workforce operation are not available for smartphones due to screen size limitations, EnerGov apps such as Inspection Manager can be fully accessed from any HTML5 compatible browser and device.
11	Ability to allow the input of inspection data by handheld devices including laptops and wireless mobile devices.	H	Y		EnerGov Enterprise	Via EnerGov's iG Inspect mobile app

4.7 - Mobility				EnerGov Enterprise		
Objective: To enable mobile access to the permitting system for inspectors and code officers						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
12	Ability to allow the input of code violations by handheld devices including laptops and wireless mobile devices.	B	Y		EnerGov Enterprise	Via EnerGov's iG Enforce mobile app
13	Ability to access the system remotely via laptops and wireless mobile devices for purposes such as: querying violation history and other codes detail, looking up a permit, etc.	H	Y		EnerGov Enterprise	
14	Ability to record and update inspection results remotely (in the field).	H	Y		EnerGov Enterprise	
15	Ability to view GIS maps associated with each property record within the mobile application.	H	Y		EnerGov Enterprise	
16	Ability to record and update code enforcement data remotely (in the field).	B	Y		EnerGov Enterprise	
17	Ability for inspectors to incorporate field location into the application.	B	Y		EnerGov Enterprise	
18	Ability to access all imaged building files in the field.	B	Y		EnerGov Enterprise	Functionality depends upon how imaged building files are stored
19	Ability to associate any media (e.g., pictures, video) collected in the field with the case record.	H	Y		EnerGov Enterprise	
20	Ability to access the City/State code sets from the mobile device.	H	Y		EnerGov Enterprise	
21	Ability to access licensing information from the mobile device.	B	Y		EnerGov Enterprise	
22	Ability to print from the mobile devices.	H	Y		EnerGov Enterprise	
23	Ability to print license citations from the mobile device.	B	Y		EnerGov Enterprise	
24	Ability to print inspection results from the mobile device.	H	Y		EnerGov Enterprise	
25	Provide routing information for inspectors on the mobile devices.	H	Y		EnerGov Enterprise	Via ESRI routing services
26	Provide turn-by-turn directions for current location to specified inspection or violation location.	H	Y		EnerGov Enterprise	Via ESRI routing services

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Ability to capture basic project applications.	H	Y		EnerGov Enterprise	
2	Ability to assign fees for project applications.	H	Y		EnerGov Enterprise	
3	Ability to accommodate all document types used by the City	H	Y		EnerGov Enterprise	
4	Ability to allow user-defined application types (e.g., annexation, master plan, subdivision, zoning, sign, variance).	H	Y		EnerGov Enterprise	
5	Ability to easily add or change application types.	H	Y		EnerGov Enterprise	Please note that application types for an existing record cannot be changed after formal submission since the fees, custom fields, workflow, contact types requirements, and other dependencies are linked to the type/work class combination.
6	Ability to copy similar application types and related data, and edit it for a new application as necessary.	B	Y		EnerGov Enterprise	Similar application types can be configured with pre-defined custom field data and other details.
7	Ability to allow user-defined sub-types (e.g., preliminary plat, final plat, re-plat, zone change).	H	Y		EnerGov Enterprise	
8	Ability to attach comments to plan records to describe status/reason (e.g., approval pending due to waiting on bonds and plats from developer).	H	Y		EnerGov Enterprise	
9	Ability to track Bonds for Engineering and Environment over lengthy periods of time, including payment type (Cash, CD, Electronic Payment, etc.).	B	Y		EnerGov Enterprise	
10	Ability to track/search project by project name.	H	Y		EnerGov Enterprise	
11	Ability to track/search project by other user-defined fields.	H	Y		EnerGov Enterprise	
12	Ability to allow for an unlimited number of parcels to be associated with an application.	H	Y		EnerGov Enterprise	
13	Ability to assign unique application numbering (alpha-numeric) and application classification to aid in determining application/submittal types (e.g., subdivision, variance, zoning).	B	Y		EnerGov Enterprise	

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	Ability to allow project level organization for application records at any point in the process.	H	Y		EnerGov Enterprise	
15	Provide property information for all properties associated with a project.	B	Y		EnerGov Enterprise	
16	Ability to allow an unlimited number of buildings, parcels, and properties to be associated with a project.	H	Y		EnerGov Enterprise	
17	Ability to drill down to companion applications associated with master record.	H	Y		EnerGov Enterprise	
18	Ability to maintain historical data by physical address, parcel or tract location or development name. Data should include project specific details regardless of development aspect.	H	Y		EnerGov Enterprise	
19	Provide capability for GIS browsing that will pinpoint location of permits by number, address, owner name and/ or parcel number.	H	Y		EnerGov Enterprise	
21	Development Review	B	Y		EnerGov Enterprise	
22	Provide automated work assignment to assign an application/project to: Planning supervisor for assignment to a specific planner; Direct planner assignment.	B	Y		EnerGov Enterprise	EnerGov's includes an automated load-balancing algorithm for item review assignments based on multiple conditional factors.
23	Provide workflow capability to automatically track and route projects through various used-defined processes.	B	Y		EnerGov Enterprise	
24	Ability to record the time spent at each step of the review process, via workflow.	B	Y		EnerGov Enterprise	
25	Ability to lock and hold the review process due to the following conditions: Unacceptable/incomplete submissions; Unmet departmental review requirements; Unpaid fees; Unlicensed contractor; Located in sensitive lands; Field inspections.	H	Y		EnerGov Enterprise	With configurable error triggers and "apply hold" automation options using EnerGov's Intelligent Objects engine
26	Ability to allow user-defined processes or workflow for each application type. User should be allowed to establish the steps or processes each application type and sub-type should follow from application submittal through approval and filing, if necessary.	H	Y		EnerGov Enterprise	
27	Ability to allow workflow processes to be modified (with appropriate security permissions).	H	Y		EnerGov Enterprise	
28	Ability, with appropriate security permissions, to modify workflow elements, including fees, application types, review days) as needed based upon Code changes or other reasons.	B	Y		EnerGov Enterprise	
29	Ability to allow user-defined plan review routing based on type of work performed.	H	Y		EnerGov Enterprise	
30	Provide automatic standard routing based on user-designated application field/s.	H	Y		EnerGov Enterprise	
31	Ability to track and maintain external reviewer agency information/comments.	B	Y		EnerGov Enterprise	
32	Ability to track and maintain external reviewer contact information.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
33	Ability to allow for the electronic collection of such items as approvers comments and conditions as plan review progresses (assuming appropriate user security).	B	Y		EnerGov Enterprise	
34	Ability to accommodate City-defined review checklists for each application type.	H	Y		EnerGov Enterprise	
35	Ability to use business rules to assign checklists for review by role within the City.	H	Y		EnerGov Enterprise	
36	Ability to accommodate free form text boxes in the review checklists.	H	Y		EnerGov Enterprise	
37	Ability to require that all mandated review steps are completed prior to approval of application.	B	Y		EnerGov Enterprise	
38	Provide override capabilities with appropriate security to approve application if steps have not been completed.	B	Y		EnerGov Enterprise	
39	Provide checklists for application records	H	Y		EnerGov Enterprise	
40	Ability, through workflow, to selectively notify appropriate departments and referral agencies (City-defined), when a plan has been submitted to the City.	H	Y		EnerGov Enterprise	
41	Provide user alerts/pop-up reminders to notify users of pending workflow and necessary actions.	B	Y		EnerGov Enterprise	
42	Ability to record review actions made by various departments.	H	Y		EnerGov Enterprise	
43	Ability to allow for entry of unlimited free-form text comments associated with application review.	H	Y		EnerGov Enterprise	
44	Ability to accommodate user-defined tables for standard comments that can be accessed during application review.	H	Y		EnerGov Enterprise	EnerGov houses a categorizable corrections library that serves as a central repository of standard plan review language.
45	Ability to flag entire projects to alert specified groups of special conditions.	H	Y		EnerGov Enterprise	
46	Ability to flag individual projects to alert the counter-personnel of special conditions.	B	Y		EnerGov Enterprise	
47	Ability to automatically verify all property taxes associated with a plat application are paid to date.	B	Y		EnerGov Enterprise	
48	Ability to record the following date fields: Multiple Received dates; Date Application deemed complete; Multiple hearing and Hearing dates; Multiple Mail dates; Effective dates.	H	Y		EnerGov Enterprise	With a combination of native and custom fields
49	Ability to accommodate user-defined data entry rights for recording submission dates and other user-identified fields.	B	Y		EnerGov Enterprise	
50	Ability to accommodate user-defined data edit rights for changing submission dates and other user-identified fields.	B	Y		EnerGov Enterprise	
51	Ability to accommodate a user-defined checklist for initial application acceptance for use by intake personnel.	B	Y		EnerGov Enterprise	
52	Ability to automatically calculate user-defined "key dates" as part of the review process for projects.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
53	Ability to associate "key dates" with project review steps.	H	Y		EnerGov Enterprise	
54	Ability to notify users of key deadlines approaching on a project (as defined by the City).	H	Y		EnerGov Enterprise	
55	Ability for reviewers to schedule their specific review deadlines using a project report or other method.	H	Y		EnerGov Enterprise	
56	Ability to automatically generate a user-defined application acceptance/decline letter by application type.	B	Y		EnerGov Enterprise	
57	Ability to automatically generate letters to property owners and others regarding projects (e.g., upcoming hearings).	H	Y		EnerGov Enterprise	
58	Provide a calendar of hearing dates by project.	H	Y		EnerGov Enterprise	Via a global calendar, for both the EnerGov back office and online on Citizen Self Service
59	Ability to maintain a calendar of available hearing dates by hearing type such as board/commission hearings, and the required application submittal dates to be placed on the hearing agenda.	H	Y		EnerGov Enterprise	
60	Ability to automatically schedule hearings using Microsoft Outlook upon completion of appropriate project steps.	H	N		EnerGov Enterprise	Hearings can be pushed to Outlook calendars with an active Exchange integration enabled, however it is unidirectional (send) only as Outlook cannot store or pass unique IDs back to external systems.
61	Ability to generate a report of project history showing all events and hearing dates.	H	Y		EnerGov Enterprise	
62	Ability to track the amount of time (in work days) for expedited projects under review for each plan tracking step.	B	Y		EnerGov Enterprise	
63	Ability to track the amount of time (in calendar days) for regular projects that plans were under review for each plan tracking step.	B	Y		EnerGov Enterprise	
64	Ability to generate statistical reports summarizing the number of work days spent in application review for expedited projects for each type of job by each reviewing department.	B	Y		EnerGov Enterprise	
65	Ability to generate statistical reports summarizing the number of calendar days spent in application review for regular projects for each type of job by each reviewing department.	B	Y		EnerGov Enterprise	
66	Ability to assess application review fees.	B	Y		EnerGov Enterprise	
67	Ability to collect payments for application review fees.	H	Y		EnerGov Enterprise	
68	Ability to accumulate application review and permit charges automatically.	B	Y		EnerGov Enterprise	
69	Ability to automatically deduct charges from the project deposit amount.	B	Y		EnerGov Enterprise	Depending upon GL account setup and other configuration parameters
70	Ability to display a warning when charges reach a user-defined percentage of the deposit amount.	B	Y		EnerGov Enterprise	Via EnerGov's Intelligent Automation Agent SQL query-based engine

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
71	Ability to produce cash receipts to validate payments and update projects.	B	Y		EnerGov Enterprise	
72	Electronic Plans	B	Y		EnerGov Enterprise	
73	Electronic Plans module must be fully integrated all other modules.	B	Y		EnerGov Enterprise	
74	Ability to use version control and comparison of electronic documents.	H	Y		EnerGov Enterprise	
75	Ability to integrate with the permitting modules checklist functions.	B	Y		EnerGov Enterprise	Item review types are setup as system-wide.
76	Ability to control document submission/publishing to/from the public at specified times during the permitting approval process.	B	Y		EnerGov Enterprise	Based on workflow configuration parameters
77	Ability to accept all industry standard format types, e.g., PDF, AutoCAD, GIF, JPEG.	B	Y		EnerGov Enterprise	EnerGov's eReviews system integrates natively with Bluebeam Studio Sessions which only supports the PDF standard through their API. Other file types can be uploaded online by applicants or in the back-office by staff users as supporting attachments to the system record.
78	Ability to be used by the public without any installation of software on the customer's hardware, i.e. must run fully within all standard internet browsers.	H	Y		EnerGov Enterprise	
79	Ability to integrate with electronic fee submission functions of the permitting system.	B	Y		EnerGov Enterprise	
80	Provide for single public login to access all functions of electronic submission, payment, data access.	B	Y		EnerGov Enterprise	
81	Ability to create redlines on the drawings and publish redlines to the public at specified times in the review process.	B	Y		EnerGov Enterprise	Via Bluebeam Studio Sessions
82	Ability to stamp one or multiple drawings.	B	Y		EnerGov Enterprise	Via Bluebeam Studio Sessions
83	Must be capable of creating and storing user-defined stamps	H	Y		EnerGov Enterprise	Via Bluebeam Studio Sessions
84	Ability to apply a final stamp and signatures based upon review approvals for each permit.	B	Y		EnerGov Enterprise	Via Bluebeam Studio Sessions
85	Must have the following drawing review functionality: Redlining; Version comparison, i.e., identification of changes form one version to another; Drawing comparison; Zoom; Scroll; Magnification; Annotation; Redline identification by reviewer; Extraction of annotation to lists; All standard drawing review functions.	B	Y		EnerGov Enterprise	All of the listed review functions would be performed within Bluebeam Revu.
86	Ability to enforce drawing naming standards.	H	Y		EnerGov Enterprise	Via Bluebeam Studio Sessions
87	Ability to look up and identify drawings using permitting data.	B	Y		EnerGov Enterprise	
88	Able to associate user-defined data with electronic documents.	H	Y		EnerGov Enterprise	
89	Plan Reporting	B			EnerGov Enterprise	
90	Ability to track and report on time frames associated with each application review step.	B	Y		EnerGov Enterprise	

4.8 - Plan Review				EnerGov Enterprise		
Objective: To enable end-to-end electronic plan review throughout the City						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
91	Provide application review completeness reports from: Planning; Other Departments; Other Agencies.	B	Y		EnerGov Enterprise	
92	Ability to generate status reports of items within the review process.	H	Y		EnerGov Enterprise	
93	Ability to generate notification letters to applicants.	B	Y		EnerGov Enterprise	
94	Ability to generate relevant hearing documents for any application that results in a hearing being held.	H	Y		EnerGov Enterprise	
95	Ability to generate reports on the following:	H	Y		EnerGov Enterprise	
96	Application review processing - number of applications processed	H	Y		EnerGov Enterprise	
97	average days to process	H	Y		EnerGov Enterprise	
98	number of applications by type	H	Y		EnerGov Enterprise	
99	number of application submissions by type	H	Y		EnerGov Enterprise	
100	Time between submissions (number of days)	H	Y		EnerGov Enterprise	
101	Applications by status	H	Y		EnerGov Enterprise	
102	Applications by assigned staff	H	Y		EnerGov Enterprise	
103	Ability for users to generate reports ad-hoc, with fields and delimiters they designate; including ability to save these reports for later use.	H	Y		EnerGov Enterprise	
104	Ability to generate a staff report at the end of the review process for each application that provides the status of that review.	B	Y		EnerGov Enterprise	
105	Ability to associate professionals (agent, engineer, etc.) to a project.	B	Y		EnerGov Enterprise	
106	Provide tracking of genealogy (parent child relationships) through project planning and then to the building permit.	H	Y		EnerGov Enterprise	
107	Ability to track timetables and concurrency.	B	Y		EnerGov Enterprise	
108	Ability to provide estimates for plan review cycle complete dates based on predefined criteria(small, medium, large)	B	Y		EnerGov Enterprise	
109	Plan review duration estimates – based on defined criteria such as size of projects, construction cost, number of reviewing entities	B	Y		EnerGov Enterprise	
110	Provide ability to estimate what the cost of a project would be.	B	Y		EnerGov Enterprise	Via EnerGov’s Citizen Self Service fee estimator tool

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Ability to automatically assign unique project identifiers, to include the year and a sequential number, and to include in the identifier a way to distinguishes among building, planning, engineering, and code enforcement cases/projects.	H	Y		EnerGov Enterprise	
2	Ability to add additional user defined license/permit types.	B	Y		EnerGov Enterprise	
3	Ability to assign differing workflow approvals based upon license/permit type with the ability to override, based upon security level.	B	Y		EnerGov Enterprise	
4	Ability to maintain a history of recurring license/permit applicants.	B	Y		EnerGov Enterprise	
5	Provide alerts user when a permit/permit holder's insurance or license is about to expire.	B	Y		EnerGov Enterprise	
6	Provide interface with geographical information systems (GIS) mapping and parcel data for generating project area maps and site location activity reports, aerial views and locations.	H	Y		EnerGov Enterprise	
7	Provide integration of all information with a single case identifier.	B	Y		EnerGov Enterprise	
8	Ability to performs mass updates.	B	Y		EnerGov Enterprise	
9	Provide automatic date/time stamp on log entries.	B	Y		EnerGov Enterprise	
10	Ability to display and report the number of license/permits issued.	B	Y		EnerGov Enterprise	
11	Ability to attach scanned documents, plans, image files, etc. to a permit application that can be launched for viewing within the application.	B	Y		EnerGov Enterprise	
12	Requests for Service	B	Y		EnerGov Enterprise	
13	Ability to enter customer requests for service (e.g., query about property, complaints).	B	Y		EnerGov Enterprise	
14	Ability to establish queues for each department for routing of requests.	B	Y		EnerGov Enterprise	
15	Ability to automatically route the individual service request to the responsible department upon the completion of the information collection process.	B	Y		EnerGov Enterprise	
16	Ability to route a request to other department(s) during the life cycle of the request.	B	Y		EnerGov Enterprise	

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
17	Ability to record the date, time and person who assigned or transferred a request to a department.	B	Y		EnerGov Enterprise	
18	Ability to provide a history of service request routing.	B	Y		EnerGov Enterprise	
19	Ability to change a service request type and re-route or transfer to a different department.	B	Y		EnerGov Enterprise	
20	Ability to provide flexible and on demand sorting of the work queue by fields such as transaction type, date, and priority.	B	Y		EnerGov Enterprise	
21	Ability to reference and track multiple service requests by project/event, type, category/classification (trade), or area.	B	Y		EnerGov Enterprise	
22	Ability to designate or flag requests as new requests or as duplicate entries.	B	Y		EnerGov Enterprise	
23	Ability to view any service requests or portions of service requests assigned to any department.	B	Y		EnerGov Enterprise	
24	Ability to preview service requests that may be automatically generated by the system.	B	Y		EnerGov Enterprise	
25	Ability to copy a service request to create a new one.	B	Y		EnerGov Enterprise	
26	Ability to create templates for service requests based on type of work.	B	Y		EnerGov Enterprise	
27	Ability to record the person who issued or updated the service requests based on user ID.	B	Y		EnerGov Enterprise	
28	Ability to issue multiple service requests per transaction (request).	B	Y		EnerGov Enterprise	
29	Ability to assign multiple departments to one service request.	B	Y		EnerGov Enterprise	
30	Ability to print, & email service requests.	B	Y		EnerGov Enterprise	
31	Ability to automatically or manually assign inspectors by department or work division area (geographic).	H	Y		EnerGov Enterprise	
32	Ability to itemize and prioritize all activities within a service request.	B	Y		EnerGov Enterprise	
33	Ability to change the priority of an existing service requests or line item on a service requests (e.g., standard to urgent).	H	Y		EnerGov Enterprise	
34	Ability to capture status dates such as receipt, assignment/approval, effective/start, projected/targeted start, projected time interval, expected completion, suspense, resume, completed and/or close dates based on user-defined parameters.	H	Y		EnerGov Enterprise	
35	Ability to assign time intervals itemizing a task or event within a service request as prescribed by user.	H	Y		EnerGov Enterprise	
36	Ability to manually or automatically send an email alert for past due service request activities.	B	Y		EnerGov Enterprise	
37	Ability to list equipment and materials that will be used to complete the service request.	H	Y		EnerGov Enterprise	
38	Ability to assign status codes to service requests and service request tasks.	H	Y		EnerGov Enterprise	
39	Ability to define valid status codes by service request type.	H	Y		EnerGov Enterprise	
40	Ability to suspend (interrupt) and resume service request by an authorized user.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
41	Ability to recognize a service request as closed when the completion and finalization criteria have been met.	B	Y		EnerGov Enterprise	
42	Ability to identify service requests that are eligible for close based on status.	B	Y		EnerGov Enterprise	
43	Ability to automatically close a service request based on service request activity completion for routine requests.	B	Y		EnerGov Enterprise	
44	Ability to enter free form text entry of unlimited length to track notes on a service requests that will describe actions taken by the city crew.	H	Y		EnerGov Enterprise	
45	Ability to identify relevant project and cost data for related service requests.	H	Y		EnerGov Enterprise	
46	Ability to itemize and track expenses for service requests by type of cost (e.g., materials, labor, contract).	H	Y		EnerGov Enterprise	
47	Ability to generate a TO DO list for resolution activity service request assigned to a specific staff member or work crew/group.	H	Y		EnerGov Enterprise	
48	Ability to cross-reference service requests to location data and/or any related assets.	H	Y		EnerGov Enterprise	
49	Ability to create service requests for preventive and ad-hoc maintenance of fixed and moveable assets.	H	Y		EnerGov Enterprise	
50	Ability to generate multiple service requests from a specific or group of tasks scheduled and processed independently of each other or as a cluster for a specific or multiple items.	H	Y		EnerGov Enterprise	
51	Ability to group or cluster service requests by most efficient routing (manually, geographically).	B	Y		EnerGov Enterprise	
52	Ability to trigger events as a result of a particular condition (failure).	H	Y		EnerGov Enterprise	
53	Ability to query records and mass re-assign them to a specific group member on the allowable staff list.	H	Y		EnerGov Enterprise	
54	Ability to capture activity specific information for each activity location.	H	Y		EnerGov Enterprise	
55	Permit Data Tracking	B	Y		EnerGov Enterprise	
56	Ability to allow user-defined tables for the definition of permit data.	B	Y		EnerGov Enterprise	
57	Ability to support online entry and maintenance of permit data.	B	Y		EnerGov Enterprise	
58	Ability to maintain each data element for a permit	B	Y		EnerGov Enterprise	
59	Ability to maintain a Contractor master file.	B	Y		EnerGov Enterprise	
60	Ability to maintain an Architect master file.	B	Y		EnerGov Enterprise	
61	Ability to maintain an Engineer master file.	B	Y		EnerGov Enterprise	
62	Ability to maintain a Developer master file.	B	Y		EnerGov Enterprise	
63	Ability to drill down to sub-permits associated with a master permit.	B	Y		EnerGov Enterprise	
64	Ability to track the following fees associated with a permit:	H	Y		EnerGov Enterprise	
65	Permit charge	H	Y		EnerGov Enterprise	
66	Other charges	H	Y		EnerGov Enterprise	
67	Inspection fee	H	Y		EnerGov Enterprise	
68	Additional inspection fee	H	Y		EnerGov Enterprise	
69	Planning fees	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	Development impact fees	H	Y		EnerGov Enterprise	
71	Prepaid fees	H	Y		EnerGov Enterprise	
72	Total charge	H	Y		EnerGov Enterprise	
73	Total collected	H	Y		EnerGov Enterprise	
74	Ability to accommodate the following types of fee adjustments at any time throughout the permitting process:.	H	Y		EnerGov Enterprise	
75	Refunds with appropriate permissions and supervisor approval	H	Y		EnerGov Enterprise	
76	Adjustments with appropriate permissions and supervisor approve	H	Y		EnerGov Enterprise	
77	Ability to mark as no fee	H	Y		EnerGov Enterprise	
78	Ability to double fee	H	Y		EnerGov Enterprise	
79	Revision (amendment) fees with appropriate permissions and supervisor approval	H	Y		EnerGov Enterprise	
80	Ability to store scanned images related to a permit.	B	Y		EnerGov Enterprise	
81	Ability to store documents related to a permit.	B	Y		EnerGov Enterprise	
82	Ability to support all City permit types.	B	Y		EnerGov Enterprise	
83	Ability to define permit numbering structure to match City's numbering schema.	B	Y		EnerGov Enterprise	
84	Ability to maintain payment history of applications.	B	Y		EnerGov Enterprise	
85	Ability to allow for the establishment of base information on a frequent application type, and allow for an unlimited number of baseline applications to be established.	B	Y		EnerGov Enterprise	
86	Ability to require and track pre-payments with applications.	B	Y		EnerGov Enterprise	
87	Ability to accept applicant comments associated with a permit application including date and name.	B	Y		EnerGov Enterprise	
88	Ability to maintain the information for each permit application, such as:	B	Y		EnerGov Enterprise	
89	Permit Type	B	Y		EnerGov Enterprise	
90	Class of Work	B	Y		EnerGov Enterprise	
91	Start Date	B	Y		EnerGov Enterprise	
92	Submission Date	B	Y		EnerGov Enterprise	
93	Expected Completion Date	B	Y		EnerGov Enterprise	
94	Expiration Date	B	Y		EnerGov Enterprise	
95	Application Date	B	Y		EnerGov Enterprise	
96	Event Date	B	Y		EnerGov Enterprise	
97	Reviewer Name	B	Y		EnerGov Enterprise	
98	inspector Zone	B	Y		EnerGov Enterprise	
99	Property Information	B	Y		EnerGov Enterprise	
100	Variance	B	Y		EnerGov Enterprise	
101	Text Remarks (unlimited characters)	B	Y		EnerGov Enterprise	
102	Zoning Conditions/Stipulations	B	Y		EnerGov Enterprise	
103	Required attachments (e.g. Stormwater Pollution Prevention Plan (SWPPP) for grading permits)	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
104	Unlimited user defined fields	B	Y		EnerGov Enterprise	
105	Ability to display the following information for each permit form, such as:	B	Y		EnerGov Enterprise	
106	Permit Type	B	Y		EnerGov Enterprise	
107	Class of Work	B	Y		EnerGov Enterprise	
108	Start Date	B	Y		EnerGov Enterprise	
109	Issue Date	B	Y		EnerGov Enterprise	
110	Actual Expiration Date	B	Y		EnerGov Enterprise	
111	Inspector Name	B	Y		EnerGov Enterprise	
112	inspector Zone	B	Y		EnerGov Enterprise	
113	Property information	B	Y		EnerGov Enterprise	
114	Inspection Date(s) frequency	B	Y		EnerGov Enterprise	
115	Text Remarks (unlimited characters)	B	Y		EnerGov Enterprise	
116	Pickup Date	B	Y		EnerGov Enterprise	
117	Violations	B	Y		EnerGov Enterprise	
118	Occupancy Type/Date	B	Y		EnerGov Enterprise	
119	Multiple Occupancy Type and Date	B	Y		EnerGov Enterprise	
120	Unlimited user defined fields	B	Y		EnerGov Enterprise	
121	Ability to accept application payments from the following sources: In person; Web payment; Credit card; Interactive Voice Response (IVR).	B	Y		EnerGov Enterprise	
122	Ability to allow applications to be submitted online.	B	Y		EnerGov Enterprise	
123	Ability to allow multiple addresses to be entered for a permit application (i.e., environmental health needs to have separate address for restaurant locations and business locations).	B	Y		EnerGov Enterprise	
124	Ability to allow multiple phone numbers to be entered for a permit application.	B	Y		EnerGov Enterprise	
125	Ability to accept a permit application with no address, by application type.	B	Y		EnerGov Enterprise	
126	Ability to duplicate an existing permit application and all associated information to a new permit application at a different location (without manual rekeying of the data).	B	Y		EnerGov Enterprise	
127	Permit Approval & Issuance	B	Y		EnerGov Enterprise	
128	Ability to track violations and corrections to violations.	B	Y		EnerGov Enterprise	
129	Ability to track permits by contractor regardless of the permit applicant.	B	Y		EnerGov Enterprise	
130	Ability to track/search permits by any data element within the permit data file.	H	Y		EnerGov Enterprise	
131	Ability to track a permit through the entire permitting process.	B	Y		EnerGov Enterprise	
132	Ability to establish routing tables in workflow for the approval of permits.	H	Y		EnerGov Enterprise	
133	Ability to monitor and track the status of pending approvals in workflow.	H	Y		EnerGov Enterprise	

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
134	Ability to support conditional decisions for the routing of approvals of permits.	H	Y		EnerGov Enterprise	
135	Ability to track and notify when permits are soon to expire (based on user-defined number of days).	H	Y		EnerGov Enterprise	
136	Ability to generate automatic notifications to external agencies/applicants of expirations of permits.	H	Y		EnerGov Enterprise	
137	Ability to allow multiple names to be entered for a permit.	B	Y		EnerGov Enterprise	
138	Ability to allow project level organization for permit records at any point in the process (including the application process). For instance, under the master building permit (user-defined), the ability to allow companion permit records like electrical and mechanical to be linked to the master permit.	B	Y		EnerGov Enterprise	
139	Ability to allow address/location based query based on the master land record.	H	Y		EnerGov Enterprise	
140	Ability to automatically populate permit application fields using data returned by address query to master land record.	B	Y		EnerGov Enterprise	
141	Ability to validate the following when associated with a permit: Business License; State Contractor Licenses; City Contractor Licenses; Insurance Information for Contractors by Ordinance; Bonded Insurance; Excise Tax; Architects; Engineers.	B	Y		EnerGov Enterprise	
142	Ability to add additional review actions and inspections to a permit.	H	Y		EnerGov Enterprise	
143	Ability to associate fees with specific permit types.	B	Y		EnerGov Enterprise	
144	Ability to define an unlimited number of fee calculations without custom programming.	B	Y		EnerGov Enterprise	
145	Ability to estimate permit fees via the web for user defined permit types.	B	Y		EnerGov Enterprise	
146	Ability to define an effective date to permit fee calculations.	H	Y		EnerGov Enterprise	
147	Ability to define an effective date associated with an override for permits with a hold.	H	Y		EnerGov Enterprise	
148	Ability to associate an expiration date with permit fee quotes calculated upon permit application.	H	Y		EnerGov Enterprise	
149	Ability to maintain online history of all fees billed.	H			EnerGov Enterprise	
150	Ability to allow issued permits to be cancelled with appropriate controls.	B	Y		EnerGov Enterprise	
151	Ability to allow issued permits to be extended.	B	Y		EnerGov Enterprise	
152	Ability to maintain tables of the calculation of various fees to accommodate fee changes.	H	Y		EnerGov Enterprise	
153	Ability to calculate fees based upon flat fee.	H	Y		EnerGov Enterprise	
154	Ability to calculate fees based upon multiplier on key criteria.	H	Y		EnerGov Enterprise	
155	Ability to calculate fees based upon project/job value.	H	Y		EnerGov Enterprise	
156	Ability to calculate job cost based upon square footage to provide a valuation.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
157	Ability to calculate fees based upon combination.	H	Y		EnerGov Enterprise	
158	Ability to calculate fees based upon discounts or offsets to fees.	H	Y		EnerGov Enterprise	
159	Ability to maintain a history of all permits issued.	B	Y		EnerGov Enterprise	
160	Ability to issue permits to one or more addresses.	B	Y		EnerGov Enterprise	
161	Ability to issue permits by type to location with or without an address.	B	Y		EnerGov Enterprise	
162	Ability to issue permits by type to parcels with or without a parcel number on an exception basis with appropriate security permissions.	B	Y		EnerGov Enterprise	
163	Ability to limit permit issuance for all permit forms to approved and paid permits.	B	Y		EnerGov Enterprise	
164	Ability to generate permit expiration date based upon the calculation of the application date.	B	Y		EnerGov Enterprise	
165	Ability to allow the addition of ad-hoc fees to a permit at any time in the process.	B	Y		EnerGov Enterprise	
166	Ability to maintain reoccurring business inspections such as, but not limited to day care inspections and fire inspections.	B	Y		EnerGov Enterprise	
167	Ability to utilize state, national, or user defined construction cost data by the following: Construction Type; Square footage to help calculate project valuation.	B	Y		EnerGov Enterprise	
168	Ability to associate user-defined fields with specific permit types and indicate required fields by permit type.	B	Y		EnerGov Enterprise	
169	Ability to allow automated flagging of permit record, once geo-referenced, when the location of such record falls within a special district or sensitive location identified via established polygons or shape file data types/sources created within the GIS environment.	B	Y		EnerGov Enterprise	
170	Ability to allow automated flagging of permit records at pre-defined milestones/processes to identify special conditions to be resolved prior to allowing subsequent permit processes from taking place.	B	Y		EnerGov Enterprise	
171	Ability to allow user-defined criteria or look-up tables involving zoning development standards, such as building square footage minimums or maximums to help flag conditions or requirements specific to property location prior to approval.	B	Y		EnerGov Enterprise	
172	Ability to “re-route” permit to appropriate departments so that revisions created by one department can be reviewed by other departments.	H	Y		EnerGov Enterprise	
173	Ability to adjust the process clock with supervisory clearance for circumstances that may be outside agency control.	B	Y		EnerGov Enterprise	
174	Ability to override calculated fee values with appropriate supervisory clearance.	B	Y		EnerGov Enterprise	
175	Ability for user with appropriate authorization to allow review routing based on user-defined reviewing parties and agencies per permit type and sub-type simultaneously.	B	Y		EnerGov Enterprise	
176	Ability for user with appropriate authorization to allow fee waivers.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
177	Ability to allow for interactive printing of permits using customized permits print format.	B	Y		EnerGov Enterprise	
178	Ability to allow notes from the plan review and general application notes to be flagged to print on the permit.	B	Y		EnerGov Enterprise	
179	Provide the option to print either combination permits (multiple permits per form) or single permits (one permit per form).	B	Y		EnerGov Enterprise	
180	Ability to allow the user to perform editing prior to the printing of permits for items including: Fee Paid; All Permits Modified.	B	Y		EnerGov Enterprise	
181	Ability to allow user to waive permitting fees with appropriate security.	B	Y		EnerGov Enterprise	
182	Ability to attach standard details such as a traffic control plan information to a permit.	B	Y		EnerGov Enterprise	
183	Ability to print supporting documentation when printing a permit (such as traffic control plan documentation).	B	Y		EnerGov Enterprise	
184	Ability to prompt user to return escrow or financial security upon inspection approval.	B	Y		EnerGov Enterprise	
185	Ability to identify a permit as critical vs. non-critical.	B	Y		EnerGov Enterprise	
186	Inspections	B	Y		EnerGov Enterprise	
187	Ability to allow online entry and maintenance of inspection notices.	H	Y		EnerGov Enterprise	
188	Ability to allow online entry and maintenance of second inspection notices.	H	Y		EnerGov Enterprise	
189	Ability to allow online entry and maintenance of license inspection renewals.	H	Y		EnerGov Enterprise	
190	Ability to allow online entry and maintenance of multiple inspection types.	H	Y		EnerGov Enterprise	
191	Ability to populate inspection information based upon entering the permit ID number.	H	Y		EnerGov Enterprise	
192	Ability to allow for an unlimited number of inspections on each application.	B	Y		EnerGov Enterprise	
193	Ability to maintain online history of all inspection fees billed including the following information: Type; Description; Date and Time; Inspector; Results; Status; Violations; Comments; Report by Inspector of Future Inspection Dates; Inspection Frequency.	B	Y		EnerGov Enterprise	
194	Ability to attach photographs with comments from the office or in the field.	H	Y		EnerGov Enterprise	
195	Ability to allow for the entry of inspector's notes for each visit.	H	Y		EnerGov Enterprise	
196	Ability to apply fees based on attributes of the permit, parcel, customer or user-defined fields.	H	Y		EnerGov Enterprise	
197	Ability to allow users to override fees (with appropriate security permissions).	H	Y		EnerGov Enterprise	
198	Ability to record inspection weather information (e.g., temperature).	B	Y		EnerGov Enterprise	
199	Ability to establish sign off authority by user.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

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4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
200	Provide a single screen data entry point for recording inspection results.	H	Y		EnerGov Enterprise	
201	Ability to maintain history regarding review comments and inspection history.	H	Y		EnerGov Enterprise	
202	Ability to track the following inspection request fields:	H	Y		EnerGov Enterprise	
203	Builder Name	H	Y		EnerGov Enterprise	
204	Associated permit number	H	Y		EnerGov Enterprise	
205	Owner Name	H	Y		EnerGov Enterprise	
206	Contact Name	H	Y		EnerGov Enterprise	
207	Contact Phone Number	H	Y		EnerGov Enterprise	
208	Subdivision Name and Section	H	Y		EnerGov Enterprise	
209	Parcel Number	H	Y		EnerGov Enterprise	
210	Plat/Lot Number	H	Y		EnerGov Enterprise	
211	Street Address	H	Y		EnerGov Enterprise	
212	Time of Call	H	Y		EnerGov Enterprise	
213	Time of Inspection Requested	H	Y		EnerGov Enterprise	
214	Internal Request Checkbox	H	Y		EnerGov Enterprise	
215	Ability to include user-defined re-inspection penalties.	B	Y		EnerGov Enterprise	
216	Ability to interface with electronic inspection devices, allowing inspector to enter findings while at the site.	H	Y		EnerGov Enterprise	EnerGov's iG Inspect mobile app solution is designed to allow field inspectors to record all of their findings and attach supporting files and images to their daily site inspections
217	Ability to accommodate data download for electronic inspection devices.	B	Y		EnerGov Enterprise	
218	Ability to issue and track letters of completion.	B	Y		EnerGov Enterprise	
219	Ability to automatically notify external agencies the results of an inspection via e-mail (i.e., notification to electric companies).	B	Y		EnerGov Enterprise	
220	Ability to issue and track certificate of occupancy.	H	Y		EnerGov Enterprise	
221	Ability to notify inspector when letter of completion has expired, for the purpose of re-inspection and issuance of final CO.	H	Y		EnerGov Enterprise	
222	Inspection Scheduling	B	Y		EnerGov Enterprise	
223	Ability to automate inspection assignments by inspector.	H	Y		EnerGov Enterprise	
224	Ability to automate inspector supervisor assignments.	H	Y		EnerGov Enterprise	
225	Ability to automate inspection assignments by inspection type.	H	Y		EnerGov Enterprise	
226	Ability to automate inspection assignments by geographical area.	H	Y		EnerGov Enterprise	
227	Ability to automate inspection assignments by a user-defined data source.	H	Y		EnerGov Enterprise	
228	Ability to generate inspection checklists based upon the type of inspection.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

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4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
229	Ability to perform error checking during inspection scheduling to ensure the following:	B	Y		EnerGov Enterprise	
230	City's contractor licenses are valid	H	Y		EnerGov Enterprise	Automated contractor validation checks are performed when a permit application is first created.
231	State Contractors' licenses are valid	H	Y		EnerGov Enterprise	Automated contractor validation checks are performed when a permit application is first created.
232	Pre-requisite Inspections are being performed	H	Y		EnerGov Enterprise	
233	Inspections are performed in the proper sequence	H	Y		EnerGov Enterprise	
234	All required fees have been paid	H	Y		EnerGov Enterprise	
235	Permit has not expired	H	Y		EnerGov Enterprise	
236	Type of inspection requested is valid for the permit	H	Y		EnerGov Enterprise	
237	All other City receivables have been paid	H	Y		EnerGov Enterprise	
238	Permit has not been placed on hold.	B	Y		EnerGov Enterprise	
239	Ability to generate inspection schedules that accommodates entering the following scheduling constraints:	H	Y		EnerGov Enterprise	
240	Normal Operating Hours	H	Y		EnerGov Enterprise	
241	Observed Holidays	H	Y		EnerGov Enterprise	
242	Single Occurrence Vacations by Inspector	H	Y		EnerGov Enterprise	
243	Single Occurrence Shut-down Days	H	Y		EnerGov Enterprise	
244	Outside Normal Business Hours with applicable fees.	H	Y		EnerGov Enterprise	
245	Ability to calculate associated additional fees based on assigned inspector's hourly rate or overtime rate.	H	Y		EnerGov Enterprise	
246	Ability to calculate fees based upon mileage and other expenses.	H	Y		EnerGov Enterprise	
247	Ability to reassign inspections to another inspector (i.e. due to absence).	H	Y		EnerGov Enterprise	
248	Ability to accommodate the logging of inspection results.	H	Y		EnerGov Enterprise	
249	Ability to track and maintain inspection results.	H	Y		EnerGov Enterprise	
250	Ability to allow for the set up of user-defined inspection sequences, based on type of work performed.	H	Y		EnerGov Enterprise	
251	Ability to allow for customization of inspection sequence, as required on a case-by-case basis.	H	Y		EnerGov Enterprise	Via workflow inspection action reordering by users granted the appropriate security permissions
252	Calculating Fees	B	Y		EnerGov Enterprise	
253	Provide integration to general ledger for posting cash entries to proper accounts.	H	Y		EnerGov Enterprise	
254	Provide for effective dates on fee amounts and effective dates on revenue accounts as well as effective dates on fee to revenue account associations.	H	Y		EnerGov Enterprise	
255	Provide for calculation of standard fees with effective dates using user provided formulas or tables, with history of any changes made.	H	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
256	Ability to determines permit fees on the basis of a standard fee schedule and the ability to apply multiple fee schedules to any permit based on start and end dates	B	Y		EnerGov Enterprise	
257	Ability to include and distinguish City fees and fees from external agencies	B	Y		EnerGov Enterprise	
258	Provide a display of fee amount on screen when application is entered.	B	Y		EnerGov Enterprise	
259	Ability to track fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts.	H	Y		EnerGov Enterprise	
260	Ability to accept electronic payments.	H	Y		EnerGov Enterprise	
261	Ability to generate multi-tiered fees.	H	Y		EnerGov Enterprise	
262	Ability to maintain information on impact fees and other exactions.	H	Y		EnerGov Enterprise	
263	Ability to calculate fees with a base fee plus additional charge based on various user-defined statistics (e.g., square footage).	H	Y		EnerGov Enterprise	
264	Ability to overrides default fee with a manual amount.	B	Y		EnerGov Enterprise	
265	Ability to suppress fees with appropriate security.	B	Y		EnerGov Enterprise	
266	Ability to facilitate reconciliations with collections.	B	Y		EnerGov Enterprise	
267	Ability to collect re-inspection fees as part of the re-inspection process.	B	Y		EnerGov Enterprise	
268	Ability to create "what if" scenarios for process and/or fee estimation.	B	Y		EnerGov Enterprise	
269	Ability to use the Accounts Receivable module to post payments, handle bill printing, and reversals.	B	Y		EnerGov Enterprise	
270	Ability to track fee collection information, including:	B	Y		EnerGov Enterprise	
271	Date	B	Y		EnerGov Enterprise	
272	Amount Paid	B	Y		EnerGov Enterprise	
273	G/L Category	B	Y		EnerGov Enterprise	
274	Partial payments	B	Y		EnerGov Enterprise	
275	Overpayments	B	Y		EnerGov Enterprise	
276	Refunds	B	Y		EnerGov Enterprise	
277	Refundable bonds	B	Y		EnerGov Enterprise	
278	Other Adjustments	B	Y		EnerGov Enterprise	
279	User Defined fields	B	Y		EnerGov Enterprise	
280	Ability to interface with a small receipt printer for the Cashier's Desk. SPECIFY RECOMMENDED PRINTER MODELS	B	Y		EnerGov Enterprise	Please refer to the system requirements section of Tyler’s proposal for supported hardware and printer details.
281	Reporting & Querying	B	Y		EnerGov Enterprise	
282	Ability for end users to easily generate ad hoc reports without significant training on provided reporting tools, such as:	B	Y		EnerGov Enterprise	
283	Number of days that a permit has been in process, from application to issuance	B	Y		EnerGov Enterprise	
284	Permit activity, including Total elapsed time, Time spent by each review level	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
285	Permits issued within a user-defined date range	B	Y		EnerGov Enterprise	
286	Permits with no activity based upon City user-defined threshold	B	Y		EnerGov Enterprise	
287	Ability to view permit activity within a user defined area based upon GIS mapping	H	Y		EnerGov Enterprise	
288	Applications submitted within a user-defined date range	B	Y		EnerGov Enterprise	
289	Inspections performed within a user-defined date range	B	Y		EnerGov Enterprise	
290	Inspector activity within a user-defined date range	B	Y		EnerGov Enterprise	
291	Open construction bonds associated with activity	B	Y		EnerGov Enterprise	
292	Certificates of Occupancy activity (including temporary C of O's)	B	Y		EnerGov Enterprise	
293	Permits listings by contractor	B	Y		EnerGov Enterprise	
294	Applicant file mailing labels (with option to export)	B	Y		EnerGov Enterprise	
295	Permit expiration reports	B	Y		EnerGov Enterprise	
296	Meter set report (i.e., utility connection report)	B	Y		EnerGov Enterprise	
297	Service Disconnect	B	Y		EnerGov Enterprise	
298	Ability to generate inspection schedule workload reports by date and inspector	H	Y		EnerGov Enterprise	
299	Type of violations on the books during any user-defined period of time	B	Y		EnerGov Enterprise	
300	Violation cases brought into voluntary compliance during any user-defined period of time;	B	Y		EnerGov Enterprise	
301	Violation cases brought into voluntary compliance prior to the transfer to the admin/judicial process during any user-defined period of time	B	Y		EnerGov Enterprise	
302	Average number of calendar days from date of first complaint until the first inspection for any user-defined period of time	B	Y		EnerGov Enterprise	
303	Average number of calendar days from date inspector's first inspection until voluntary compliance (for only voluntary compliance cases) for any user-defined period of time;	B	Y		EnerGov Enterprise	
304	Average number of calendar days from date of inspector's first inspection until transfer to the admin/judicial process (only for cases reaching the admin/judicial process) for any user-defined period of time.	B	Y		EnerGov Enterprise	
305	Ability to export reports to Microsoft Office.	B	Y		EnerGov Enterprise	
306	Right-of-Way Permit	B	Y		EnerGov Enterprise	
307	Ability to maintain the following related to a Right-of-Way permit:	B	Y		EnerGov Enterprise	
308	Permit type(s)	B	Y		EnerGov Enterprise	
309	Permit number	B	Y		EnerGov Enterprise	
310	Name of Facility Owner	B	Y		EnerGov Enterprise	
311	Type of Facility Owner	B	Y		EnerGov Enterprise	
312	Contractor Name	B	Y		EnerGov Enterprise	
313	Location of work	B	Y		EnerGov Enterprise	
314	Utility fees paid	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.9 - Permits and Inspections				EnerGov Enterprise		
Objective: To manage the permit lifecycle and track all interim deadlines, fees, and conditions associated with permit records						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
315	Fee/Tax type (franchise, privilege, per foot)	B	Y		EnerGov Enterprise	
316	Rate (for the fee/tax type)	B	Y		EnerGov Enterprise	
317	Franchise fees paid	B	Y		EnerGov Enterprise	
318	Per foot fees paid	B	Y		EnerGov Enterprise	
319	Work start/end date	B	Y		EnerGov Enterprise	
320	Site plan	B	Y		EnerGov Enterprise	
321	Ability for ROW permits to be associated to spatial features other than a parcel/address (i.e. GIS shape, user defined shape for where the permit is valid).	B	Y		EnerGov Enterprise	
322	Ability to maintain a visual representation of events.	B	Y		EnerGov Enterprise	
323	Ability to report on start/end date via map/spatially.	B	Y		EnerGov Enterprise	
324	Ability to permit traffic control.	B	Y		EnerGov Enterprise	
325	Ability to manage related inspections/contacts/violations relating to a right of way permit.	B	Y		EnerGov Enterprise	
326	Ability to track developer contributed infrastructure.	B	Y		EnerGov Enterprise	
327	Ability to track in lieu of payments.	B	Y		EnerGov Enterprise	
328	Ability to generate service requests in the system.	B	Y		EnerGov Enterprise	
329	Ability to maintain/track franchise agreements.	B	Y		EnerGov Enterprise	
330	Ability to support under/over payment statement processing with "configurable" language based on payment actions required.	B	Y		EnerGov Enterprise	
331	Ability to refund overpayments to Right-of-Way permit holders.	B	Y		EnerGov Enterprise	
332	Ability to maintain the results of an appeal.	B	Y		EnerGov Enterprise	
333	Ability to apply late fees (flat, percentage-based) for each defined period a fee remains delinquent.	H	Y		EnerGov Enterprise	
334	Ability to detect conflicting projects and notify relevant stakeholders.	B	Y		EnerGov Enterprise	
335	System provides highly configurable workflow functionality for project assignment, routing, and review step scheduling and tracking based on project type.	B	Y		EnerGov Enterprise	
336	Ability to set assigned backups for plan review and inspection staff and reassign approval in the case of staff leave or a defined period without approval activity.	H	Y		EnerGov Enterprise	
337	System provides or integrates electronic plan review capabilities with workflow functionality and markup capabilities.	B	Y		EnerGov Enterprise	
338	Ability to track permit application evaluations with a checklist system	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

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Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.10 - Self Service				EnerGov Enterprise		
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Provide an online, web-based interface for self-service that integrates with all system modules.	H	Y		EnerGov Enterprise	
2	Provide a configurable self-service portal that can have a similar look and feel as the City website, including what will be exposed to the public and when.	H	Y		EnerGov Enterprise	
3	Provide a self-service portal that is operational on a 24x7 basis.	H	Y		EnerGov Enterprise	
4	Ability to display content in multiple languages (e.g., English, Spanish).	H	Y		EnerGov Enterprise	
5	Ability to capture and track usage volume statistics.	B	T		EnerGov Enterprise	With Google Analytics (no cost)
6	Ability to generate and send e-mail confirmations of user-defined activity.	B	Y		EnerGov Enterprise	
7	Ability to display notice of successful submission to a user.	B	Y		EnerGov Enterprise	
8	Ability to send an email notice of successful submission to a user.	B	Y		EnerGov Enterprise	
9	Ability for contractors and other organizations to grant and revoke permissions to individual users within the online portal to carry out activities on their behalf	H	Y		EnerGov Enterprise	
10	Ability to send an email notice of successful submission to a user that contains hyperlinks to the relevant areas of the self-service portal.	H	Y		EnerGov Enterprise	
11	Ability to allow "online form submission" whereby users can complete fillable forms for electronic submission.	H	Y		EnerGov Enterprise	
12	Ability to allow documents to be attached to online form submissions.	H	Y		EnerGov Enterprise	
13	Ability to configure certain fields as required fields within the online form submission functionality.	H	Y		EnerGov Enterprise	
14	Ability to enforce requiring a valid email address.	H	Y		EnerGov Enterprise	
15	Ability to limit the number of transactions a citizen can initiate online.	H	N		EnerGov Enterprise	While certain case types can be disabled for online applications, the number of transactions for valid online apply processes by registered users is not limitable with native functionality.
16	Ability for user-defined routing of all self-service functionality.	H	Y		EnerGov Enterprise	

4.10 - Self Service				EnerGov Enterprise		
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
17	Ability to produce customizable error messages.	B	Y		EnerGov Enterprise	With attachment and eReviews requirement text, label custom fields, and/or configurable GeoRule blocks
18	Ability to post notice of scheduled down-time.	B	Y		EnerGov Enterprise	
19	Ability to automatically email all registered users of scheduled down-time.	B	M		EnerGov Enterprise	While this could be possible manually, or could be done automatically with a scripted solution, it would generally not be recommended. Proactively posting a public notice with Citizen Self Service's anchored notification bar for occasional overnight downtimes due to scheduled upgrades or other system administrative actions is typically sufficient in our experience.
20	Ability to support standardized electronic plan submission capabilities for signed and sealed plans.	H	Y		EnerGov Enterprise	
21	Security-Enabled Functionality	B	Y		EnerGov Enterprise	
22	Provide a security-enabled functionality set (i.e., user ID and password required).	H	Y		EnerGov Enterprise	
23	Ability to maintain permissions by user (need to inactivate a user)	H	Y		EnerGov Enterprise	
24	Ability to allow certain information to be restricted for viewing only by users logged-in with appropriate credentials.	H	Y		EnerGov Enterprise	
25	Ability for users to employ a single username/password combination for all security-enabled functionality.	H	Y		EnerGov Enterprise	
26	Ability to require an authentication email to be acted upon in order to activate a new account.	B	Y		EnerGov Enterprise	
27	Ability to enforce timeout thresholds.	B	Y		EnerGov Enterprise	Timeout thresholds are only enforced through unsuccessful login attempts.
28	Ability for contractors to manage trade license accounts in the online portal, including all supporting insurance information	B	Y		EnerGov Enterprise	
29	Ability to send renewal notifications for expiring contractor licenses to contractors via email	B	Y		EnerGov Enterprise	
30	Ability to allow a logged-in user to view all security-enabled information related to them.	H	Y		EnerGov Enterprise	
31	Ability to allow a user to save work in progress with the ability to edit prior to submission (i.e., log out and then log back in without losing information).	H	Y		EnerGov Enterprise	
32	Ability to allow a user to view the status of a request/submission after logging in.	H	Y		EnerGov Enterprise	

4.10 - Self Service				EnerGov Enterprise		
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
33	Ability to pre-populate basic identity fields based on the account information stored with the user's ID/password.	H	Y		EnerGov Enterprise	If the user already exists as a global contact in EnerGov at the time of online registration (automatically checked with email address matching)
34	Ability to generate an electronic signature based upon approved login credentials.	H	Y		EnerGov Enterprise	Electronic signatures can involve increasing levels of security requirements depending on local regulations. Additional discussion and scoping would be required.
35	Provide comprehensive security-enabled functionality across all system modules including but not limited to the following:	B	Y		EnerGov Enterprise	
36	Site Plan review request (plan check status and comments under certain configurable conditions such as only after all reviewers for the submittal have completed their review)	B	Y		EnerGov Enterprise	
37	Land information/zoning search for a given address/APN	B	Y		EnerGov Enterprise	
38	View status and results of inspections	B	Y		EnerGov Enterprise	
39	Permit applications (by permit type)	B	Y		EnerGov Enterprise	
40	Allow contractors to register or renew online	B	Y		EnerGov Enterprise	
41	Allow business license holders to renew online	B	Y		EnerGov Enterprise	
42	Allow rental license holders to renew online	B	Y		EnerGov Enterprise	
43	Apply for a Permit	B	Y		EnerGov Enterprise	
44	Obtain certain minor permits	B	Y		EnerGov Enterprise	
45	Building, Planning, Engineering, Code Enforcement project history searching	B	Y		EnerGov Enterprise	
46	Schedule an inspection	B	Y		EnerGov Enterprise	
47	Public Access Functionality	B	Y		EnerGov Enterprise	
48	Ability to accept submission from the Public electronically, preferably through a web-facing portal.	B	Y		EnerGov Enterprise	
49	Ability for the public to obtain certain minor permits (requiring no plan checks) through the portal after all fees have been paid. The system will auto-generate the appropriate project in the permitting system without any staff intervention.	H	Y		EnerGov Enterprise	
50	Ability to accept various forms of payments (e.g., cash, check, credit card, electronic transfer (ETF)).	B	Y		EnerGov Enterprise	
51	Ability to restrict payment types by user (e.g. for applicants with NSF checks)	B	Y		EnerGov Enterprise	Payment methods can be restricted by user role security designations for back-office users.
52	Provide public access functionality (i.e., no user ID and password required).	B	Y		EnerGov Enterprise	

4.10 - Self Service				EnerGov Enterprise		
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
53	Provide lookup functionality for certain user-defined information access based on any combination of discrete data elements (e.g., collections of records, permit application number, inspections and fees grouped by project, submittal date).	B	Y		EnerGov Enterprise	
54	Ability to post public access document postings for download.	B	Y		EnerGov Enterprise	
55	Ability to schedule, reschedule or cancel an inspection online	H	Y		EnerGov Enterprise	Inspections can be requested online by public users, but ultimate scheduling decisions are made either automatically through configuration options and EnerGov's load-balancing algorithm, or manually by inspection supervisory staff.
56	Ability for city staff to limit the number of inspections per day or per inspector	H	Y		EnerGov Enterprise	
57	Ability to sort results of searches by date, record ID or status.	B	Y		EnerGov Enterprise	
58	Ability to search records, including license and property information, using global search capabilities, but potentially limit the maximum number of records returned.	B	Y		EnerGov Enterprise	Pagination limits the displayed results of online queries
59	Ability for the public to view detailed information, such as inspection type, unique ID, scheduled time, assigned inspector, inspection contact, status and status history.	H	Y		EnerGov Enterprise	
60	Ability to enter notes for an inspector to view.	B	Y		EnerGov Enterprise	
61	Ability to access details for submittals, such as unique ID, status, address.	B	Y		EnerGov Enterprise	
62	Ability to check related records associated with the main (parent) permit, application or service request.	B	Y		EnerGov Enterprise	
63	Web-Based Payment	B	Y		EnerGov Enterprise	
64	Ability to integrate with the City's credit card processing merchant to accept payments through the self-service portal.	B	M		EnerGov Enterprise	With City led integration against EnerGov's Citizen Self Service Credit Card API.
65	Ability to calculate fees on the web portal so that applicants and others can estimate fees prior to the submission of an application.	B	Y		EnerGov Enterprise	
66	Ability to allow payments for certain permit types in the self-service portal.	B	Y		EnerGov Enterprise	
67	Ability to allow payments for certain application types in the self-service portal.	B	Y		EnerGov Enterprise	
68	Provide a receipt of payments made in real time.	B	Y		EnerGov Enterprise	
69	Ability to allow payments for certain special assessments in the self-service portal.	B	Y		EnerGov Enterprise	

4.10 - Self Service				EnerGov Enterprise		
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	Ability to allow partial payments in the self-service portal.	H	Y		EnerGov Enterprise	A single invoice must be paid online with one transaction. Partial payments can only be supported if multiple invoices are generated and fees are separated out.
71	Ability to allow payments for certain inspections in the self-service portal.	B	Y		EnerGov Enterprise	
72	Ability to allow payments for certain licenses in the self-service portal.	B	Y		EnerGov Enterprise	
73	"Shopping cart" functionality to allow for applicants to pay for multiple permit activities in a single transaction.	H	Y		EnerGov Enterprise	
74	Ability to restrict payment types to City-defined parameters (i.e., credit cards accepted).	B	Y		EnerGov Enterprise	Would be based upon the configuration of the City's integrated payment portal
75	Ability for users to maintain individual pre-paid accounts to pay for record transactions as they are incurred.	B	Y		EnerGov Enterprise	Would be based upon the configuration of the City's integrated payment portal
76	Ability to print permit forms and receipts from the online portal once approvals and relevant payments have been processed.	H	Y		EnerGov Enterprise	
77	Online Reporting and Dashboards	B	Y		EnerGov Enterprise	
78	Ability to publish real-time dashboards to an online portal from all system modules	B	Y		EnerGov Enterprise	With native integrated Socrata analytics functionality
79	Ability to publish real-time tabular reports to an online portal from all system modules	B	Y		EnerGov Enterprise	
80	Ability to publish real-time permit data to a publicly available City map, linked to the geographic objects available within the system	H	Y		EnerGov Enterprise	With native online GIS map viewer functionality
81	Escrow Management	B	Y		EnerGov Enterprise	
82	System tracks escrow information and transactions for various projects requiring permits	B	Y		EnerGov Enterprise	Escrow management is currently available in the back-office system. Additional enhancements to escrow management online with Citizen Self Service are planned for release within the next year.
83	System maintains a searchable audit trail of historical changes to developer escrow accounts	B	Y		EnerGov Enterprise	
84	System allows for establishing alerts on escrow	B	Y		EnerGov Enterprise	
85	System allows for the notification if an escrow is overspent	B	Y		EnerGov Enterprise	The system does not allow an escrow account to be "overspent".
86	System provides the ability to send out a request to a developer requesting additional funds if the escrow amount is depleted	B	Y		EnerGov Enterprise	
87	System provides the ability to add additional funds to an existing escrow account	B	Y		EnerGov Enterprise	
88	System allows release of excess funds when projects are complete.	B	Y		EnerGov Enterprise	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.10 - Self Service			EnerGov Enterprise			
Objective: To enable online interaction with all functions available in the permitting system for citizens, builders, and contractors.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Ability to track bonds of all types over multiple years (e.g., performance bonds, maintenance bonds, warranty bonds, etc.)	B	Y		EnerGov Enterprise	

Tyler Technologies	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.11 - Document Management				EnerGov Enterprise		
Objective: Ability to meet the City's document management requirements						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Provide the ability to interface with a third party for document archival as below:	B	Y		EnerGov Enterprise	EnerGov integrates natively with Tyler Content Manager for document archival, or can integrate with a third party system with City's led development against EnerGov's document management API.
2	Provides the ability to query and select building, planning, compliance, and engineering projects to be archived.	B	Y		EnerGov Enterprise	Dependent upon document management system integration settings
3	Allows the user to select document categories and sub-categories, create archive records, and print bar code labels to place on the paper documents. Labels include project information, including project identifier, address and APN, and category and sub-category.	B	Y		EnerGov Enterprise	Dependent upon document management system integration settings
4	Allows one or more projects per each archive record as one document may apply to many building projects.	B	Y		EnerGov Enterprise	Dependent upon document management system integration settings
5	Allows for the export of the archive records and upload to the vendor's ftp site. Once the vendor creates pdfs from the paper documents, they place the pdfs back on the ftp site for city download.	B	Y		EnerGov Enterprise	Dependent upon document management system integration settings
6	Allows for the automated processing of the downloaded pdfs to include updates to the archive records in the permitting system such as file path, file name, number of pages, and records status and the physical placement of the pdfs on the city's enterprise file system.	B	Y		EnerGov Enterprise	
7	Provide the ability for users to query and retrieve archived documents linked to projects, cases, or land records.	B	Y		EnerGov Enterprise	Dependent upon integrated document management system settings
8	Provide the ability for the public to view (but not print) archives by address query at the one-stop.	B	Y		EnerGov Enterprise	

4.11 - Document Management				EnerGov Enterprise		
Objective: Ability to meet the City's document management requirements						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
9	Provide the ability for city staff to link up archive file records that were previously scanned in but never linked to a project, parcel, or address.	B	Y		EnerGov Enterprise	Dependent upon integrated document management system settings
10	Provide the ability for users to attach and retrieve various documents to building, planning, engineering, and code enforcement cases as well as land records. Document types to include Word, Excel, links, pdfs, and various image formats.	B	Y		EnerGov Enterprise	
11	Ability to index documents, such as by project ID, APN, address, document category or sub-category for retrieval and classification purposes.	B	Y		EnerGov Enterprise	
12	Ability to mark documents as discloseable or nondiscloseable.	B	Y		EnerGov Enterprise	
13	Ability to allow for meaningful file naming and folder storage.	B	Y		EnerGov Enterprise	Default file naming is GUID based, with user created document names stored in the EnerGov database.
14	Ability to enforce retention policies and removal of documents with staff confirmation.	B	Y		EnerGov Enterprise	Dependent upon integrated document management system settings
15	Restrict final document storage access to prevent a user from moving files without changing the file path in the file record.	B	Y		EnerGov Enterprise	Dependent upon integrated document management system settings
16	Allow for security permissions on documents based upon factors such as user, division, document type (read, edit, delete, etc.)	B	Y		EnerGov Enterprise	Dependent upon integrated document management system settings
17	Allow for the generation (manual and automated) and storage of correspondence and various letters, including mail merger type capability, labels of various sizes, and non-standard formats such as trifold notices for code enforcement. Allow these to be attached to projects and cases.	B	Y		EnerGov Enterprise	

The following table contains a listing of current and/or desired application interfaces and their likely need in a future Permitting (LMS) environment. Existing City interfaces between LMS modules that may currently exist or shadow systems that will likely be replaced are not included as they are assumed to be included in the future LMS solution. The vendor should respond with a narrative description of each interface in the cells highlighted in yellow.

Data Flow Item #	Data Flow Description	Source Application	Target Application	Current Frequency / Method of Integration	Currently Exists?	Needed in future Permitting System?	Description of Proposer's Recommended Interface Method
1	Manual interface required for invoicing things such as Administrative Citations for Neighborhood Preservation and monthly billing of PG&E/AT&T/CatWater for Engineering. The A/R department in Finance handles all billing related tasks for these exceptions.	Future Permitting System	Accounts Receivable	Current: Manual: As-Needed, Monthly Future: Batch: Frequency TBD	Yes	Yes	Batch flat-file export at a regular frequency to be determined by the City
2	Collection of Business Improvement District (BID) fees for businesses within zoned regions of the City and meeting certain other criteria	Future Permitting System	Accounts Receivable	Current: Manual: annually Future: Batch: Annual frequency	Yes	Yes	Annual BID fees can be assessed within EnerGov, and included in the batch export when processed.
3	Daily interface for paid permit and case fees and other miscellaneous City payments taken in person	Future Permitting System	Financial System/Future ERP	Current: Daily manual interface Future: Automated transactional or daily batch	Yes	Yes	Batch flat-file export at a regular frequency to be determined by the City
4	Daily interface for paid permits taken in on-line	Future Permitting System Portal (E-OneStop)	Financial System/Future ERP	Current: Daily manual interface Future: Automated transactional or daily batch	Yes	Yes	Batch flat-file export at a regular frequency to be determined by the City
5	Auto-task copies over Business License data from the city's Business License Application to the Permitting Business module periodically. Minimally, staff needs to verify contractor and subcontractors have a valid Sunnyvale Business License before issuing permits.	HDL (hosted application) / Future Permitting System Business License module	Future Permitting System Business License module	Current: Manual, Export from Hosted System-Import into Permitting, Manual lookup in HDL Business License application to verify license Future: Potentially integrated Business License module, License Verification via API/Auto-pull from HDL (hosted application) if the Future Permitting System does not contain a Business License module	Yes	Yes	Standard functionality in EnerGov's licensing modules and the associated permit module within the same system
6	Monthly exchange with County Assessor's Office including permit and inspection activity from City; import includes owner information, new parcel tax identifiers (APN numbers) and other parcel attributes. Additionally, parcel maps are obtained from the County when parcels change. Also, yearly file import of parcel attribute data from the County Assessor's office.	County Assessor	Future Permitting System Land Management Module	Current: Monthly data exchange-file transfer, Parcel Map Requests to the County As needed, Yearly file from County Future: Monthly data exchange-file transfer, Yearly file from County	Yes	Yes	EnerGov typically pulls real-time Assessor information from the integrated ArcGIS map server parcel layer. Additional functionality for data import at regular intervals could be scoped against EnerGov's API suite (please refer to our response to #13 below for more details).
7	Land data from system is copied over nightly (streets, addresses, parcels, and locations; Locations are parcel, address combinations) Future Permitting system will need to have GIS functionality/integrate with Enterprise GIS for mapping, geocueing, etc.	Future Permitting System	Esri ArcGIS	Current: Automated nightly Future: Automated daily batch	Yes	Yes	ESRI ArcGIS server data is queried in real-time with EnerGov's native integration functionality - includes GIS map viewers for both back-office and online in Citizen Self Service, the GeoRules geocueing-based automation engine, LiveLink for autopopulating Parcel and Address connections, spatial collections, history writer, parcel split management, buffer mailings, and more.
8	Permitting System will need to notify the Fire Records Management System of certain Permit/Land/Building changes such as building demolitions, new buildings, address and parcels changes, and tenant improvements.	Future Permitting System	Fire Records Management System	Current: Not in place today Future: Automated transaction	No	Yes	Via native automation tools with EnerGov's Intelligent Objects (reactive, immediate) and Intelligent Automation Agent (proactive, daily SQL-query based) engines.
9	Permitting System will need to notify the Fire Prevention/HazMat System of certain Permit/Land/Building changes such as building demolitions, new buildings, address and parcels changes, and tenant improvements.	Future Permitting System	Fire Prevention/HazMat System for CalEPA Compliance	Current: Not in place today Future: Automated transaction	No	Yes	Via native automation tools with EnerGov's Intelligent Objects (reactive, immediate) and Intelligent Automation Agent (proactive, daily SQL-query based) engines.
10	Finalized building and planning documents are sent to a 3rd party for imaging and returned to Sunnyvale as pdf documents. Within SunGIS, the archives are linked to projects, categorized, and bar-coded labels, containing project related data, are printed out. The label is affixed to the first page of the document before it is picked up for imaging. One document can be linked to one or more projects. Once received back from the imaging vendor, the pdfs are moved to a network share and the system is updated to point from the appropriate project or projects to the corresponding document.	Network Share of electronic document library	Network Share of electronic document library	Current: Manual: As-Needed Future: Batch: Automated	Yes	TBD	EnerGov integrates natively with Tyler Content Manager for document archival, or can integrate with a third party system with City's led development against EnerGov's document management API.
11	Payment API/Gateway: Cybersource Payment Processor: Vital/TSYS Service Provider: Elavon	Online Permit payments	Future Permitting System	Current: Batch daily Future: Automated transactional	Yes	Yes	Can be accomplished with development against EnerGov's Citizen Self Service Credit Card API
12	Planning projects published on City Website	Future Permitting System	City Website	Current: Automated File Export for GIS Processing Future:TBD	Yes	Yes	Planning projects can be automatically published for public access on EnerGov's Citizen Self Service online portal. Publishing to an external system would require development against EnerGov's API suite.
13	Aggregate Sales Tax data associated with a business license account to collect aggregate sales tax in various geographic regions of the City	HDL Sales Tax	Future Permitting System	Current: None Future: Quarterly FTP	Yes	Yes	<p>Tyler's EnerGov solution supports an industry standard architecture of open APIs architected in JSON RESTful services that expose business objects as a web service and provide logic, rules, roles, and security. EnerGov has the ability to integrate with external data sources using standard REST-based APIs for bi-directional interfaces for providing and consuming information to/from external systems; the APIs are synchronous, returning requested results as HTTP responses. Moreover, EnerGov's 4-tier SOA-based architecture provides enhanced flexibility with regard to integration and customization for complete business process management including document management, financial transactions, etc.</p> <p>While City-led integrations can be developed at will against our API suite for data such as aggregate sales tax information associated to business license accounts, additional information would be required to provide a quote for any custom interfaces to be developed in-house by our EnerGov Services Department.</p>
14	Third-party code and inspection compliance information streamlines communication of inspection reports. Backed up through third party web based solution (Works to notify, remind, and provide overdue notices to building owners. FD > Inspection Contractors > Building Owners.	Compliance Engine Solution	Future Permitting System	Current: Batch daily Future: Automated batch daily	Yes	Yes	Can be automated with EnerGov's native Report Automation engine to send one or more standard or custom reports to external recipients at predefined time intervals
15	Automatic integration to contractor license table for all State of California contractor licenses in cases in which contractors are performing work, including the ability to print state contractor fields on permit cards	State of California	Future Permitting System	Current: Link to State Web Site Future: API pull	Yes	Yes	Supported natively with EnerGov's State license integration functionality
16	Integration with an IVR System for Inspection Scheduling	IVR System	Future Permitting System	Current: None Future: Integrated	No	Yes	EnerGov contains its own IVR system that can be used for inspection scheduling and checking statuses. Integrating with a third-party IVR system would require development against EnerGov's IVR API.

17	Daily export of address data to Solid Waste system	Future Permitting System	Solid Waste	Current: Automated daily Future: Automated daily	Yes	TBD	Can be automated with EnerGov's native Report Automation engine to send one or more standard or custom reports to external recipients at predelined time intervals. Or data could be exported daily in other ways with City development against EnerGov's API suite.
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City of Sunnyvale

Agenda Item

20-0327

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Approve the FY 2020/21 Preliminary Engineer's Report for the Downtown Parking District Assessment, Adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2020/21, and Set the Date of July 14, 2020 for the Public Hearing on the Proposed Assessment

BACKGROUND

The operation and maintenance of certain downtown parking areas are supported by an assessment district (the Downtown Parking Maintenance District, hereinafter called the "District"). On July 28, 2009, in response to property owner's approval by ballot, the City Council adopted Resolution No. 398-09 (RTC No. 09-196) ordering the formation of the District. Council also confirmed the final Engineer's Report to levy an assessment for FY 2009/10 and for each fiscal year thereafter by adjusting the annual assessment rate based upon the previous year's change in the Consumer Price Index (All Urban Consumers for the San Francisco-Oakland-San Jose area, as determined by the United States Department of Labor), the "CPI".

On June 25, 2019, the City Council approved the current (FY 2019/20) assessment rates, as shown in Table 1 below:

Table 1 - FY 2019/20 Assessment Rates per Benefit Zone					
Benefit Zone No.	Assessment Rate Per Deficit Parking Space	Total Deficit Parking Spaces	Total Assessment Revenue	Less County Administration (1%)	Net Assessment Revenue
1	\$0.00	56.80	\$0.00	\$0.00	\$0.00
2	\$179.35	172.38	\$30,916.34	(\$309.16)	\$30,607.18
3	\$77.87	2,131.14	\$165,951.62	(\$1,659.52)	\$164,292.10
4	\$23.46	371.28	\$8,710.20	(\$87.10)	\$8,623.10
Total		2,731.60	\$205,578.16	(\$2,055.78)	\$203,522.38

The benefit zones are shown on the District diagram in the Engineer's Report (Attachment 1, Appendix A). Property owners in Zone 1 (commonly known as CityLine Sunnyvale, formerly known as Town Center) are not assessed because the CityLine Sunnyvale developer is required to maintain the new parking facilities as well as the existing parking structure adjacent to Target. Additionally, property owners in Zone 1 south of Iowa Avenue, are able to use the available parking facilities, even

though the CityLine Sunnyvale developer pays for the maintenance and operation of those parking facilities. Benefit zones 2, 3, and 4 have a different assessment rate based upon the City's operating and maintenance costs for those public parking lots within each benefit zone.

EXISTING POLICY

Council Resolution No. 6643, dated September 1, 1964 authorized the City to levy an annual assessment on all lands and improvements within the Parking District to pay debt service, operations, maintenance, and improvement costs.

ENVIRONMENTAL REVIEW

Adoption of the subject Resolution of Intention is not a project within the meaning of the California Environmental Quality Act (CEQA) as the Act does not apply to governmental funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment (CEQA Guideline Section 15378(b)(4)).

DISCUSSION

Francisco & Associates, Inc. (the Assessment Engineer) has prepared the FY 2020/21 preliminary Engineer's Report (Attachment 1) for the FY 2020/21 assessment.

The number of deficit parking spaces for each parcel is determined based upon the difference between the number of parking spaces needed per the City's Parking Demand Guidelines and the number of existing parking spaces located on the parcels included within the parking district. The assessment for each parcel is based upon an assessment rate multiplied by each parcel's corresponding deficit parking spaces.

Due to the COVID-19 Pandemic and the Shelter in Place order issued, business deemed non-essential have closed and economic activity has significantly slowed down. In recognition of these current events, FY2020/21 assessment rate is set to cover only planned operating and administrative expenditures with no additional funds added to the Parking District Fund reserve; it was not calculated by adjusting the previous year's assessment by the change in CPI as was done in previous years. This is to help all business within the District during these unprecedented times.

The total amount proposed to be assessed for FY2020/21 is \$182,316 with \$0 put into reserves. The maximum total amount that could be assessed by adjusting the previous year's assessment would yield \$211,567 with approximately \$28,950 added to reserves. Therefore, for this one year, the downtown businesses that pay into the district will save \$28,950. The reserves are used to pay for longer term capital projects. It is not anticipated that the reduced assessment will have a significant impact on currently planned long term projects.

The County Tax Collector requires all individual assessments to be levied in even pennies so that the property tax bill can be split evenly in two payments. This results in having the Total Deficit Parking Space multiplied by the FY2020/21 Assessment per Deficit Parking Space off by pennies from the FY2020/21 Assessment Revenue. Individual assessment roll calculations are in Appendix B of the Engineer's Report.

A public hearing process is required by state law to provide the City authority to levy and collect the assessment for the District for FY 2020/21. Adoption of the Resolution of Intention (Attachment 2) will

approve the preliminary Engineer's Report, authorize publication of the Notice of Public Hearing, and set a public hearing date for July 14.

Table 2 - FY 2019/20 Proposed Assessment Rates per Benefit Zone					
Benefit Zone No.	Assessment Rate Per Deficit Parking Space	Total Deficit Parking Spaces	Total Assessment Revenue	Less County Administration (1%)	Net Assessment Revenue
1	\$0.00	56.80	\$0.00	\$0.00	\$0.00
2	\$159.05	172.38	\$27,417.02	(\$274.17)	\$27,142.85
3	\$69.06	2,131.14	\$147,176.34	(\$1,471.76)	\$145,704.58
4	\$20.80	371.28	\$7,722.60	(\$77.23)	\$7,645.37
Total		2,731.60	\$182,315.96	(\$1,823.16)	\$180,492.80

A Council study issue on Downtown Development Policies for Parking is underway and will include a parking needs and capacity study for the Downtown Parking Maintenance District. The outcome of the Study may result in necessary changes to parking requirements for properties within the District. While CityLine Sunnyvale is part of the Downtown Parking Maintenance District, it is obligated to provide all its parking space requirements within the Project, so no effect on the District is anticipated. However, the Study will explore options to increase parking efficiency and/or the feasibility of expanding the supply of public or shared parking. The outcome of the Study may suggest possible modifications to parking standards/options within the maintenance district. Property owners will be invited to be a part of the process throughout the Study.

FISCAL IMPACT

The proposed budget for maintenance and administration of the parking lots for FY 2020/21 is \$182,315, with no capital projects scheduled. Approval of the recommended FY 2020/21 assessment will generate a total revenue of approximately \$182,315. The City receives a net assessment revenue of \$180,492 after County administrative fees are subtracted. No additional funds will be added to the Parking District Fund reserve, which currently has \$692,992.

PUBLIC CONTACT

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

On April 21, 2020, informational letters were mailed to each property owner explaining the proposed assessment methodology and assessment rate per deficit parking space. Specific information pertaining to the assessment methodology, the demand for on-site private parking, the number of on-site private parking spaces, and any respective deficit was provided for each parcel within the District.

RECOMMENDATION

Approve the Fiscal Year (FY) 2020/21 preliminary Engineer's Report for the Downtown Parking

District Assessment, adopt a Resolution of Intention to Levy and Collect an Assessment for the Downtown Parking Maintenance District for FY 2020/21, and set the date of July 14, 2020 for the public hearing on the levy of the proposed Assessment.

Prepared by: Sherine Nafie, City Property Administrator

Reviewed by: Chip Taylor, Director, Public Works

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Fiscal Year 2020/21 Preliminary Engineer's Report
2. Resolution of Intention



CITY OF SUNNYVALE DOWNTOWN PARKING MAINTENANCE DISTRICT



**Fiscal Year 2020-21
Preliminary Engineer's Report**

June 9, 2020

Prepared by:
Francisco & Associates, Inc.
231 Market Place, Suite 543
San Ramon, CA 94583
(925) 867-3400



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COUNCIL MEMBERS

Larry Klein
Mayor

Nancy Smith
Vice Mayor

Gustav Larsson
Councilmember

Glenn Hendricks
Councilmember

Mason Fong
Councilmember

Russ Melton
Councilmember

Michael Goldman
Councilmember

CITY STAFF

Kent Steffens
City Manager

John Nagel
City Attorney

Charles Taylor
Director of Public Works

Tim Kirby
Director of Finance

Jennifer Ng
Assistant Director of Public Works

Sherine Nafie
City Property Administrator

ENGINEER

Francisco & Associates, Inc.
Assessment Engineer

*SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21*

CERTIFICATES

The undersigned, acting on behalf of Francisco & Associates, Inc., respectfully submits the enclosed Engineer's Report as directed by City Council of the City of Sunnyvale pursuant to the provisions of the City of Sunnyvale Municipal Code (Chapter 14.26). The undersigned certifies that he is a Professional Engineer, registered in the State of California.



Dated: May 13, 2020

By: Joseph A. Francisco, P.E.
R.C.E. No. 40688

I HEREBY CERTIFY that the enclosed Engineer's Report, including the Assessment Roll and Maintenance District Diagram, thereto attached, was filed with me on the ____ day of _____, 2020.

City Clerk
City of Sunnyvale
Sunnyvale, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with the Assessment Roll and the Maintenance District Diagram, thereto attached, was approved and confirmed by the City Council of the City of Sunnyvale, on the ____ day of _____, 2020.

City Clerk
City of Sunnyvale
Sunnyvale, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, including the Assessment Roll and the Maintenance District Diagram, thereto attached, was filed with the County Auditor of the County of Santa Clara on the ____ day of _____, 2020.

Joseph A. Francisco, P.E.
Francisco & Associates, Inc.

By: _____

*SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21*

SECTION I

INTRODUCTION

ENGINEER'S REPORT

SUNNYVALE DOWNTOWN PARKING MAINTENANCE DISTRICT

FISCAL YEAR 2020-21

HISTORY

On September 1, 1964, the City Council adopted Resolution No. 6643, which authorized the City of Sunnyvale to levy an ad-valorem assessment on all taxable properties within the boundaries of the Sunnyvale Downtown Parking Maintenance District. This ad-valorem assessment was used to pay for the operation and maintenance of existing public parking facilities and the debt service payments associated with the acquisition and construction of various public parking facilities within the boundaries of the Sunnyvale Downtown Parking Maintenance District ("District").

IMPACTS OF PROPOSITION 218

Proposition 218 requires that all affected property owners be given the opportunity to vote either in favor or against their proposed assessment. Therefore, in order to comply with the requirements of Proposition 218 and the levy of assessments commencing in FY 1997-98 and each fiscal year thereafter, the City implemented the following procedures:

- 1) Every property owner subject to the proposed assessment was mailed a ballot allowing the property owner to vote either in favor or against the proposed formation of the Sunnyvale Downtown Parking Maintenance District and the levying of assessments within the proposed District. The ballots were accompanied by a public notice describing the total assessment, the individual property owner's assessment, the duration of the assessment, the reason for the assessment and the basis upon which the assessment was calculated.
- 2) The ballots returned to the City Clerk before the close of the public input portion of the public hearing were tabulated to determine whether a majority protest against the assessment levy existed. A majority protest existed if over 50% of the ballots received, weighted by assessment amount, oppose the levy of assessment.
- 3) The levy of assessments each year thereafter is modified by adjusting the annual assessment based upon the prior year's change in the Consumer Price Index (All Urban Consumers, for the San Francisco-Oakland-San Jose area as determined by the U.S. Department of Labor).

*SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21*

SECTION II

ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF
THE CITY OF SUNNYVALE MUNICIPAL CODE (CHAPTER 14.26)

FISCAL YEAR 2020-21

Pursuant to City of Sunnyvale Municipal Code (Chapter 14.26), I, Joseph A. Francisco, the duly appointed Engineer of Work and acting for Francisco & Associates, Inc., Assessment and Administration Engineer for the District, submit the following Report, consisting of Section I (Introduction) above, which is largely based on information provided by the City of Sunnyvale and this Section II, which consists of five (5) parts, as follows:

PART I

DESCRIPTION OF IMPROVEMENTS

Parking Facilities:

The parking facility improvements that can be operated, maintained, and serviced by the Maintenance District for Fiscal Year 2020-21 consist of the public parking facilities shown in Appendix "A" of this report.

PART II

ESTIMATE OF COST

The City of Sunnyvale Municipal Code (Chapter 14.26) provides that the total cost of operation, maintenance and servicing of public parking facilities can be recovered by the levying of assessments.

Operation, maintenance and servicing costs include, but are not limited to; the repair and replacement of existing parking facilities, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary or appropriate for the parking facilities. Incidental expenses include the administration of the Maintenance District, engineering fees, legal fees, printing, posting and mailing of notices. Insurance and all other costs associated with the annual collection process are also included.

The operation, maintenance and servicing costs for Fiscal Year 2020-21 are summarized below in Table I. These cost estimates were provided by the City of Sunnyvale.

**SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21**

TABLE 1 City of Sunnyvale Downtown Parking Maintenance District Budget FY 2020-21	
	FY 2020-21 Amounts
Revenues:	
Assessment Revenue	\$182,315.96
Total Revenues	\$182,315.96
Expenses:	
Parking Lot Maintenance	\$180,492.80
County Administration	\$1,823.16
Transfer into Reserve Fund ¹	\$0.00
Total Expenses	\$182,315.96

¹ The projected reserve fund balance for June 30, 2021 is \$ 692,992.

The City of Sunnyvale Municipal Code (Chapter 14.26) requires that a special fund be set up for the revenues and expenditures of the District. Funds raised by assessments shall be used only for the purpose as stated herein. The City of Sunnyvale or, subject to the discretionary approval of the City of Sunnyvale City Council, any other person may contribute to the District to reduce assessments. Any balance remaining on July 1 must be carried over to the next fiscal year unless the funds are being accumulated for future capital improvements or operating reserves.

PART III**MAINTENANCE DISTRICT DIAGRAM**

The boundaries of the Maintenance District are within the boundaries of the City of Sunnyvale. A diagram (the "Downtown Parking Maintenance District Diagram") of the District showing the exterior boundaries of the District has been prepared by the Engineer of Work and is on file in the Office of the Clerk of the City of Sunnyvale and a copy of the Assessment Diagram is shown in Appendix "A" of this Report. For a detailed description of the lines and dimensions of each lot or parcel within the Downtown Parking Maintenance District are those lines and dimensions shown on the maps of the Assessor of the County of Santa Clara for Fiscal Year 2020-21. The Assessor's parcel maps for the lots and parcels within the Downtown Parking Maintenance District are incorporated by reference herein and made part of this Report.

PART IV

METHOD OF APPORTIONMENT OF ASSESSMENT

GENERAL

The City of Sunnyvale Municipal Code (Chapter 14.26) permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the operation, maintenance and servicing of public parking facilities.

The City of Sunnyvale Municipal Code (Chapter 14.26) requires that the assessments must be levied according to benefit rather than according to assessed value. In addition, Article XIIID, Section 4(a) of the California Constitution, limits the amount of any assessment to the proportional special benefit conferred on the property.

Because assessments are levied on the basis of benefit, they are not considered to be a tax governed by Article XIII A of the California Constitution.

The City of Sunnyvale Municipal Code (Chapter 14.26) permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location and extent of the improvements, the various areas will receive different degrees of benefit from the improvement".

Article XIIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts, and public parkways and that portion of public property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities.

PUBLIC PARKING BENEFIT ANALYSIS

Property owners within the Downtown Parking Maintenance District receive a special and direct benefit from the District parking facilities because this allows property owners to develop or redevelop their properties without providing needed on-site parking to support their development. This Parking District allows property owners to maximize their parcel's development capabilities (i.e. by only requiring property owners who construct additional building square footage on their parcel to provide additional on-site parking for that additional building square footage constructed). The ability to maximize a parcel's development capabilities increases the value of these properties within the boundaries of the District.

**SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21****BENEFIT ASSESSMENT METHODOLOGY**

The total cost to operate, maintain and service the parking facilities are apportioned to each parcel within the boundaries of the Maintenance District in accordance with a methodology that is consistent with standard assessment engineering practices. The method for spreading the costs to each parcel is based on each parcel's pro-rata share of deficit parking spaces. The number of deficit parking spaces for each parcel is equal to the number of parking spaces needed per the City's Parking Demand Guidelines (see Table 2 below) less the number of existing parking spaces located on their parcel.

TABLE 2 City of Sunnyvale Downtown Parking Maintenance District Parking Demand Guidelines	
Current Type of Use	One Parking Space Per
Apartments (1 Bedroom)	0.66667 Units
Apartments (2-3 Bedrooms)	0.57143 Units
Churches	3 Seats
Condos	0.50 Units
Financial Institutions	180 sq. ft.
General Offices (Free Standing)	250 sq. ft.
General Offices (In Center)	250 sq. ft.
Hotels	Rooms + Employees
Industrial Warehouses	2,500 sq. ft.
Medical/Dental	180 sq. ft.
Nightclubs and Bars	50 sq. ft.
Other Uses ¹	180 sq. ft.
Repair Garages	180 sq. ft.
Research & Development	500 sq. ft.
Rest Homes	2.25 Units
Restaurants w/ Bars	75 sq. ft.
Restaurants w/o Bars	110 sq. ft.
Retail	250 sq. ft.
Senior Citizen Apartments	2.0 Units + Employees
Shopping Centers	225 sq. ft.

¹ Each year in May all parcels within the boundaries of the Maintenance District are analyzed to determine their current use. If a parcel is vacant and the proposed use is not available it will be classified as "Other Uses". Other Uses has been used for Vacant parcels because it is the average of all land uses within the Maintenance District.

Because of the varying size and location of parking facilities located within the Maintenance District, special benefit zones have been established to accurately track the operation and maintenance costs and assess only those properties that benefit from the improvements located within their respective benefit zone. All parcels within the boundaries of the District are located within either Benefit Zone No. 1, 2, 3 or 4. Properties located within each benefit zone will only be required to pay for the operation and maintenance of the parking facilities located within their respective benefit zone. The total cost to operate and maintain the parking

**SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21**

facilities within each benefit zone will be spread to each parcel within that benefit zone based upon their proportionate number of deficit parking spaces.

Parcels will be assessed based upon their pro-rata share of the number of parking spaces they are in deficit of based upon the City of Sunnyvale Parking Demand Guidelines. If the parcel has fewer parking spaces than that which is required under the City of Sunnyvale Parking Demand Guidelines, then they are considered in deficit.

For example, if an office building has 25,000 square feet of office space, the City of Sunnyvale would require one (1) parking space for every 250 square feet of office space. Therefore, in this case, the office building would require 100 parking spaces (25,000 sq. ft./ 1 parking space per 250 sq. ft.). If the property owner for the office building had 100 or more parking spaces, then the property owner would not be placing a demand for additional parking and therefore would not be assessed. However, if the property owner only had 70 on-site parking spaces then there would be a parking deficit of 30 parking spaces for that parcel.

Based upon the annual budget needed to operate and maintain the existing public parking facilities for Fiscal Year 2020-21, the assessment rates per deficit parking space for each benefit zone are summarized below in Tables No. 3.

TABLE 3 FY 2020-21 - Assessment Rate per Benefit Zone						
Benefit Zone No.	Total No. of Deficit Parking Spaces	FY 2020-21 Budgeted Maintenance	FY 2020-21 County Administration	FY 2020-21 Transfer to Reserves	FY 2020-21 Total Assessment Revenue ¹	FY 2020-21 Assessment Rate Per Deficit Parking Space
1	56.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	172.38	\$27,142.85	\$274.17	\$0.00	\$27,417.02	\$159.05
3	2,131.14	\$145,704.58	\$1,471.76	\$0.00	\$147,176.34	\$69.06
4	371.28	\$7,645.37	\$77.23	\$0.00	\$7,722.60	\$20.80
Total	2,731.60	\$180,492.80	\$1,823.16	\$0.00	\$182,315.96	

¹ The County Tax Collector requires all individual assessments to be levied in even pennies so that the property tax bills can be split evenly into two payments. Therefore, in some Benefit Zones the Total Deficit Parking Demand multiplied by the FY 2020-21 Assessment per Deficit Space does not equal the FY 2020-21 Assessment Revenue and are off by pennies.

**SUNNYVALE DOWNTOWN PARKING
MAINTENANCE DISTRICT - FY 2020-21****Maximum Annual Assessment Rate Increases**

The maximum FY2020-21 assessment rates per Benefit Zone are shown below.

TABLE 4 FY 2020-21 - Maximum Assessment Rate per Benefit Zone			
Benefit Zone No.	FY 2020-21 Maximum Assessment Rate Per Deficit Space	Total No. of Deficit Parking Spaces	FY 2020-21 Maximum Assessment Revenue
1	\$0.00	56.80	\$0.00
2	\$184.56	172.38	\$31,814.45
3	\$80.14	2,131.14	\$170,789.56
4	\$24.14	371.28	\$8,962.70
Total		2,731.60	\$211,566.71

Each subsequent fiscal year the maximum annual assessment rates shown above will be increased based upon the change in the Consumer Price Index (All Urban Consumers) for the San Francisco-Oakland-San Jose Area as determined by the U. S. Department of Labor. The base CPI index used to calculate last year's maximum assessment rates was 291.227 (February 2019). For FY 2020-21 City staff used the February 2020 CPI Index which was 299.690. Therefore, the CPI increase over the FY 2019-20 rates is +2.906% for FY 2020-21 (299.690/291.227).

Exempt Parcels. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways and that portion of public property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities. A variance may be granted by the District for any parcel, which is determined not to benefit from the assessment.

PART V**PROPERTY OWNER LIST & ASSESSMENT ROLL**

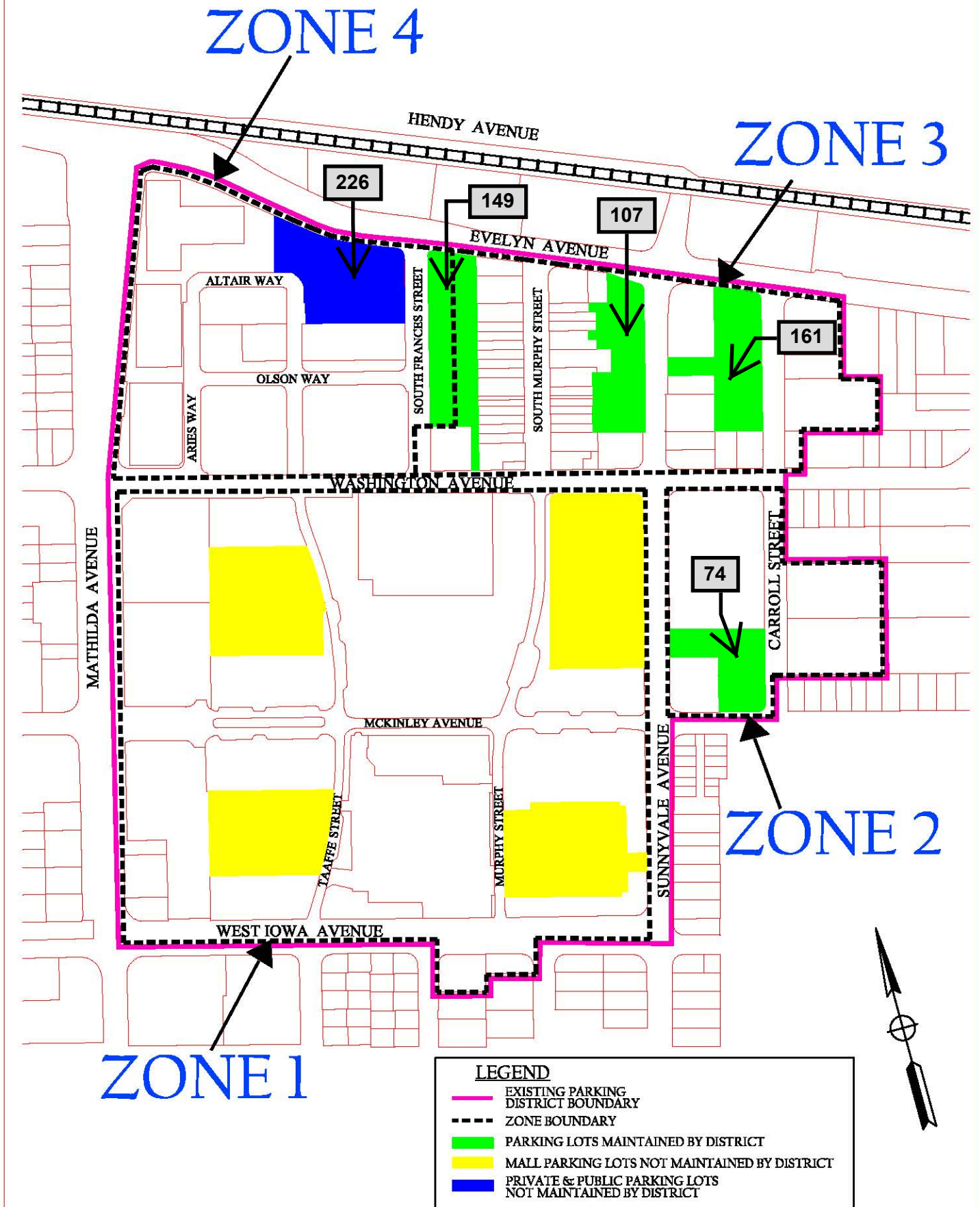
A list of names and addresses of the owners of all lots and parcels of land within the Maintenance District was compiled from the last equalized secured property tax assessment roll of the Assessor of the County of Santa Clara. Such list was further defined by excluding from it all parcels that are not being assessed by the District, and as so defined, is a part of the Assessment Roll. The Assessment Roll is keyed to Assessor's parcel numbers referenced in Appendix "B" to this Report.

The total proposed annual assessment for FY 2020-21 is \$182,315.96.

APPENDIX A
FY 2020-21
MAINTENANCE DISTRICT DIAGRAM

CITY OF SUNNYVALE

DOWNTOWN PARKING MAINTENANCE DISTRICT DIAGRAM



APPENDIX B

FY 2020-21

ASSESSMENT ROLL CALCULATIONS

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2020-21 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2020-21 Assessment
209-05-011	SMITH GREGORY B	299 E WASHINGTON AVE	3	32.12	8.00	24.12	\$1,665.72
209-05-012	HILL MARIANNE TRUSTEE & ET AL	219 E WASHINGTON AVE	3	27.35	4.00	23.35	\$1,612.54
209-05-013	ASKARINAM BEHZAD AND LOUISE TRUSTEE	205 E WASHINGTON AVE	3	21.67	24.00	0.00	\$0.00
209-05-014	INFINITE LOOP SUNNYVALE HOTEL LLC	170 S SUNNYVALE AVE	3	110.00	0.00	110.00	\$7,596.60
209-05-033	ASSEMBLIES OF GOD NTHRN CA & NV DIST COUNC	305 E WASHINGTON AVE	3	60.00	0.00	60.00	\$4,143.60
209-05-034	CARROLL STREET ASSOCIATES	174 CARROLL ST	3	64.00	34.00	30.00	\$2,071.80
209-05-036	UNIVERSITY AVENUE PARTNERS CARROLL LLC	124 CARROLL ST	3	54.80	0.00	54.80	\$3,784.48
209-05-039	ACCOLA RALPH A TRUSTEE & ET AL	122 S SUNNYVALE AVE	3	70.25	7.00	63.25	\$4,368.04
209-05-040	GOLD GARY M TRUSTEE	130 S SUNNYVALE AVE	3	16.00	0.00	16.00	\$1,104.96
209-05-047	SUNNYVALE CITY OF	S SUNNYVALE AVE	3	0.00	0.00	0.00	\$0.00
209-05-048	HUANG ROBERT	134 CARROLL ST #101	3	2.00	1.00	1.00	\$69.06
209-05-049	KEAT LIM CHENG AND LEE SIT CHIN ET AL	134 CARROLL ST #201	3	2.00	1.00	1.00	\$69.06
209-05-050	KADAM NAMRATA P	134 CARROLL ST #301	3	2.00	1.00	1.00	\$69.06
209-05-051	MCCAFFREY SHANNON T	134 CARROLL ST #102	3	2.00	1.00	1.00	\$69.06
209-05-052	GEORGIEV STANISLAV	134 CARROLL ST #202	3	2.00	1.00	1.00	\$69.06
209-05-053	EPHRATI JEREMY	134 CARROLL ST #302	3	2.00	1.00	1.00	\$69.06
209-05-054	ZHANG XUEDONG AND CAI YUNYUN	134 CARROLL ST #203	3	2.00	1.00	1.00	\$69.06
209-05-055	STRUCK DAVID P	134 CARROLL ST #303	3	2.00	1.00	1.00	\$69.06
209-06-003	HUBBARD JOHN W	127 S MURPHY AVE	3	26.14	0.00	26.14	\$1,805.22
209-06-004	HUBBARD JOHN W	133 S MURPHY AVE	3	48.33	0.00	48.33	\$3,337.66
209-06-005	KIEHL ROBERT E TRUSTEE & ET AL	135 S MURPHY AVE	3	35.00	0.00	35.00	\$2,417.10
209-06-006	PODGURSKI JOHN AND ANGELIKA TRUSTEE	139 S MURPHY AVE	3	32.47	0.00	32.47	\$2,242.38
209-06-007	141 SOUTH MURPHY LLC	141 S MURPHY AVE	3	76.27	0.00	76.27	\$5,267.20
209-06-008	GERA NICHOLAS AND SUEANNE TRUSTEE	151 S MURPHY AVE	3	39.99	0.00	39.99	\$2,761.70
209-06-009	GERA NICHOLAS AND SUEANNE TRUSTEE & ET AL	155 S MURPHY AVE	3	45.45	0.00	45.45	\$3,138.78
209-06-010	LI GEORGE J AND LINDA	163 S MURPHY AVE	3	54.02	0.00	54.02	\$3,730.62
209-06-011	BOURSALIAN HRAIR AND ARAKNAZ TRUSTEE	165 S MURPHY AVE	3	6.32	0.00	6.32	\$436.46
209-06-012	ACEVEDO JOSE C TRUSTEE	173 S MURPHY AVE	3	13.64	0.00	13.64	\$941.98

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2020-21 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2020-21 Assessment
209-06-013	MERGEN CAPITAL LLC	175 S MURPHY AVE	3	35.43	0.00	35.43	\$2,446.80
209-06-014	MERGEN CAPITAL LLC	181 S MURPHY AVE	3	40.67	0.00	40.67	\$2,808.66
209-06-016	SUNNY 195 LLC	123 W WASHINGTON AVE	3	206.47	0.00	206.47	\$14,258.82
209-06-017	ESCALANTE NANCY G TRUSTEE & ET AL	197 S MURPHY AVE	3	12.00	0.00	12.00	\$828.72
209-06-018	HASS EVON K TRUSTEE & ET AL	165 W WASHINGTON AVE	3	132.88	0.00	132.88	\$9,176.68
209-06-022	PERRY MARIA L TRUSTEE	105 S MURPHY AVE	3	64.78	0.00	64.78	\$4,473.70
209-06-025	CALI CAROL M ET AL	141 E WASHINGTON AVE	3	8.28	0.00	8.28	\$571.82
209-06-026	DUBROVNIK PROPERTIES LLC	192 S MURPHY AVE	3	50.67	0.00	50.67	\$3,499.26
209-06-027	CALI CAROL M TRUSTEE & ET AL	190 S MURPHY AVE	3	50.67	0.00	50.67	\$3,499.26
209-06-028	CHESWYCKE LLC	182 S MURPHY AVE	3	9.64	0.00	9.64	\$665.74
209-06-029	WHITFIELD WENDELL L AND MARY A TRUSTEE & ET AL	178 S MURPHY AVE	3	25.45	0.00	25.45	\$1,757.58
209-06-030	WONG CHICK CHUEN TRUSTEE & ET AL	172 S MURPHY AVE	3	17.37	0.00	17.37	\$1,199.56
209-06-031	JAYAN ELLE LLC	168 S MURPHY AVE	3	25.48	0.00	25.48	\$1,759.64
209-06-034	SUN CHRISTOPHER S ET AL	146 S MURPHY AVE	3	137.50	0.00	137.50	\$9,495.74
209-06-037	BILIC ANTE TRUSTEE	130 S MURPHY AVE	3	36.00	0.00	36.00	\$2,486.16
209-06-038	UNLU ISMAIL JAN AND MERAL TRUSTEE	124 S MURPHY AVE	3	30.00	0.00	30.00	\$2,071.80
209-06-059	SUNNYVALE HOUSE OF KABOBS INC	161 S MURPHY AVE	3	16.56	0.00	16.56	\$1,143.62
209-06-070	YOUNG PATRICK TRUSTEE & ET AL	114 S MURPHY AVE	3	7.24	0.00	7.24	\$499.98
209-06-071	SUNNYVALE CITY OF	S SUNNYVALE AVE	3	0.00	0.00	0.00	\$0.00
209-06-072	GOODWILL INDUSTRIES OF SANTA CLARA COUNTY	151 E WASHINGTON AVE	3	36.72	0.00	36.72	\$2,535.88
209-06-073	SUNNYVALE CITY OF	130 S FRANCES ST	3	0.00	0.00	0.00	\$0.00
209-06-075	DUBROVNIK PROPERTIES LLC	100 S MURPHY AVE #5	3	101.84	0.00	101.84	\$7,033.06
209-06-076	SUNNYVALE CITY OF	S MURPHY AVE	3	0.00	0.00	0.00	\$0.00
209-06-077	GERA NICHOLAS AND SUEANNE TRUSTEE & ET AL	117 S MURPHY AVE	3	160.00	0.00	160.00	\$11,049.60
209-06-079	BALFE LIAM ET AL	159 S SUNNYVALE AVE	3	39.00	0.00	39.00	\$2,693.34
209-06-080	WHITFIELD WENDELL L AND MARY A TRUSTEE & ET AL	187 S MURPHY AVE	3	16.67	0.00	16.67	\$1,151.22
209-06-081	BILIC ANTE TRUSTEE	136 S MURPHY AVE	3	102.67	0.00	102.67	\$7,090.38
209-07-007	KASIK MARTIN A AND SHARON K TRUSTEE	143 S TAAFFE ST	4	77.20	20.00	57.20	\$1,189.76

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2020-21 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2020-21 Assessment
209-07-022	SPF MATHILDA LLC	190 MATHILDA PL	4	413.00	357.00	56.00	\$1,164.80
209-07-023	SPF MATHILDA LLC	150 MATHILDA PL	4	443.00	384.00	59.00	\$1,227.20
209-07-024	SPF MATHILDA LLC	100 MATHILDA PL, #101	4	704.00	609.00	95.00	\$1,976.00
209-07-025	CITY OF SUNNYVALE	200 W EVELYN AVE	4	0.00	0.00	0.00	\$0.00
209-07-026	BRE PROPERTIES INC	145 S FRANCES ST	4	74.03	30.00	44.03	\$915.82
209-07-027	BRE PROPERTIES INC	331 W WASHINGTON AVE	4	53.04	23.00	30.04	\$624.82
209-07-028	SC LOFT HOUSE ONE LLC ET AL	235 OLSON WAY	4	31.01	1.00	30.01	\$624.20
209-07-029	SC LOFT HOUSE ONE LLC ET AL	TAAFFE ST	4	0.00	0.00	0.00	\$0.00
209-07-030	SC LOFT HOUSE ONE LLC ET AL	155 TAAFFE ST	4	0.00	0.00	0.00	\$0.00
209-07-031	SC LOFT HOUSE ONE LLC ET AL	315 OLSON WAY	4	0.00	0.00	0.00	\$0.00
209-10-050	PACIFIC BELL	234 CARROLL ST	2	56.49	54.00	2.49	\$396.02
209-10-060	SUNNYVALE CITY OF	MC KINLEY AVE	2	0.00	0.00	0.00	\$0.00
209-10-061	CHANG HAI RAN TRUSTEE	298 S SUNNYVALE AVE	2	108.00	0.00	108.00	\$17,177.40
209-10-062	SUNNYVALE CITY OF	S SUNNYVALE AVE	2	0.00	0.00	0.00	\$0.00
209-10-063	CCHNC PLAZA DE LAS FLORES LLC	200 E WASHINGTON AVE	2	95.89	34.00	61.89	\$9,843.60
209-26-001	ABSAR HIBA M ET AL	405 S MURPHY	1	2.22	0.00	2.22	\$0.00
209-26-066	HHF ENTERPRISE, LLC	150 W IOWA	1	47.58	9.00	38.58	\$0.00
209-34-001	ARCHDEACON DARLENE HEIDI ROMANO ET AL	379 S MATHILDA	1	0.00	0.00	0.00	\$0.00
209-34-002	ARCHDEACON DARLENE HEIDI ROMANO ET AL	380 S MATHILDA	1	34.00	18.00	16.00	\$0.00
209-34-019	STC VENTURE BLOCK B LLC	300 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00
209-34-020	STC VENTURE BLOCK F1 LLC	333 W IOWA AVE	1	0.00	0.00	0.00	\$0.00
209-34-021	REDUS SVTC LLC	325 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-024	STC VENTURE LLC	241 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-025	REDUS SVTC LLC	225 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-34-029	SUNNYVALE OFFICE ACQUISITION	250 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00
209-34-030	SUNNYVALE OFFICE ACQUISITION	200 S MATHILDA AVE	1	0.00	0.00	0.00	\$0.00
209-35-013	STC VENTURE LLC	379 S SUNNYVALE AVE	1	0.00	0.00	0.00	\$0.00
209-35-014	REDEV AGENCY CITY OF SUNNYVALE	330 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2020-21 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2020-21 Assessment
209-35-015	STC VENTURE LLC	150 E MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-35-016	STC VENTURE BLOCK 6 LLC	240 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-35-017	STC VENTURE BLOCK 6 LLC	301 S SUNNYVALE AVE	1	0.00	0.00	0.00	\$0.00
209-35-018	STC VENTURE LLC	230 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-35-019	STC VENTURE BLOCK 6 LLC	100 E WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-35-022	STC VENTURE 200WA LLC	200 W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-35-023	STC VENTURE BLOCK 3RWS LLC	200 S TAAFFE ST	1	0.00	0.00	0.00	\$0.00
209-35-024	STC VENTURE LLC	221 W IOWA AVE	1	0.00	0.00	0.00	\$0.00
209-35-028	TARGET CORPORATION	298 W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-35-029	STC VENTURE LLC	319 S MURPHY AVE	1	0.00	0.00	0.00	\$0.00
209-39-001	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-002	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-003	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-39-004	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-001	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-002	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-003	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-40-004	STC VENTURE LLC	W MC KINLEY AVE	1	0.00	0.00	0.00	\$0.00
209-41-001	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-002	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-003	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-41-004	STC VENTURE LLC	W WASHINGTON AVE	1	0.00	0.00	0.00	\$0.00
209-45-001	LIANG PAKYAN TRUSTEE & ET AL	238 CARROLL ST, 101	2	2.00	2.00	0.00	\$0.00
209-45-002	YANG SHENGQI AND BU HE	238 CARROLL ST, 102	2	2.00	2.00	0.00	\$0.00
209-45-003	QU LIANG	238 CARROLL ST, 103	2	2.00	2.00	0.00	\$0.00
209-45-004	PATHAN SHAMMA AND KANAPARTHI GAUTAM	238 CARROLL ST, 104	2	2.00	2.00	0.00	\$0.00
209-45-005	RODRIGUEZ AMALIA C	238 CARROLL ST, 105	2	2.00	2.00	0.00	\$0.00
209-45-006	TRAN DANNY AND BUI ANNIE	238 CARROLL ST, 106	2	2.00	2.00	0.00	\$0.00

City of Sunnyvale
Downtown Parking Maintenance District
Preliminary FY 2020-21 Assessment Roll

Assessor Parcel Number	Property Owner Name	Property Address	Benefit Zone	Total Parking Demand	Existing On-Site Parking	Deficit Parking Space	FY 2020-21 Assessment
209-45-007	WANG GAONAN AND LI XIAOBIN	238 CARROLL ST, 107	2	2.00	2.00	0.00	\$0.00
209-45-008	ALBA JULIO C CORREA AND BENAVIDES MARIA I	238 CARROLL ST, 108	2	2.00	2.00	0.00	\$0.00
209-45-009	XU XIAOYING	238 CARROLL ST, 109	2	2.00	2.00	0.00	\$0.00
209-45-010	SUN MICHAEL L AND TAMMY Y	238 CARROLL ST, 110	2	2.00	2.00	0.00	\$0.00
209-45-011	SUN TING AND YANG ANNIE TRUSTEE	238 CARROLL ST, 111	2	2.00	2.00	0.00	\$0.00
209-45-012	WEN YUE AND YAO PEI	238 CARROLL ST, 112	2	2.00	2.00	0.00	\$0.00
209-45-013	THAKUR RANDHIR AND SHALINI	258 CARROLL ST, 101	2	2.00	2.00	0.00	\$0.00
209-45-014	SUN TIANBO AND BAI YANG	258 CARROLL ST, 102	2	2.00	2.00	0.00	\$0.00
209-45-015	BHULLER BANDHA AND GURINDER J	258 CARROLL ST, 103	2	2.00	2.00	0.00	\$0.00
209-45-016	ZHU JIAXIN	258 CARROLL ST, 104	2	2.00	2.00	0.00	\$0.00
209-45-017	KONG DEGUANG AND PAN QIHE	258 CARROLL ST, 105	2	2.00	2.00	0.00	\$0.00
209-45-018	MURPHY DAVID AND ZHANG JIECHEN	258 CARROLL ST, 106	2	2.00	2.00	0.00	\$0.00
209-45-019	WANG MEI R	258 CARROLL ST, 107	2	2.00	2.00	0.00	\$0.00
209-45-020	KWONG STEPHEN HAO-KAI AND MYRA YUEN-CHING	258 CARROLL ST, 108	2	2.00	2.00	0.00	\$0.00
209-45-021	WANG YANG & CHUAN	258 CARROLL ST, 109	2	2.00	2.00	0.00	\$0.00
209-45-022	KUNG EDEN YIH- CHEN AND CHANG TINA	258 CARROLL ST, 110	2	2.00	2.00	0.00	\$0.00
209-45-023	SETH NEIL AND HESTER JANE TRUSTEE	258 CARROLL ST, 111	2	2.00	2.00	0.00	\$0.00
209-45-024	VAZE NIKHIL P AND PRIYANKA	258 CARROLL ST, 112	2	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>\$0.00</u>
				4,401.27	1,672.00	2,731.60	\$182,315.96

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE DECLARING ITS INTENTION TO LEVY
AND COLLECT AN ASSESSMENT FOR THE
DOWNTOWN PARKING MAINTENANCE DISTRICT FOR
FISCAL YEAR 2020/21, AND FOR EACH FISCAL YEAR
THEREAFTER AND TO SET DATE AND TIME FOR
PUBLIC HEARING ON THE LEVY OF THE PROPOSED
ASSESSMENT**

WHEREAS, the City Council created an assessment district known as the Downtown Parking Maintenance District (the "District"), City of Sunnyvale, Santa Clara County, California, which includes all parcels of land, including land owned by the City of Sunnyvale or any other federal, state or local public agency, shown on the map designated "Downtown Parking Maintenance District Assessment Diagram, City of Sunnyvale, County of Santa Clara, State of California," which is on file with the City Clerk; and

WHEREAS, the City Council intends to levy and collect assessments to be used to maintain existing parking facilities pursuant to Streets and Highways Code section 22500 *et seq* and Chapter 14.26 of the Sunnyvale Municipal Code located within the boundaries of Mathilda Avenue, Evelyn Avenue, West Iowa Avenue, Sunnyvale Avenue, McKinley to Carroll Street, including several parcels located east of Carroll Street, as more particularly shown in the diagram and map attached to this Resolution; and

WHEREAS, on July 28, 2009, in response to property owners' ballot approval, the City Council adopted a resolution and confirmed the formation of the District, approved the final Engineer's report, and levied an assessment for FY 2009/10 and for each fiscal year thereafter by adjusting the annual assessment rate based upon previous year's change in the Consumer Price Index (All Urban Consumers, for the San Francisco-Oakland-San Jose area as determined by the U.S. Department of Labor).

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

1. Francisco & Associates, the assessment Engineer, has filed with the City Clerk the preliminary Engineer's Report (the "Report") required by Chapter 14.26 of the Sunnyvale Municipal Code, which Report is open to public inspection. The Report includes the total amount of the proposed assessment to the entire district for fiscal year 2020/21, the amount chargeable to the record owner's parcel for that year, the duration of the payments, the reason for the assessment, and the basis upon which the proposed assessment was calculated. All interested persons are referred to that Report for a full and detailed description of the improvements, the boundaries of the assessment district, the assessment zones, and the proposed assessments upon assessable lots and parcels of land within the assessment district.

2. The City Council hereby approves the Report on file in the office of the City Clerk of the City of Sunnyvale.

3. The City Council hereby declares its intention to levy and collect an assessment for the Downtown Parking Maintenance District for fiscal year 2020/21.

4. The City Clerk is authorized and directed to give the notice of hearing required by Article XIII D of the California Constitution, Proposition 218 Omnibus Implementation Act and Streets and Highways Code 22626.

5. On July 14, 2020, at the hour of 7:00 p.m., the City Council will conduct a public hearing on the levy of the proposed assessment for fiscal year 2020/21 by adjusting the annual assessment rate per deficit parking space with inflation factor based upon previous year's change in the Consumer Price Index (all urban consumers for the San Francisco-Oakland-San Jose Area as determined by the U.S. Department of Labor) until a new voter-approval assessment process is implemented, as authorized by state law. The hearing will be held at the meeting place of the City Council located at City Hall, Council Chambers, 456 West Olive Avenue, Sunnyvale, California.

Adopted by the City Council at a regular meeting held on June 9, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney



City of Sunnyvale

Agenda Item

20-0549

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Ratify Cites Association of Santa Clara County (CASCC) Re-Appointments of Councilmember Hendricks to the Santa Clara County Airport Land Use Commission (ALUC) and Councilmember Melton as Alternate Cities Member to the Santa Clara County Local Agency Formation Commission (LAFCO)

BACKGROUND AND DISCUSSION

On May 14, the CASCC City Selection Committee met and re-appointed Councilmember Hendricks to the County ALUC for a four-year term ending May 2024 and Councilmember Melton as the alternate Cities Member to the County LAFCO for a four-year term ending May 2024.

Appointment letters from CASCC to ALUC and LAFCO are included as Attachments 1 and 2, respectively.

EXISTING POLICY

Council Policy 7.4.12, Council Appointments to Intergovernmental Agencies

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact associated with this report.

PUBLIC CONTACT

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

RECOMMENDATION

Staff makes no recommendation. By approval of the consent calendar, Council ratifies the Cites Association of Santa Clara County Appointments of Councilmember Hendricks to the Santa Clara County Airport Land Use Commission (ALUC) and Councilmember Melton as the alternate Cities member to the Santa Clara County Local Agency Formation Commission (LAFCO).

Prepared by: Jennifer Nuñez, Executive Assistant
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Letter from CASC Appointing Councilmember Hendricks to ALUC
2. Letter from CASC Appointing Councilmember Melton to LAFCO



P.O. Box 3144
Los Altos, CA 94024
408-766-9534
www.citiesassociation.org

May 15, 2020

Mark Connolly
County of Santa Clara Airport Land Use Commission
70 W. Hedding Street, 10th Floor
San Jose, CA 95110

via email

RE: Cities Association of Santa Clara County Airport Land Use Commission appointments

Dear Mark:

The City Selection Committee met on May 14, 2020 and appointed Mountain View Councilmember Lisa Matichak and Sunnyvale Councilmember Glenn Hendricks. Both of these terms are 4-year terms expiring May 2024. Draft meeting minutes are attached. Both members serve in a jurisdiction adjacent to an airport.

Contact info:

Councilmember Glenn Hendricks
City of Sunnyvale
456 West Olive Avenue
P.O. Box 3707
Sunnyvale, CA 94088
408-242-8384 cell
ghendricks@sunnyvale.ca.gov

Councilmember Lisa Matichak
City of Mountain View
500 Castro Street
Mountain View, CA 94041
650-207-0838 cell
Lisa.matichak@mountainview.gov

If you have any further questions, please contact me at andi@citiesassociation.org or 408.766.9534.

Regards,

Andi Jordan
Executive Director

cc: Councilmember Lisa Matichak
Councilmember Glenn Hendricks
Mayor Larry Klein, Chair, City Selection Committee
Kimbra McCarthy, City Manager, City of Mountain View
Kent Steffens, City Manager, City of Sunnyvale
Megan Doyle, Clerk, Santa Clara County



P.O. Box 3144
Los Altos, CA 94024
www.citiesassociation.org
408-766-9534

May 15, 2020

Neelima Palacherla, LAFCO Executive Officer
LAFCO of Santa Clara County
777 North First Street
Suite 410
San Jose, CA 95112

VIA EMAIL

RE: Appointment of LAFCO Representative and Alternate

Dear Ms. Palacherla:

On Thursday, May 14, 2020, the City Selection Committee of Santa Clara County appointed Mayor Rich Constantine of Morgan Hill as the representative and Vice Mayor Russ Melton as the alternate to LAFCO. Their terms will begin June 1, 2020 and expire May 31, 2024.

Contact information:

Rich Constantine, Mayor
City of Morgan Hill
17575 Peak Avenue
Morgan Hill, CA 95037
Rich.constantine@morganhill.ca.gov
408.779.7271 (business)

Russ Melton, Vice Mayor
City of Sunnyvale
456 West Olive Avenue
PO box 3707
Sunnyvale, CA 94088-3707
meltoncouncil@sunnyvale.ca.gov
650.455.1163 (cell)

Attached are the draft minutes for the May 14, 2020 meeting. If you have any questions, please feel free to call me at 408.766.9534.

Regards,

Andi Jordan
Executive Director

cc: Mayor Rich Constantine
Vice Mayor Russ Melton
Mayor Larry Klein, Chair, City Selection Committee of Santa Clara County
Kent Steffens, City Manager, City of Sunnyvale
Christina Turner, City Manager, City of Morgan Hill
Megan Doyle, Clerk, Santa Clara County



City of Sunnyvale

Agenda Item

20-0601

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Ratify Mayor Klein's Appointment as Co-Chair of the Silicon Valley Leadership Group (SVLG) Silicon Valley Recovery Roundtable Mayors' Circle

BACKGROUND & DISCUSSION

The Silicon Valley Leadership Group created the Silicon Valley Recovery Roundtable Mayor's Circle comprised of all mayors in Santa Clara County, San Mateo County, and a few from Alameda County. The ad hoc Roundtable will focus on economic recovery efforts in the three counties and will meet tentatively once a month for a period of approximately four months. The first meeting was held on Friday, June 5.

Mayor Klein has been selected as Co-Chair of the Roundtable. Pursuant to existing Council policy, all outside agency appointments must be ratified by the Council as part of a noticed agenda at a regular meeting before the respective appointee is officially approved to serve in the appointed capacity. No further Council ratification is needed for subcommittee appointments if the appointing committee assignment has already been ratified by Council.

EXISTING POLICY

Council Policy 7.4.12, *Council Appointments to Intergovernmental Agencies*

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact associated with this report.

PUBLIC CONTACT

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

RECOMMENDATION

Staff makes no recommendation. By approval of the Consent Calendar, Council ratifies Mayor Klein's Appointment as Co-Chair of the Silicon Valley Leadership Group's Silicon Valley Recovery Roundtable Mayors' Circle.

Prepared by: Jennifer Nuñez, Executive Assistant
Reviewed by: Jaqui Guzmán, Deputy City Manager
Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

20-0551

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.

BACKGROUND

In response to the alarming escalation in xenophobia and bigotry resulting from the coronavirus/COVID-19 pandemic, San Francisco State University's Asian American Studies Department and Asian American Pacific Islander (AAPI) civil rights groups launched the online reporting center Stop AAPI Hate to collect and track incidents of anti-AAPI hate violence, harassment, discrimination, shunning, and child bullying in California and nationwide. Since its launch on March 19, there have been more than 1700 cases reported.

The World Health Organization has cautioned against using geographic descriptors because it leads to ethnic discrimination. Since the December 2019 outbreak of the COVID-19 virus in Wuhan, China, the infection has grown to more than three million confirmed cases and more than 200,000 confirmed deaths worldwide, and in the United States, over one million cases have been reported as of May 3.

EXISTING POLICY

General Plan, Chapter 2 Community Vision, Goal IV Safe and Healthy Community:

To maintain Sunnyvale's traditional high level of public health and safety, so all residents, employees and visitors feel safe at all times and in all places in the City.

General Plan, Chapter 6 Safety and Noise, Goal SN-3 Safe and Secure City:

Ensure a safe and secure environment for people and property in the community by providing effective public safety response and prevention and education services.

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 (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.

DISCUSSION

At the May 14 Board of Directors meeting, the Cities Association of Santa Clara County, an association of the 15 Cities of Santa Clara County, unanimously supported a resolution to denounce the anti-Asian sentiment arising due to fears of the Covid-19 Pandemic and affirming their commitment to the well-being and safety of Asian-Pacific American Communities.

According to the US Census Bureau, the County of Santa Clara is one of the first minority-majority counties in the nation, and as such, Asians have been the largest racial group since 2014. Currently, Asians make up nearly 38 percent of the county's population. Incidents of discrimination, hate crimes, and microaggressions against Asian Americans of all ethnicities are on the rise throughout the country as they are being blamed for the COVID-19 virus.

The attached Resolution joins cities, counties, and states across the country in affirming its commitment to the safety and well-being of Asian-Pacific Americans and in combating hate crimes targeting Asian-Pacific Americans. The Resolution is consistent with the Statement on Our City Values and Public Service (Attachment 2) adopted by the Council on February 2, 2017 (RTC No. 17-0070). In unanimously adopting the Statement on City Values and Public Services, the City Council expressed its commitment to "protecting people of any race, religion, ancestry, ethnicity, ability, gender, sexual orientation or gender identity."

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

ALTERNATIVES

1. Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.
2. Do not Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.
3. Take other action as directed by Council.

RECOMMENDATION

Adopt a Resolution Denouncing Xenophobia and Anti-Asian Sentiment Due to the COVID19 Pandemic and Affirming City of Sunnyvale Support of and Commitment to the Well-Being and Safety of Asian American Communities.

Prepared by: Michelle Zahraie, Management Analyst

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution
2. Statement on Our City Values and Public Service
3. Stop AAPI Hate Reporting Center (Hyperlink)

DRAFT 5/19/2020 AA

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE DENOUNCING XENOPHOBIA AND
ANTI-ASIAN SENTIMENT ARISING DUE TO FEARS OF
THE COVID-19 PANDEMIC AND AFFIRMING ITS
COMMITMENT TO THE WELL-BEING AND SAFETY OF
ASIAN-PACIFIC AMERICAN COMMUNITIES**

WHEREAS, Asian-Pacific American communities are suffering acts of discrimination, hate crimes, and microaggressions due to fears of and misinformation related to COVID-19; and

WHEREAS, such anti-Asian rhetoric and sentiment is inaccurate and stigmatizing, tends to incite fear and xenophobia, and put the lives of Asian-Pacific Americans at risk; and

WHEREAS, since the December 2019 outbreak of the COVID-19 virus in Wuhan, China, the infection has grown to more than three million confirmed cases and more than 200,000 confirmed deaths worldwide, and in the United States, over one million cases have been reported as of May 3, 2020; and

WHEREAS, scientists have confirmed that the COVID-19 disease does not respect borders and is not caused by ethnicity, and the World Health Organization has cautioned against using geographic descriptors because they can fuel ethnic discrimination; and

WHEREAS, as the COVID-19 virus has spread, numerous Asian-Pacific Americans have reported experiencing microaggressions, racial profiling, hate incidents, and in some cases, hate violence; and

WHEREAS, in an effort to quantify and combat hate crimes targeting Asian-Pacific Americans stemming from people's reaction to the COVID-19 pandemic, the Asian Pacific Policy and Planning Council (A3PCON) and Chinese for Affirmative Action (CAA) established an online reporting center available at <http://www.asianpacificpolicyandplanningcouncil.org/stop-aapi-hate/> where people can fill out a form (available in different languages, including English, traditional Chinese, simplified Chinese, and Korean) to report the location and type of discrimination experienced and other details; and

WHEREAS, A3PCON and CAA plan to use the information reported to create targeted education and media campaigns, provide resources to those affected, and advocate for policies to curb racial targeting; and

WHEREAS, in Santa Clara County, one of the first minority-majority counties in the nation, Asians have been the largest racial group since 2014, and currently, Asians make up nearly 38 percent of the county's population.

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

1. The City Council of the City of Sunnyvale denounces xenophobia and anti-Asian sentiment. The City of Sunnyvale joins cities, counties, and states across the country in affirming its commitment to the safety and well-being of Asian-Pacific Americans and in combating hate crimes targeting Asian-Pacific Americans. The City of Sunnyvale remains committed to protecting residents and victims of hate.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF SUNNYVALE

The Heart of Silicon Valleysm

456 WEST OLIVE AVENUE SUNNYVALE, CALIFORNIA 94086 (408) 730-7473

Statement on Our City Values and Public Service

Glenn Hendricks
Mayor

Gustav Larsson
Vice Mayor

Jim Griffith
Councilmember

Larry Klein
Councilmember

Nancy Smith
Councilmember

Russ Melton
Councilmember

Michael S. Goldman
Councilmember

As the “Heart of the Silicon Valley,” Sunnyvale is a thriving community that is a highly desirable place to live, work, and play. Comprised of approximately 150,000 residents and about 9,000 active businesses, we are a community that emulates the spirit of all American ideals particularly worth noting now:

- Valuing our individual experiences and supporting and protecting people of any race, religion, ancestry, ethnicity, ability, gender, sexual orientation, or gender identity;
- Honoring cultural and religious traditions; and
- Valuing and embracing the diverse backgrounds, race, nationalities, ancestries, and ethnicities.

Sunnyvale has a large representation of immigrants from all over the world that are part of our thriving community. Per the Census 2015 American Community Survey (for 2011-2015), over 48% of Sunnyvale’s population is made up of foreign-born residents representing over 25 countries, with about 45% speaking languages other than English. Our local economy reflects both the diversity of our community, as reflected in the rich mixture of restaurants, small businesses, and availability of wide-ranging diverse goods and services. This is matched by our widely recognized global technology businesses with offices in Sunnyvale that depend on the talent and skills of members of the local and international community, such as: Amazon, Apple, GoDaddy, Google, LinkedIn, Lockheed Martin, Microsoft, Plug and Play Tech Center, Tesla, Yahoo!, and many more that contribute to the innovation economy.

We strongly believe that diversity and inclusiveness are strengths that are part of the foundation of Sunnyvale’s incredible local history. Recognized as the “nation’s safest city” (Smart Asset) and the “#1 best performing cities” (Milken Institute), Sunnyvale’s thriving, diverse community and local economy help shape the world’s innovation, and are key components of what make Sunnyvale a great place to live and work. We are proud of Sunnyvale’s record of leading the innovation economy and recognize the significant role that our immigrant population has played in advancing these efforts.

Likewise, Sunnyvale's municipal practices embrace these principles and our employees uphold them each day. The City's General Plan highlights our commitment to safety for all community members and specifically states the goal to ensure a safe and secure environment for people and property in the community by providing effective public safety response and prevention. Through strong local partnerships, the City's service delivery ethic ensures that we serve the needs of all community members with respect, professionalism, dignity, and fair and equitable treatment, regardless of race, religion, ancestry, ethnicity, ability, gender, sexual orientation, or gender identity. Specifically, all City employees are responsible to serve all members of the public with courtesy, impartiality, fairness, and equality under the law at all times¹. This model of inclusion and integration is critical to the general welfare of the City, and supports and protects our residents, business community, and quality of life. Indeed, this philosophy is the underpinning of the remarkable standard of public service that the community continues to receive and expect.

For these reasons, the City of Sunnyvale affirms its long history of inclusiveness and its public service ethic of helping our City continue to thrive as a culturally diverse community where all are welcome, safe and acknowledged.



Glenn Hendricks
Mayor

Authorized by a unanimous vote of the full City Council on February 7, 2017

¹ Administrative Policy, Chapter 1. General Management and Chapter 3. Personnel



RTC #: 20-0551

Document Title: Stop AAPI Hate Reporting Center

Link: <http://www.asianpacificpolicyandplanningcouncil.org/stop-aapi-hate/>



City of Sunnyvale

Agenda Item

20-0006

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Parks and Recreation Commission Resignation; and Appoint Applicants to the Arts Commission, Bicycle and Pedestrian Advisory Commission, Board of Building Code Appeals, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Parks and Recreation Commission, Personnel Board, Planning Commission and Sustainability Commission

DISCUSSION

Resignation

This report informs the Council of the following resignation from a City commission.

Lauren DeCarlo, who was appointed to the Parks and Recreation Commission on October 8, 2019 and serving a term to expire June 30, 2023, resigned from the Commission, effective January 30, 2020.

A letter of resignation has been filed with the Office of the City Clerk.

The Parks and Recreation Commission vacancy is included in the current recruitment process for appointments.

Appointments

The City has ten Council-appointed boards and commissions to recommend and advise City Council on 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. The term length for boards and commissions is four years, with staggered terms expiring June 30 of each year. Council makes appointments annually in May or June to fill seats with expiring terms to serve with an effective date of July 1. In addition, the Council fills vacancies as necessary quarterly throughout the year.

Per Council Policy 7.2.19 Boards and Commissions, appointments of board and commission members are placed on the City Council meeting agenda. When one or more Councilmembers participate via teleconference, the appointment process is conducted by 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. The process is repeated for each board or commission.

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.

Should no candidate receive at least four affirmative votes, the vacancy will remain.

Below is the list of current applicants, the applicants' preferences as indicated on their application (when the applicant has applied for more than one board or commission), and terms of appointments. Applicant information is available upon request from the Office of the City Clerk at cityclerk@sunnyvale.ca.gov or 408-730-7483:

Arts Commission (one term to 6/30/2024)

Jack Lem (2nd preference)

Susannah Vaughan (only preference) - Incumbent

Bicycle and Pedestrian Advisory Commission (two terms to 6/30/2024*)

Richard Mehlinger (Category One - only preference) - Incumbent

Timothy Oey (Category One - only preference) - Incumbent

Gregory Dibb (Category One - 3rd preference)

Board of Building Code Appeals (two terms to 6/30/2024)

Gregory McNutt (only preference) - Incumbent

Board of Library Trustees (two terms to 6/30/2024)

Luise Froessl (only preference)

Jack Lem (1st preference)

Alysa Cisneros (only preference)

Samantha Scott (only preference)

Gregory Dibb (2nd preference)

Rahul Jain (only preference)

Heritage Preservation Commission (two terms to 6/30/2024)

Jilian Cadouri (only preference)

Steve Caroompas (only preference) - Incumbent

Housing and Human Services Commission (two terms to 6/30/2024)

Jack Lem (3rd preference)

Josh Grossman (only preference) - Incumbent

Elinor Stetson (only preference) - Incumbent

Mr. Grossman's Request for Reappointment was received on May 29, 2020, after the May 13 and 26 City Council interviews and is included as Attachment 1 to the report. An interview with the City Council is not required for an applicant to be considered for appointment to a board or commission.

Parks and Recreation Commission (one term to 6/30/2023; one term to 6/30/2024)

Daniel Bremond (only preference)

Gregory Dibb (1st preference)

Personnel Board (Employee-Nominated Seat, one term to 6/30/2024)**

Patti Selan (only preference) - Incumbent

The City received an application from Jim Davis; however, Mr. Davis is unable to serve on the Personnel Board due to his prior service as a City employee per Charter Section 1007.

Planning Commission (two terms to 6/30/2024)

John Howe (only preference) - Incumbent

Daniel Howard (only preference) - Incumbent

Sustainability Commission (two terms to 6/30/2024*)**

Kristel Wickham (Category One - only preference) - Incumbent

* Bicycle and Pedestrian Advisory Commission must have four Category One members (resident and registered voter of the City) and three Category Two members (contributing member of Parent Teacher Association, neighborhood association, principal/teacher from Sunnyvale schools); the balance of the current makeup is two Category One and three Category Two members.

** No employee nominations were received for the Personnel Board following six months of written notification to Classified Employees; the City Council may appoint a person directly to fill this vacancy.

*** Sustainability Commission must have a minimum of three Category One members (Sunnyvale registered voter) and a minimum of one Category Two member(s) (member of the Sunnyvale business community); the balance of the current makeup is three Category One and two Category Two members.

Terms will be effective July 1, 2020. Following appointments, the staff liaison for each board or commission will provide a board/commission-specific orientation and each new member is required to take the Oath of Office, sign the Model of Excellence and attend the board and commission orientation hosted by the Office of the City Clerk. A ceremonial oath will be offered to all incoming members. Continuing vacancies will be scheduled for the recruitment process in August 2020.

EXISTING POLICY

Council Policy 7.2.19 Boards and Commissions

Administrative Policy, Chapter 1, General Management, Article 15 Boards and Commissions

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.

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

ALTERNATIVES

1. Appoint commissioners from the applicants listed in this report.
2. Provide other direction to staff on how to proceed.

STAFF RECOMMENDATION

Staff makes no recommendation.

Prepared by: David Carnahan, City Clerk
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Josh Grossman Board and Commission Request for Reappointment



City of Sunnyvale Incumbent Board and Commission Member Request for Reappointment Consideration

(This form can only be used by incumbents wishing to be reappointed to the same board or commission)

Please note: A board or commission member is a public official. As such, it is necessary to provide contact information to the public. Please note that all information provided on this form becomes a public record once officially filed.

Reminder: Applicants appointed to the Planning Commission, Board of Building Code Appeals, Heritage Preservation Commission and Housing and Human Services Commission are required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interests (Form 700), which is also a public record. Additional information can be found at <http://www.fppc.ca.gov>.

Please type or print answers to all questions.

Name: Josh Grossman

Current Residence: [Redacted] Sunnyvale 94086
Street City Zip

Mailing Address
(if different from above):
Street City Zip

E-mail Address: [Redacted]

Home Phone: Work: Cell: [Redacted]

Are you a currently-registered voter in Sunnyvale? Yes ☐

When was the last time you voted? (Month/Year) Select 11/2018

Please accept my request to be reappointed to: Housing and Human Services Commission ☐

Length served on current board/commission? 4 Years

Have you served previously on other City boards or commissions? Yes ☐

If yes, which: Board of Building Code Appeals ☐

New information about my qualifications that I would like Council to know:

Reasons I wish to be reappointed:

As a former Chair and Vice-Chair of the commission I understand its operation very well and would like to continue to serve on this important commission to provide continuity as we move forward.

Incumbent Board and Commission Member Request for Reappointment Consideration

Additional Information:

I certify under penalty of perjury that all statements I have made on this request are true and correct. I hereby authorize the City of Sunnyvale to investigate the accuracy of this information from any person or organization, and I release the City of Sunnyvale and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this request or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Pursuant to the Americans with Disabilities Act (ADA), the City of Sunnyvale will make reasonable efforts to accommodate persons with qualified disabilities during the boards and commission interview process. Should you require special accommodations, please contact the Office of the City Clerk at (408) 730-7483 at least five days in advance of your scheduled interview.

Your request is not complete until signed and returned to the Office of the City Clerk, 603 All America Way, Sunnyvale, CA 94086. (408) 730-7483

Signature of
Applicant



Date: 05/29/2020

Office Use Only

Date Received: 5/29/2020

Voter registration
checked: 6/1/2020 MH



City of Sunnyvale

Agenda Item

20-0526

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Consider Approval of Draft Second Substantial Amendment to the 2019 Housing and Urban Development (HUD) Action Plan

BACKGROUND

CDBG and HOME Programs

The Community Development Block Grant (CDBG) program was established by the Housing and Community Development Act of 1974, Public Law 93-383; and the Home Investment Partnerships (HOME) Program was established by the National Affordable Housing Act of 1990. These programs provide annual grants to jurisdictions to enable them to “develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate-income persons.” CDBG regulations define “low income” as households earning not more than 80% of area median household income, or what the City and the State of California refer to as “lower-income households”. The CDBG and HOME lower-income limits are established annually by HUD and is currently set at \$94,450 for a household of four in the Sunnyvale-San Jose metropolitan area, with adjustments for larger or smaller households. To be eligible for most types of CDBG or HOME assistance, the household’s gross annual income cannot exceed that amount.

The City must submit an Action Plan to HUD every year in order to receive federal entitlement grants from the CDBG and HOME Programs. HUD is the federal agency that administers and regulates these grants and the Action Plan sets forth the proposed uses of the CDBG and HOME funds projected to be available each fiscal year. These funds may be used for eligible community development activities to meet the priority and/or unmet needs, primarily of lower-income residents, described in the City’s HUD Consolidated Plan. In addition to the annual entitlement grant, the City may receive Program Income (PI) annually or an influx of funding specifically intended to respond to a public health and safety emergency.

CDBG CARES Funding

On March 27, 2020 the Federal Government signed the Coronavirus Aid, Relief and Economic Security Act (CARES Act) due to the COVID-19 pandemic. The CARES Act provides up to \$5 billion in CDBG supplemental funding. Of that amount, \$2 billion are being distributed to states and entitlement jurisdictions using the same statutory formula used to distribute the annual CDBG allocations.

The City is receiving approximately \$696,975 from HUD in CDBG CARES (“CDBG-CV”) funds through the CARES Act, in addition to its previously received and allocated entitlement grant and accrued Program Income (PI), during FY 2019/20. The CARES Act funds are designed to provide emergency assistance and healthcare response for individuals, families and businesses affected by

the 2020 Coronavirus pandemic.

Since the beginning of the 2020 Coronavirus pandemic, the City, County and other local jurisdictions with CDBG programs have been coordinating on bi-weekly conference calls to discuss priority needs in each community, specific to the 2020 Coronavirus response, and coordination around utilization of CDBG-CV funds. Several priority needs have been identified including, but are not limited to: rent relief, financial assistance (i.e., basic needs), hotel/motel vouchers, food/hot meal distribution, small business support, and protective equipment for frontline workers. The highest need currently, which has been echoed by both neighboring jurisdictions and local service-providers, is the establishment of a rent relief program to assist households directly impacted by the 2020 Coronavirus.

Due to the influx of CDBG-CV funds and the need to add a new project (i.e., 2020 Coronavirus Rent Relief and Community Support Program) to the FY 2019/20 roster, the City must make a Substantial Amendment to its FY 2019/20 Action Plan and provide an opportunity for community input, related to the expenditure of federal funds.

EXISTING POLICY:

2015-2020 HUD Consolidated Plan:

Goal A: Assist in the creation, improvement, and preservation of affordable housing

Goal B: Alleviation of Homelessness

Goal C: Provide essential human services, particularly for special needs populations

Goal D: Expanding Economic Opportunities

Human Services Policy 5.1.3

The City shall make its best efforts to provide supplemental human services, which include but are not limited to emergency services, senior services, disabled services, family services, and youth services.

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. The action is also exempt under the National Environmental Policy Act (“NEPA”) pursuant to 24 CFR 58.34 (a)(1) and (3) as it relates to the development of plans and strategies and is an administrative and managerial activity. Although site-specific projects may be identified in the Action Plan, approval of the Plan does not constitute a formal commitment for those projects.

DISCUSSION

Substantial Amendment to the Action Plan

A local jurisdiction receiving federal funds through the CDBG and HOME program must, in accordance with their Citizen Participation Plan, make a Substantial Amendment to their annual Action Plan if certain criteria is met. The City made the first substantial amendment to the 2019 Action Plan in December 2019 to assist Sunnyvale Community Services in acquiring a new, larger facility to administer their services to the Sunnyvale community. The funds to process the first amendment to the 2019 Action Plan were acquired through the receipt of \$930,000 in Program Income. Typically, the process for a Substantial Amendment requires the same level of public

outreach and engagement as the original Action Plan. However, due to the 2020 Coronavirus's impact on community gatherings, HUD made waivers available to expedite the citizen participation process, through a modified citizen participation approach requiring only 5-days of public noticing and comment, as opposed to 30-days. In addition, a formal RFP is not required. The City has submitted the waivers to HUD and can now move forward with the modified process, which will allow the City to program the CDBG-CV funds faster via the substantial amendment process.

Proposed CDBG Activity

The project proposed to be funded through the Second Substantial Amendment to the FY 2019/20 Action Plan is shown in Table 1 below. The activity is eligible for CDBG funding based on federal regulations associated with the funding source, including new unique guidance on the use of CDBG-CV funds and meets one or more priority needs as identified in the City's 2015-2020 Consolidated Plan.

2020 Coronavirus Rent Relief and Community Support Program

Sunnyvale Community Services (SCS), a local non-profit organization with a mission to prevent homelessness and hunger in the local community applied for \$350,000 in funds to administer a rent relief and community support program for Sunnyvale households directly impacted by the 2020 Coronavirus pandemic. The program will support households by first assessing their situation, then creating an individual plan for each household to resolve their crisis. Support can include, but is not limited to: rental assistance, hotel/motel vouchers for those that need to isolate and find shelter, basic needs (i.e., food), ongoing case management and protective equipment for outreach workers.

SCS currently administers Sunnyvale's Homeless Prevention and Rapid Rehousing Program funded with the City's former redevelopment funding, which means they have the systems in place to administer rent and/or other necessary payments, specifically for CDBG eligible activities in this case, on behalf of households directly impacted by the 2020 Coronavirus pandemic. Additionally, SCS provides a wide-range of other support services (i.e., food assistance, etc.) that can ensure households continue to receive basic needs, and follow-up support until their crisis is resolved. SCS is also currently managing a \$250,000 COVID Emergency Support Grant, awarded by the City in March 2020 to provide immediate assistance to COVID financially impacted households.

Table 1

Agency Name	Program	Funding Requested	Staff Recommendation
Sunnyvale Community Services	2020 Coronavirus Rent Relief and Community Support Program	\$350,000	\$350,000
Total Funding Recommendation			\$350,000
Total Funds Available			Approx. \$696,975
Remaining Funds			\$346,975

At this time, the amendment only includes half of the City's CDBG-CV allocation because there is an immediate need for a rental relief program, which is the City's (also neighboring jurisdictions) highest

priority need. Remaining funds will be allocated toward other 2020 Coronavirus relief activities as staff continues to explore options with other non-profit partners. The City is currently exploring ways in which CDBG-CV funds can be used to assist community members that are quarantined, or ways to assist newly unemployed members of the community. Staff anticipates releasing a modified application in June, in which future CDBG-CV programs will be added to the 2020 Action Plan, to be considered by the Council in late July.

FISCAL IMPACT

This action has no impact on the General Fund. Approval of the Second Substantial Amendment to the FY 2019/20 Action Plan is necessary for the City to begin programming the CDBG-CV funds, in an effort to expeditiously provide relief to households directly impacted by the 2020 Coronavirus pandemic. These CDBG-CV funds will be managed by the City's Housing Division, along with our annual CDBG entitlement.

PUBLIC CONTACT

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

Notice of the 5-day public comment and review period, was published in the *Sunnyvale Sun* newspaper on May 29, 2020. A draft Second Substantial Amendment to the FY 2019/20 Action Plan was made available for public review on the City's website for the required 5-day review period.

ALTERNATIVES

1. Approve the Second Substantial Amendment to the FY 2019/20 Action Plan as shown in Attachment 2 of the staff report.
2. Approve the Second Substantial Amendment to the 2019 Action Plan as shown in Attachment 2 of the staff report with modifications.

RECOMMENDATION

Alternative 1: Approve the Second Substantial Amendment to the 2019 Action Plan as shown in Attachment 2 of the staff report.

Approval of the Action Plan will allow the City to receive the CDBG-CV funds and use them to address local housing and community development needs, specific to households impacted by the 2020 Coronavirus in a timely manner.

Prepared by: Leif Christiansen, Housing Programs Analyst
Reviewed by: Jenny Carloni, Housing Officer
Reviewed by: Trudi Ryan, Community Development Director
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Summary of the Substantial Amendment to the 2019 Action Plan
2. Draft Substantial Amendment to the 2019 Action Plan

City of Sunnyvale
Second Substantial Amendment to the 2019-2020 Annual Action Plan

Background

The City of Sunnyvale's Annual Action Plan describes the funding strategy for the Community Development Block Grant (CDBG) and HOME Investment Partnership programs each year. The Annual Action Plan is a tool to assist in implementing the City's five-year Consolidated Plan, and each Annual Action Plan is developed through public input, analyses and planning.

The City's Citizen Participation Plan outlines the steps the City will take to encourage its residents to participate in developing each Annual Action Plan, and any substantial amendments to the Annual Action Plan that are proposed. The following change to the 2019-2020 Annual Action Plan justifies a substantial amendment – initiating the public notice requirements described in the Citizen Participation Plan.

Immediate Need for Substantial Amendment to the 2019-2020 Annual Action Plan

On March 27, 2020 -- President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) into law, providing assistance to communities throughout the nation as the country works to respond to the public health and economic impacts of the 2020 Coronavirus. HUD made available \$3.064 billion through its Community Development Block Grant, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS programs – which represents the CDBG-CV funding the City is proposing to utilize through this substantial amendment.

Proposed Substantial Amendment

The City is proposing the following amendment:

1. The addition of a rent relief and community support program, specifically serving households impacted by the 2020 Coronavirus pandemic, using \$350,000 of the City's CARES Act allotment.
 - a. Sunnyvale Community Services, a local non-profit organization that provides a wide-range of safety net services (food distribution, homeless/housing/youth services, case management, workforce development, etc.) applied for \$350,000 to administer a rent relief and community support program. Services include, but are not limited to: rental assistance, motel/hotel vouchers for shelter and isolation purposes, ongoing case management and basic needs (i.e. food).

Analysis

This proposal qualifies as a substantial amendment because it meets the criteria described in the City's Citizen Participation Plan:

- To carry out an activity using funds from any program covered by the Consolidated Plan not previously described by the Annual Action Plan.

Public Process

The City, due to the 2020 Coronavirus pandemic, utilized available waivers (waiver #8 and #9, Consolidated Plan Requirements) per HUD guidance contained in the memo *“Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19.”* Therefore, the City provided public notice in the Sunnyvale Sun on May 29, 2020 – and provided opportunity to comment on the substantial amendment for a five-day period. The City Council is schedule to consider this amendment at a virtual public hearing on June 9, 2020.

Comments may be submitted to Leif Christiansen by email (lchristiansen@sunnyvale.ca.gov) or by phone: 408-569-8318 (mobile).

(Process Note: additions/revisions to the 2019-2020 Annual Action Plan are underlined, and red – and deletions have a horizontal line through the center, a strikethrough)

1. On page 17 of the approved Annual Action Plan, amend “Expected Resources – Introduction” as follows: Introduction (AP-15 Expected Resources)

As shown in Table A below, the City will receive \$1,127,120 in 2019 entitlement CDBG funds and \$400,650 in HOME funds. In addition, the City estimates that it will also receive approximately \$150,000\$1,050,000 in CDBG program income in FY 2019, to be determined at end of fiscal year, ~~has~~ approximately \$150,000 in disencumbered funds from prior years. In response to the 2020 Coronavirus (COVID-19) Pandemic, the Federal Government approved the Coronavirus Aid, Relief and Economic Security Act (CARES Act). In this Action Plan, Sunnyvale is allocating \$350,000 in CDBG-CV funds - which brings the total CDBG funding for FY 2019 to \$2,677,120. This amount may increase slightly, as additional program income may be received before the end of this fiscal year. Total available HOME funding for FY 2019 will be \$980,889, which includes the new allocation, plus estimated program income administrative reserves and unencumbered funds from the prior program year.

2. On page 18 and 19 of the approved Annual Action Plan, amend Table 6 “Resources – Priority Table” as follows:

Program	Source of Funds	Uses of Funds	Amount Available Year 5					Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Estimate Program Income: \$	Prior Year Resource : \$	CARES Act Allocation \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,127,120	1,050,000	150,000	<u>\$350,000</u>	<u>\$2,677,120</u>	0	Housing Rehabilitation; Public Infrastructure and Facilities; Public Services; Economic Development; Alleviation of Homelessness; Administration

3. On Page 24 of the approved Annual Action Plan, add the Public Facility Acquisition Project to Table 8 – “Project Information”:

#	Project Name
<u>1</u>	<u>CDBG Administration and Monitoring</u>
<u>2</u>	<u>Minor Home Improvement Grants/Loans (Home Improvement Program)</u>
<u>3</u>	<u>Plaza de la Flores Energy Efficiency and Rehabilitation</u>
<u>4</u>	<u>WorkFirst Sunnyvale CBDO Activity</u>
<u>5</u>	<u>Public Services [5 projects]</u>
<u>6</u>	<u>ADA Curb Ramps</u>
<u>7</u>	<u>Home Administration and Monitoring</u>
<u>8</u>	<u>CHDO Set-Aside</u>
9	Public Facility Acquisition Project (Sunnyvale Community Services)
<u>10</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>

4. On Page 31 of the approved annual action plan, add the Public Facility Acquisition Project the “Project Summary”:

<u>10</u>	<u>Project Name</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Alleviation of Homelessness and Other Community Development Efforts</u>
	<u>Needs Addressed</u>	<u>Safety net services for extremely and very low-income residents</u>
	<u>Funding</u>	<u>CDBG: \$350,000</u>
	<u>Description</u>	<u>To provide funding to administer a rent relief and community assistance (i.e. motel/hotel vouchers, food, case management) program</u>
	<u>Target Date</u>	<u>6/30/2020</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 60 extremely and very low-income families will be served annually.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Assist clients through administering rent payments and other forms of financial assistance, in conjunction with case management/basic needs services, to households impacted by COVID-19</u>

2019-2020 Action Plan City of Sunnyvale

Community Development Block Grant Program
Home Investment Partnership Program
April 2019

Revised November 2019

Revised May 2020



Sunnyvale

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AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b) Introduction

This FY2019/20 Action Plan serves as an application for funds under two formula grant programs administered by the U.S. Department of Housing and Urban Development (HUD). These grants provide the City of Sunnyvale (City) with an average of roughly \$1.4 million annually. For 2019, the City is receiving an allocation of Community Development Block Grant (CDBG) in the amount of \$1,127,120, and a HOME Investment Partnerships (HOME) Program grant of \$400,650. This Action Plan covers the fiscal year beginning July 1, 2019 and ending June 30, 2020, the fifth and final year of the City's 2015- 2020 Consolidated Plan (ConPlan) period. The Action Plan describes the eligible activities that the City intends to undertake in FY2019/20 to address the priority needs and implement the strategies identified in the Plan, using the City's CDBG and HOME grants. The activities described in this Action Plan are intended to primarily benefit the lower-income residents of Sunnyvale, affirmatively further fair housing choice, and meet priority needs. In addition to these grants, the City has a local Housing Mitigation Fund (HMF), which is used to support local affordable housing programs, including some that are not eligible for HUD funding. This fund is derived from fees received occasionally in varying amounts, and there is no guaranteed annual funding amount, therefore less emphasis is placed on these funds as a regular funding source in this Action Plan.

In addition to these grants, the City has a local Housing Mitigation Fund (HMF) which is used to support local affordable housing programs, including some that are not eligible for HUD funding. This fund is derived from fees received occasionally in varying amounts, and there is no guaranteed annual funding amount, therefore less emphasis is placed on these funds as a regular funding source in this Action Plan.

2. Summarize the objectives and outcomes identified in the Plan

The City has organized its priority needs based on the structure presented in HUD regulations (24 CFR 91.215): affordable housing, alleviation of homelessness, economic development, and nonhousing community development. Priority is assigned based on the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; current City policy, federal laws and regulations related to the HUD grants, and the availability of resources to address these needs. Based on these components, housing needs are considered a high priority, as well as alleviation of homelessness, economic development, and non-housing community development needs. The City's goals and objectives are organized into four categories: A. Affordable Housing (including housing for special needs households) B. Alleviation of Homelessness C. Other Community Development Efforts (Public Services, Community Facilities and Infrastructure) Page 2 D. Expanding Economic Opportunities Table 2 on page 15 summarizes the objectives and outcomes that will be addressed in this Action Plan

3. Evaluation of past performance

The City is responsible for ensuring compliance with all rules and regulations associated with the CDBG and HOME entitlement grant programs. The City's Annual Action Plans and CAPERs, posted on the City's website, provide details about the goals, projects and programs completed by the City. The City recognizes that the evaluation of past performance is critical to ensure the City and its sub-recipients are implementing activities effectively and that those activities align with the City's overall strategies and goals. The City evaluates the performance of subrecipients on a quarterly basis. Sub-recipients are required to submit quarterly progress reports, which include client data, performance objectives, as well as data on outcome measures. Before the start of the program year, program objectives are developed collaboratively by the sub-recipient and the City, ensuring that they are aligned with the City's overall goals and strategies. The City utilizes the quarterly reports to review progress towards annual goals. During the past year, the City successfully implemented its planned programs and projects. Some projects take several years to complete, so in some cases they may not be completed in the same year in which they were initially funded, such as the Persian Drive sidewalk project. This is not unusual for projects involving major construction work.

4. Summary of Citizen Participation Process and consultation process

The City, in collaboration with other local jurisdictions and the consultant team, launched a comprehensive outreach strategy to enhance and broaden citizen participation in the preparation of the Consolidated Plan. The team informed the public that it was in the process of creating the 2015-2020 Consolidated Plan, and encouraged public participation in the process by conducting a Regional Needs Survey and hosting regional forums in collaboration with other jurisdictions in the County, and conducting local hearings. In addition to the extensive consultation conducted for the ConPlan several years ago, the City solicited additional input on this draft Action Plan. The City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Public hearings on this Plan were held (or will be held) on April 3, 2019; April 17, 2019; and May 7, 2019. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale Sun on April 5, 2019. An initial draft of the Action Plan was released on April 5, 2019, and comments were accepted through May 7, 2019. It is the policy of the City of Sunnyvale to encourage and engage residents to participate in planning, implementation, and evaluation of its housing and community development programs.

5. Summary of public comments

All comments were accepted. Please refer to Attachment: "Proof of Publication and Citizen Participation Comments."

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
CDBG Administrator	SUNNYVALE	Department of Community Development
HOME Administrator	SUNNYVALE	Department of Community Development

The City of Sunnyvale is the Lead and Responsible Agency for HUD entitlement programs in Sunnyvale. The Housing Division (HD), a division of the City's Community Development Department (CDD), is responsible for administering the City's HUD entitlement grants, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant. In order to continue receiving these grants, the City must develop and submit to HUD a five-year Consolidated Plan (ConPlan) and Annual Action Plans listing priorities and strategies for the use of these federal funds. The ConPlan describes how the City plans to use its CDBG and HOME funds to meet the housing and community development needs of its residents in the next five years. To update its 2015-2020 ConPlan, the City collaborated with the County of Santa Clara (County) and other entitlement jurisdictions in the County to identify and prioritize housing and community development needs across the region, and to develop strategies to meet those needs. The 2019 Action Plan covers the fifth year of the 2015-2020 ConPlan period.

Consolidated Plan & Action Plan Public Contact Information

City of Sunnyvale Housing Division

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Housing Division website: <https://sunnyvale.ca.gov/property/housing/default.htm>

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Consolidated Plan Development

The City has a long history of coordination and partnership with the local public housing provider, which is the Housing Authority of the County of Santa Clara (HACSC), and various assisted housing providers, such as Charities Housing, MidPen Housing Corp., First Community Housing, and others. The City also has a long history of coordinating with and/or providing funding to various local private and public health, mental health, and human services agencies, such as the County Mental Health Department, the local Valley Medical Center, and a variety of service providers that serve seniors, disabled clients, homeless clients, and other lower-income and at-risk clients.

In addition, in preparing the ConPlan, the City collaborated with seven other entitlement grantee jurisdictions (Entitlement Jurisdictions), including the cities of Cupertino, Gilroy, Mountain View, Palo Alto, San Jose, Santa Clara, and the County of Santa Clara (Urban County).

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Public participation played a central role in the development of the ConPlan. The Entitlement Jurisdictions launched an in-depth, collaborative regional effort to consult with community stakeholders, many of whom represented public or assisted housing providers, health and service agencies, as well as elected officials, City and County staff, and beneficiaries of entitlement programs, to inform and develop the priorities and strategies contained within the ConPlan. The City, in partnership with LeSar Development Consultants (LDC) and MIG, Inc. (MIG) and the other Entitlement Jurisdictions, facilitated a comprehensive outreach process to enhance coordination with these stakeholders and discuss new approaches to using the HUD entitlement grant funds for eligible activities, projects, and programs throughout the county and/or in specific cities.

LDC and MIG, with direction from the Entitlement Jurisdictions, conducted a Regional Needs Survey to solicit input from residents, workers, and stakeholders in the region, which consisted of all of Santa Clara County. Survey respondents were informed that the purpose of this survey was to help the Entitlement Jurisdictions determine local priorities for use of their HUD entitlement funds, and that these funds must be used to fund projects or programs that primarily serve lower income residents or neighborhoods with a higher percentage of lower-income residents. The Survey polled respondents about the level of need in their respective neighborhoods for various types of improvements, projects or programs that could possibly be funded by the HUD entitlement funds.

Action Plan Development

In addition to the extensive consultation in 2015 noted above, the City solicited additional input for the FY2019-20 Annual Action Plan from community members at public hearings held on April 3, April 17, May 7, 2019. The City and other community development organizations in the County coordinate frequently on a variety of initiatives. City Housing staff participates in a collaborative of HUD entitlement grantees within the County.

Quarterly meetings are held to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation. The City also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, SV@Home, Joint Venture Silicon Valley, NOVA, Page 5 the County-wide Fair Housing Task Force, and the Valley Transportation Authority, among others, to achieve the goals described within this Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City has coordinated with the Santa Clara County Continuum of Care (CoC) for many years on its efforts to end and prevent homelessness in the County. The CoC, a group of stakeholders from throughout the County, plans and implements many of these efforts. The CoC is governed by the CoC Board, which takes a systems-change approach to preventing and ending homelessness. The City's Housing Officer participated on the CoC's Review and Rank Panel in several recent years. This panel spends about a week reviewing and ranking local proposals for HUD funding through the federal CoC program. The committee's funding recommendations were approved by HUD, resulting in nearly \$20 million in HUD funding being awarded to support transitional and permanent housing programs, and some supportive services, in the County in the past several years.

Members of the CoC meet monthly to plan CoC programs, identify gaps in homeless services, establish funding priorities, and pursue a systematic approach to addressing homelessness. City staff, including the Housing Officer and Housing Analyst, as well as staff of other cities, meet and consult with the County's CoC staff during the quarterly county-wide "CDBG Coordinators Group" meetings, and communicate more frequently via email and/or phone on joint efforts. Destination:Home (D:H), a public-private partnership committed to ending chronic homelessness, is the governing organization for the CoC and implements by-laws and operational protocols for the CoC. D:H is also responsible for ensuring that the CoC complies with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH).¹

In 2014, D:H released a draft "Community Plan to End Homelessness in Santa Clara County" (Community Plan), which outlines strategies for ending homelessness in the County by 2020. These strategies were informed by those who participated in a series of community summits conducted between April and

August 2014, including Sunnyvale HD staff and local stakeholders, among others. The Community Plan addresses the needs of homeless people in the County, including chronically homeless people, families with children, veterans, and youth, as well as those at risk of homelessness.

Over a five-year period, the D:H Plan aims to house 2,518 homeless individuals, 718 homeless veterans, and more than 2,333 children, unaccompanied youth, and homeless individuals living in families. The City's current ConPlan and 2015-2023 Housing Element incorporate many policies and programs that are consistent with the Community Plan and "Housing First" policies in general.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is not an ESG entitlement jurisdiction.

The CoC's HMIS is administered by the County Office of Supportive Services, using Clarity Human Services software. The project meets and exceeds HUD's requirements for HMIS and complies with HUD HMIS Standards. The County's HMIS is used by many service providers to record information and report outcomes.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Abilities United
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on September 25, 2014
2	Agency/Group/Organization	Bill Wilson Center
	Agency/Group/Organization Type	Counseling, Housing for Homeless Youth
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on September 27, 2014 and 5 other dates
3	Agency/Group/Organization	Catholic Charities of Santa Clara County
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on October 2, 2014
4	Agency/Group/Organization	City of Sunnyvale
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on September 25 and November 5, 2014
5	Agency/Group/Organization	Destination:Home
	Agency/Group/Organization Type	Homeless Advocacy/Policy
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on September 25, 2014 November 1, 2014 November 5, 2014

6	Agency/Group/Organization	INNVISION-EMERGENCY SHELTER
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on October 22, 2014
7	Agency/Group/Organization	Law Foundation of Silicon Valley
	Agency/Group/Organization Type	Service-Fair Housing and Legal
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on October 23, 2014
8	Agency/Group/Organization	LIVE OAK ADULT DAY SERVICES
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on October 23, 2014
9	Agency/Group/Organization	Midpen Housing Corporation
	Agency/Group/Organization Type	Affordable Housing Developer
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) on September 30, 2014
10	Agency/Group/Organization	PROJECT SENTINEL
	Agency/Group/Organization Type	Service-Fair Housing and Legal Services
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum(s) September 25, 2014

11	Agency/Group/Organization	SENIOR ADULTS LEGAL ASSISTANCE
	Agency/Group/Organization Type	Service-Fair Housing and Legal Services
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on September 27, 2014
12	Agency/Group/Organization	SUNNYVALE COMMUNITY SERVICES
	Agency/Group/Organization Type	Community/Family Services and Organizations
	What section of the Plan was addressed by Consultation?	Needs Assessment and Strategic Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attended Community Forum (s) on September 25, 2014

Identify any Agency Types not consulted and provide rationale for not consulting

There were no agency types that were not consulted as part of the 2015-2020 Consolidated Plan process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 3 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Destination:Home	The D:H plan provides strategies for ending homelessness and increasing affordable housing stock in the County. This effort aligns with the Strategic Plan's goals to increase/support Affordable Housing and Alleviate Homelessness.
City of Sunnyvale General Plan, 2015-2023 Housing	City of Sunnyvale	Two of the primary goals of each of these plans are essentially the same: Increase/Support Affordable Housing; and Addressing Homelessness. Both plans also have goals related to improving local housing stock and neighborhoods, and addressing priority needs (non-housing community development needs). About 80% of the content of the two plans are very similar.
2012-2014 Comprehensive HIV Prevention & Care Plan	Santa Clara County HIV Planning Council for Prevention and Care	This plan guides the Santa Clara County HIV Planning Council for Prevention and Care in its development of a compassionate system of HIV prevention and care for the County. This effort aligns with the Strategic Plan's goal to address Other Community Development Needs
Regional Housing Need Plan for the San Francisco B	Association of Bay Area Governments	This plan quantifies the needs of the 9-county Bay Area, which includes Sunnyvale, primarily for new housing units to address population growth projected to occur in the next 8 years. The regional housing need is further divided into an allocation or RHNA for each county and city in the region. The plan indicates Sunnyvale needs nearly 5,500 new housing units during this period. This plan aligns with the Strategic Plan's goals to increase/support Affordable Housing and Alleviate Homelessness. Sunnyvale's Housing Element describes how the City can accommodate the new units through its zoning and General Plan, and provide some affordable units by using its special funds for affordable housing.

The City ensures that all Action Plan projects and programs are consistent with the City's General Plan and the ConPlan. Regional planning efforts include Plan Bay Area and related statewide planning efforts.

Stakeholder Participation and Consultations with Agencies

The City consulted with various groups and organizations as part of the 2015-2020 Consolidated Plan process. Those stakeholders are listed in the Appendices of the ConPlan. A number of the same stakeholders participated in one or more hearings or funding workshops related to the development of the 2019 Action Plan.

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Please see Table 3 provided in the Appendix of the ConPlan. The City ensures that its Action Plan projects and programs are consistent with the City's General Plan and the ConPlan. Regional planning efforts include Plan Bay Area and related statewide planning efforts.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

It is the policy of the City of Sunnyvale to encourage and engage residents to participate in planning, implementation, and evaluation of its housing and community development programs.

The City encourages low- and moderate-income residents, minorities, those with disabilities, and non-English-speaking residents to attend community meetings and/or provide written comments on its plans. The City provides a statement in the languages identified in its Language Access Plan on all public notices regarding HUD-funded activities, and sends public notices to organizations representing the groups listed above. In accordance with the Citizen Participation Plan, the City will provide translation services to any resident who requests such services in advance at such hearings and meetings. The City has translated its primary Housing Program brochures into Spanish, in accordance with the Language Access Plan.

Sunnyvale Request for Proposals

The City has a long-standing practice of issuing a request for proposals (RFP), annually for capital/housing projects and every second year for human services grants, to solicit applications for CDBG and HOME funds available to the City. This process aids in gathering community input on local needs and helps the City identify projects and programs that are eligible for and interested in HUD funding, and have demonstrated capacity for successful implementation and compliance with HUD requirements. Staff issues the RFP, evaluates proposals for eligibility, scores the proposals according to criteria approved by the Housing and Human Services Commission, and provides its scores and funding recommendations to the Commission and Council for review. The Commission holds a public hearing before making its own recommendations on the proposed funding allocations, which are advisory to the Council, which approves the final funding awards as part of the annual Action Plan hearing. These programs and projects are also addressed in the ConPlan, as it is assumed that similar types of projects are likely to be implemented in additional years, depending on funding availability.

Public Notice and Availability of the Action Plan

As required by HUD, the City provides multiple opportunities for public review and comment on the Action Plan and on any substantial amendments to it. Community members had opportunities to attend public hearings on April 3, April 17, and May 7, 2019. A notice of public hearings and an announcement of the 30-day public comment period was published in the Sunnyvale Sun on April 5, 2019. An initial draft of the Action Plan was released on April 5, 2018, and comments were accepted through May 7, 2019. The proposed Plan was available for review at the library, City Hall, and on the City's website.

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted
1	Public Meeting	Non-targeted/ broad community	The HHSC met on October 24, 2018 for a Biennial Review of Priority Needs for Human Services for Recommendation to City Council.	Attachment - "Proof of Publication and Citizen Participation Comments." Five members of the public, each representing human services agencies, spoke; four agencies submitted written correspondence.	All comments were accepted
2	Public Meeting	Non-targeted/ broad community	The City council held a public hearing on November 27, 2018 and approved the list of priority needs, excerpted from the 2015-2020 ConPlan.	Attachment - "Proof of Publication and Citizen Participation Comments."	All comments were accepted.
3	Public Meeting	Non-targeted/ broad community	The Housing and Human Services Commission (HHSC) met on February 23, 2019 to hear presentations from non-profit agencies, in response to the Request for Proposals for CDBG and HOME funding for FY 2019.	The presenters answered questions of the commissioners and urged them to support their project/funding request.	All comments were accepted.
4	Public Meeting	Non-targeted/ broad community	The HHSC met on April 3, 2019 to discuss funding recommendations for FY 2019/20 CDBG/HOME grants. The HHSC recommended funding the HS proposals and capital project proposal in the amounts recommended by staff.	13 agencies representatives spoke during this meeting. See Attachment - "Proof of Publication and Citizen Participation Comments."	All comments were accepted.
6	Newspaper Ad	Non-targeted/ broad community	A display ad was published in the Sunnyvale Sun on April 5, 2019.	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable
7	website	Non-targeted/ broad community	Draft Action Plan posted at: https://sunnyvale.ca.gov/property/housing/default.htm	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted
8	Public Meeting	Non-targeted/broad community	The HHSC held a public hearing on April 17, 2019 to recommend to the City Council to approve the 2019 Action Plan.	No public or written comments received.	Not applicable
9	Public Meeting	Non-targeted/broad community	The City council will hold a public hearing on May 7, 2019 to consider the Action Plan, consistent with the 2015-2020 Consolidated Plan.	Attachment - "Proof of Publication and Citizen Participation Comments."	Not applicable

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

As shown in Table A below, the City will receive \$1,127,120 in 2019 entitlement CDBG funds and \$400,650 in HOME funds. In addition, the City estimates that it will also receive approximately \$1,050,000 in CDBG program income in FY 2019, to be determined at end of fiscal year, and has approximately \$150,000 in disencumbered funds from prior years. In response to the 2020 Coronavirus (COVID-19) Pandemic, the Federal Government approved the Coronavirus Aid, Relief and Economic Security Act (CARES Act). In this Action Plan, Sunnyvale is allocating \$350,000 in CDBG-CV funds - which brings the total CDBG funding for FY 2019 to ~~\$2,327,120~~ \$2,677,120. This amount may increase slightly, as additional program income may be received before the end of this fiscal year. Total available HOME funding for FY 2019 will be \$980,889, which includes the new allocation, plus estimated program income administrative reserves and unencumbered funds from the prior program year.

Local (City) Resources

The City has a local Housing Mitigation Fund (HMF) and Below Market Rate (BMR) In-Lieu Funds for the development, rehabilitation and/or acquisition of affordable housing. In 2014, \$8.1 million in HMF was provided to the development of two new affordable rental projects, Parkside Studios and Onizuka Crossing, with a total of include 117 new affordable units. In 2017, \$7.43 million in HMF, plus \$600,000 in Home Funds, was committed to the 66-unit Benner Plaza project, completed in December 2018. The City is currently working on a new 90-unit affordable housing development on City owned land which will include over \$9 million in HMF funding in 2019. In addition, the City has funds available in its Housing Successor Agency Low-Mod Housing Fund, these funds are allocated outside of the Action Plan process, but with a similar goal of expanding and preserving the City's affordable housing stock.

Other Public Resources

Low-Income Housing Tax Credit Program (LIHTC)

The LIHTC program provides federal and state tax credits for developers and investors who agree to set aside all or a percentage of their rental units for low-income households for no less than 30 years. MidPen Housing applied for and received an award of federal low-income housing tax credits in 2016 for its Benner Plaza project, a new 66-unit affordable rental housing development.

Homeless Emergency and Rapid Transition to Housing (HEARTH) and Emergency Shelter Grants (ESG)

Santa Clara County serves as lead agency for the County's Continuum of Care (CoC), which receives Hearth Act, ESG, and similar federal grants to provide shelter, housing, and supportive services to homeless people residing anywhere in the County. The City has contributed some of its local funds to various county-wide projects and programs that often receive CoC support as well, such as shelter facilities, transitional and permanent supportive housing, tenant-based rental assistance, and supportive

services.

Private Resources

Most of the City's housing and human services programs leverage various sources of private financing. The City encourages the participation of local lenders in its housing and/or community development projects as needed. The City is a founding member of the Housing Trust of Santa Clara County, which raises voluntary contributions from the public and private sectors for affordable housing projects within the County. The City has contributed some of its local housing funds to the Trust, which then uses those seed funds to seek matching contributions from corporations and various other sources.

Table 6 - Resources – Priority Table

Program	Source of Funds	Uses of Funds	Amount Available Year 5					Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Estimate Program Income: \$	Prior Year Resource: \$	CARES Act Allocation: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,127,120	1,050,000	150,000	<u>\$350,000</u>	2,327,120 <u>\$2,677,120</u>	0	Housing Rehabilitation ; Public Infrastructure and Facilities; Public Services; Economic Development ; Alleviation of Homelessness; Administration

Program	Source of Funds	Uses of Funds	Amount Available Year 5				Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Estimate Program Income: \$	Prior Year Resource : \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	400,650		580,239	980,889	980,889	Administration and Planning Activities To be programmed in FY 2020

Funds Available and Activities Proposed for Funding in FY 2019/20

AVAILABLE FUNDS	CDBG	HOME
FY 2019-20 Entitlement Grants	\$ 1,127,120	\$ 400,650
HOME PA (Admin Reserves)	\$ 0	\$ 51,094
Estimated Program Income	\$ 1,050,000	\$ 0
Projected Disencumbered/Fund Balance	\$ 150,000	\$ 529,145
CDBG-CV Funds	\$ 350,000	\$ 0
TOTAL	\$ 2,677,120	\$ 980,889

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City pursues and encourages its partner agencies to seek all available public and private funding sources in order to achieve the goals of the Consolidated Plan. Most projects and activities secure

funding from a variety of sources, including public and private sector donations, grants, loans, and in-kind materials and services.

Most of the City's housing and human services programs leverage various sources of private financing. The City encourages the participation of local lenders in its housing and/or community development projects as needed. Tax credit projects such as Benner Plaza and Onizuka Crossing, required millions of dollars in private equity and financing for construction and related costs. The City requires all applicants for CDBG and HOME funds for capital projects to provide a match of at least 25% to receive funding. For CDBG public services proposals, this match may consist of in-kind materials and services. Most applicants provide a match in excess of 25%.

Matching funds may include other available financing sources, such as tax credits, other public sector loans or grants, private capital or donations, rent proceeds, and/or the value of in-kind services (i.e., volunteer and staff services or pro-bono professional services used to implement the capital project). The City often provides more local funds than CDBG or HOME funds to assist major affordable housing projects, since those local funds are often available in larger amounts than federal funds.

Discussion

In recent years, the City has made several publicly owned properties available for affordable housing development, which is one of the needs identified in this plan. These projects included the Fair Oaks Plaza, Onizuka Crossing, Habitat Homes, and Parkside Studios. Another City-owned site known as Block 15 of the Downtown Specific Plan is currently under Planning Entitlement review for 90 units of affordable housing; construction is anticipated in late 2020. The City's Public Works Department handles all City property management and surplus property matters.

AP-20 Annual Goals and Objectives

Goals Summary Information

Table 7 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding 19/20	Goal Outcome Indicator
1	Affordable Housing	2019	2020	Affordable Housing	Citywide	Affordable Housing	CDBG: \$358,646	Homeowner Housing Rehabilitated: 10 Affordable Rental Rehabilitation Housing Unit: 100 Units
2	Alleviation of Homelessness	2019	2020	Homeless	Citywide	Homeless or at Imminent Risk of Homelessness	HOME: \$0 CDBG: \$900,000	Public facility acquisition: 9,000 Households Assisted. City currently has large Tenant-based rental assistance / Rapid Rehousing contract in place with 2018 HOME funds: 50 Households Assisted
3	Other Community Development Efforts	2019	2020	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Public Services or Facilities	CDBG: \$380,557	Public Service Grants and ADA Curb Ramps. Persons Assisted Other: 1900+
4	Expand Economic Opportunities	2019	2020	Expand Economic Opportunities	Citywide	Economic Opportunities for Lower Income People	CDBG: \$432,493	Jobs created/retained: 20 Jobs Other: 80 Other

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	<p>Goal A: Affordable Housing</p> <p>Needs Addressed</p> <p>Assist in the creation, improvement, and preservation of affordable housing for lower-income and special needs households by supporting affordable rental housing, providing the Home Improvement Program, and promoting fair housing choice.</p> <p>Geographic Area</p> <p>Affordable housing assistance is provided throughout the City, in order to avoid concentration of poverty, and to ensure fair access to affordable housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods.</p> <p>Goal Outcome Indicator</p> <p>1. Home:</p> <ul style="list-style-type: none"> • CHDO Set-aside (statutory requirement, project site TBD) <p>2. CDBG:</p> <ul style="list-style-type: none"> • Home improvement program: 10 Units • Fair Housing Services : 25 Households • Rehabilitate 100 units of senior affordable housing
2	Goal Name	Alleviation of Homelessness
	Goal Description	<p>Goal B: Alleviation of Homelessness</p> <p>Needs Addressed</p> <p>Help people who are currently homeless or at imminent risk of homelessness to obtain housing, employment or other sources of income, and adequate support services/networks to achieve stability.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal Outcome Indicator</p> <p>Assist 50 households with job training and/or rental assistance.</p>

3	Goal Name	Other Community Development Efforts
	Goal Description	<p>Goal C: Other Community Development Efforts</p> <p>Needs Addressed</p> <p>1. The needs of very low, extremely low, and/or special needs households (seniors, disabled, homeless people, children, youth, victims of domestic violence, etc. for services and assistance to help them meet basic needs.</p> <p>2. Need to improve infrastructure and facilities to improve accessibility and address other goals.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal Outcome Indicator(s)</p> <p>1. Assist 410 Households with human services.</p> <p>3. Construct 40 ADA curb ramps on City sidewalks</p>
4	Goal Name	Expand Economic Opportunities
	Goal Description	<p>Goal D: Expand Economic Opportunities</p> <p>Support economic development activities that promote employment growth and help lower-income and/or homeless people secure and maintain jobs.</p> <p>Geographic Area</p> <p>City-wide</p> <p>Goal:</p> <p>55 Households assisted annually</p> <p>Job Placements: Assist 20 clients to obtain jobs.</p> <p>Job skills/classes: Assist 80 homeless or very low income clients with job training/skills and classes to enable them to obtain or improve their employment and housing opportunities.</p>

AP-35 Projects – 91.220(d)

Introduction

The activities that the City will undertake in FY 2019/20 using CDBG and HOME funds include: human services grants; rental housing rehabilitation and energy efficiency; employment development services for homeless and at-risk clients; access improvements, fair housing services, and program administration, as shown below. All of these activities are eligible for the indicated funding type based on federal regulations associated with these grants, and all of them meet one or more priority needs as identified through the City’s citizen participation process.

Projects

Table 8 - Project Information

#	Project Name
1	CDBG Administration and Monitoring
2	Minor Home Improvement Grants/Loans (Home Improvement Program)
3	Plaza de la Flores Energy Efficiency and Rehabilitation
4	WorkFirst Sunnyvale CBDO Activity
5	Public Services [5 projects]
6	ADA Curb Ramps
7	Home Administration and Monitoring
8	CHDO Set-Aside
9	Public Facility Acquisition Project (Sunnyvale Community Services)
<u>10</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Funding Priorities

The projects listed above were selected based on the needs identified in the Consolidated Plan, and in response to the proposals for funding received, and an evaluation of project feasibility.

Each year the City solicits proposals from local organizations for CDBG and HOME funding for eligible housing and community development programs or projects in Sunnyvale. The Request for Proposals sets forth the types of public services (human services) programs, capital and housing projects that are eligible for CDBG or HOME funding from the City, and explains the City’s process for evaluating and scoring proposals, determining award amounts, and approving awards. The City provides human services grants for public services which address identified priority needs and principally benefit lower-income people in Sunnyvale.

Applications for the human services grants are solicited every other year, following hearings held by the Housing and Human Services Commission (HHSC) and Council to determine the City’s current “priority

human service needs.” The “Priority Needs” for the City of Sunnyvale's Community Development Block

Grant Program were determined through a series of community meetings held between September 2014 and April 2015, and were adopted as part of the 2015-2020 Consolidated Plan in accordance with regulations established by HUD.

FY 2019/20 is the first year of the two-year funding cycle for human services and the City confirmed in November 2018 that the list of Priority Needs in the 2015 Consolidated Plan continues to be valid.

Obstacles to Meeting Underserved Needs

In the past several years, the primary obstacle to meeting underserved local needs in the near term has been the significant delays and continued uncertainty regarding federal appropriations for the CDBG and HOME programs, and other HUD programs, such as the Section 8 program and public housing funding, as well as changes to the LIHTC created by the recent federal tax reform bill. The region also continues to struggle finding a qualified CHDO to allocate funds towards.

AP-38 Project Summary

1	Project Name	CDBG Administration and Monitoring
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	
	Funding	CDBG: \$250,000
	Description	Program administration for CDBG Program activities.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A. Final amount of CDBG administration will depend on final program income received for prior program year.
	Location Description	Citywide
2	Project Name	Minor Home Improvement Grants/Loans (Home Improvement Program)
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$50,000
	Description	Minor Improvement Grants/Loans
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Assist at least 10 households with minor home improvement grants or loans.
	Location Description	Citywide
3	Project Name	Plaza de las Flores Energy Efficiency and Rehabilitation
	Target Area	Citywide

	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$308,646
	Description	Replace all windows in existing senior affordable housing community with energy efficient windows for efficiency and noise purposes.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The project will assist in rehabilitation of a senior affordable housing complex which has 100 one bedroom apartments affordable to those making 50% AMI or less. Approximately 110 persons reside in this complex.
	Location Description	233 Carroll St, Sunnyvale, CA 94086
	Planned Activities	Rehabilitate senior affordable housing community built in the 1980's to incorporate energy efficient and noise reducing windows throughout the development.
4	Project Name	WorkFirst Sunnyvale CBDO Activity
	Target Area	Citywide
	Goals Supported	Expand Economic Opportunities
	Needs Addressed	Economic Opportunities for Lower Income People
	Funding	CDBG: \$432,493
	Description	Economic Development/CDBO Activity
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Assist 60 homeless or very low income clients with job training and job placement services, to enable them to obtain or improve their employment and housing opportunities.
	Location Description	Citywide
	Planned Activities	This program provides work-readiness training, job placement assistance, and supportive services for homeless and at-risk clients.
5	Project Name	Public Services
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Public Services or Facilities
	Funding	CDBG: \$191,568

	Description	Human Services Grants to non-profit agencies
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Assist approximately 550 individuals and/or households with human services through 5 separate non-profit programs.
	Location Description	Citywide
	Planned Activities	Assist clients with basic needs, such as food, shelter, transportation, health & mental health care, employment assistance/training, legal aid, etc.
6	Project Name	ADA Curb Ramps
	Target Area	Citywide
	Goals Supported	Other Community Development Efforts
	Needs Addressed	Public Services or Facilities
	Funding	CDBG: \$188,989
	Description	Construct curb ramps and related ADA retrofits or improvements to pedestrian infrastructure
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	40 curb ramps installed. Funding from previous years of unallocated CDBG.
	Location Description	Citywide
7	Planned Activities	Construct an estimated 40 curb ramps on city sidewalks
	Project Name	Home Administration and Monitoring
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$91,159
	Description	Administration of HOME Activities : Planning and Monitoring (Includes authorized program income (PA))
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	Funds are used for administering the HOME program, includes costs of HOME capital project management, tracking grant funds and program income, subrecipient monitoring, reporting, and compliance with federal requirements such as environmental, labor, and anti-discrimination. Indirect costs (overhead) are also included in program administration.
8	Project Name	CHDO Set-Aside
	Target Area	Countywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$60,097
	Description	To provide funding to a qualified Sunnyvale CHDO with a project site
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A. No CHDO application was received for 2019 funds.
	Location Description	TBD
	Planned Activities	Identify eligible Sunnyvale CHDO with a project site
9	Project Name	Public Facility Acquisition Project (Sunnyvale Community Services)
	Target Area	Citywide
	Goals Supported	Alleviation of Homelessness and Other Community Development Efforts
	Needs Addressed	Safety net services for extremely and very low-income residents
	Funding	CDBG: \$900,000
	Description	Purchase a new facility for Sunnyvale Community Services, to expand and enhance their services to the lower income members of the community
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	9,000 to 12,000 extremely and very low-income families will be served annually by Sunnyvale Community Services.
	Location Description	Citywide
	Planned Activities	CDBG funds will be used towards acquisition of a new facility. Purchase of the facility will allow Sunnyvale Community Services to increase their capacity in assisting clients with food, transportation, housing/financial assistance, case management/benefits counseling, employment assistance, etc.
<u>10</u>	<u>Project Name</u>	<u>2020 Coronavirus Rent Relief and Community Support Program</u>
	<u>Target Area</u>	<u>Citywide</u>
	<u>Goals Supported</u>	<u>Alleviation of Homelessness and Other Community Development Efforts</u>
	<u>Needs Addressed</u>	<u>Safety net services for extremely and very low-income residents</u>
	<u>Funding</u>	<u>CDBG: \$350,000</u>
	<u>Description</u>	<u>To provide funding to administer a rent relief and community assistance (i.e. motel/hotel vouchers, food, case management) program</u>
	<u>Target Date</u>	<u>6/30/2020</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>Up to 60 extremely and very low-income families will be served annually.</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Assist clients through administering rent payments and other forms of financial assistance, in conjunction with case management/basic needs services, to households impacted by COVID-19</u>

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Investments will be allocated citywide for affordable housing services and related capital projects, homeless services, fair housing, and public services.

Geographic Distribution

Table 5 - Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

Rationale for the priorities for allocating investments geographically

Most of the CDBG and/or HOME-funded programs and services are provided on a city-wide basis to income-eligible and/or special needs households. Certain capital projects are assisted at a specific site, based on the location of the project, but projects may be proposed in any area of the City. Projects that qualify for CDBG funding based on the area benefit method are limited to areas with the required proportion of lower- and moderate income residents as determined by HUD.

Human services are supported in a number of facilities and locations throughout the City, and in some cases just outside the City, as long as Sunnyvale residents are being served by the program. Affordable housing assistance is generally provided anywhere in the City, as opportunities arise, in order to avoid concentration of poverty, and to ensure fair access to affordable rental housing, rehabilitation assistance, and homeownership opportunities in all neighborhoods. The City does not have any blighted areas requiring major redevelopment, and private development is occurring throughout the City.

AP-55 Affordable Housing – 91.220(g)

Introduction

The City's housing programs are intended to prevent and/or end homelessness, improve the quality, affordability, and/or accessibility of housing, and preserve, maintain, and extend the useful life of existing affordable housing. The goals below include only the new CDBG and HOME activities to be funded in FY 2019/20. Other activities funded in prior years' Action Plans through non-HUD programs, will continue to be funded using carry-over funds, and will assist additional households.

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	110
Special-Needs	10
Total	140

Table 7 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	110
Acquisition of Existing Units	0
Total	110

AP-60 Public Housing – 91.220(h)

Actions planned during the next year to address the needs to public housing

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

Needs of Public Housing

This section is not applicable as there is currently no official public housing in Sunnyvale. The City collaborates with the Housing Authority of the County of Santa Clara (HACSC) on its efforts to provide Section 8 vouchers, mortgage credit certificates, supportive services and other assistance to Sunnyvale residents. The City also supports the HACSC in its efforts to increase federal appropriations for Section 8 and other affordable housing programs in Sunnyvale and in the County.

The City has partnered with the Housing Authority on several efforts in recent years, including a joint TBRA program for clients on the Section 8 waiting list, and several Sunnyvale housing projects which were awarded project-based vouchers, including the Fair Oaks Senior Housing project, two senior group homes, Parkside Studios, Onizuka Apartments, and Edwina Benner Plaza.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

This Action Plan includes a planned allocation of \$432,493 for a program that helps homeless people obtain jobs (WorkFirst Sunnyvale), as well as funding for various public services, several of which address homelessness. The City continues to participate in the county-wide efforts to end homelessness throughout the County. Recently, the City approved over \$12 million in funds to assist the development of Block 15, which will have a 25% set aside for developmentally disabled adults, expected to break ground in 2020.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The WorkFirst Sunnyvale programs include outreach to unsheltered homeless clients and assessment of their needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

One of the public services sub-recipients, YWCA, provides emergency shelter, transitional housing, and services to homeless clients and victims of domestic violence. In addition, the County operates a year round Shelter Program facility in Sunnyvale with 125 beds that takes referrals and receives supportive services from a number of the City's CDBG sub-recipients.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Several of the activities funded help homeless clients and families transition to permanent housing, including: WorkFirst Sunnyvale, and the human services grant to YWCA. The total CDBG funding planned for these activities is \$457,493 in 2019.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from

public or private agencies that address housing, health, social services, employment, education, or youth needs.

See discussion below.

Discussion

Several of the Human Services grants will support the provision of services intended to prevent homelessness of Sunnyvale residents including the grants to Sunnyvale Community Services, YWCA, and Bill Wilson Center. In addition, the fair housing services provided can also help tenants avoid eviction and/or homelessness by addressing discrimination practices. In addition to the activities funded with CDBG, the City also provides assistance to other programs that aim to prevent homelessness using local funds or previous year HOME funds. These include grants to Senior Adults Legal Services, funding for tenant-landlord mediation programs, and the Homelessness Prevention and Rapid Re-Housing Program funded with general funds and prior year HOME funds.

AP-75 Barriers to affordable housing – 91.220(j)

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City does not impose any public policies that unreasonably constrain housing development. There are no growth limitations or rent control policies, and property tax policies are largely set by the State. The City's land use designations and zoning are supportive of development of a wide variety of housing types, including single- and multi-family housing, ownership and rental, mobile homes, manufactured/modular housing, and so on. The City follows the State building code, and its fees and charges are reasonable and consistent with prevailing prices in the region. Between 2006 and 2015, a total of 4,933 new housing units were issued building permits. This equaled an average of 493 new units per year, slightly higher than the City's historic annual average which is closer to 300 annually. Fifty-five percent of the new units permitted during that ten-year period were in multi-family rental projects. Since 2018, 1,183 residential units have been constructed with 277 of those affordable to very low, low, or moderate income households.

In 2014, the City updated the Constraints Analysis of its Housing Element, as required under California Housing Element law (Government Code 65580), to analyze city policies and land use regulations to determine if they had any negative effects on development. The State determined, with its certification in January 2015 of the City's 2015-2023 Housing Element, that the City does not currently implement policies that create barriers to affordable housing. Additional detail is available in the City's Housing Element, available on the City's website and in the Sunnyvale Library. As noted above, thousands of new dwelling units of various types and price points have been developed and additional units renovated in recent years, in most cases without any direct assistance from the City. This demonstrates that the City's policies do not unduly constrain residential development. In addition, the City has successfully assisted a number of affordable housing developments in recent years, which demonstrates that City policies do not have negative effects on assisted housing production. Non-governmental barriers, primarily market factors such as high land costs, construction costs, and high prevailing market prices for housing, have been the primary challenges facing jurisdictions in the region, including Sunnyvale, in recent years, not city land use policies. These barriers are addressed, within the City's limited ability to address them, through the housing activities listed above and through the goals and policies listed in the Housing Element.

AP-85 Other Actions – 91.220(k)

Introduction:

This section discusses the City's efforts in addressing the underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

Actions planned to address obstacles to meeting underserved needs

The City has addressed obstacles to meeting underserved needs by adopting programs to generate local funds for affordable housing through impact fees or new development of affordable units (inclusionary zoning). The primary obstacle to meeting unmet needs is the continued decline in federal appropriations for affordable housing and community development programs. The City has established local policies to address needs to the extent possible with local resources.

Actions planned to foster and maintain affordable housing

Please see AP-35 (i.e., Affordable Housing Rehabilitation, Fair Housing Services, and Home Improvement Program).

Actions planned to reduce lead-based paint hazards

The City provides financial assistance to income-eligible homeowners to abate lead-based paint hazards through its Home Improvement Program. Paint grants and loans, as well as housing rehabilitation loans, are provided, as well as free lead-based paint testing and education services. Lead-based paint hazards in rental housing can also be addressed through housing rehabilitation loans.

Actions planned to reduce the number of poverty-level families

In 2014 the City adopted a new minimum wage ordinance increasing the local minimum wage, it is currently \$15.65/hour. It will be adjusted annually thereafter by the CPI. This action alone will help many local low-wage workers increase their household incomes to above the federal poverty levels.

The North Valley Workforce and Investment Board ("NOVA") helps prepare lower-income and unemployed residents of Sunnyvale for career growth and stable employment. NOVA provides employment and training services to low-income workers and dislocated professionals within Sunnyvale and the surrounding region under the federal Workforce Investment Act (WIA), with a goal of helping these clients obtain jobs and improve career prospects. In addition, many of the human services supported by the City help impoverished families meet their basic needs in the short term, or help them achieve living-wage employment. Although the economic situation has improved in the Silicon Valley since 2010, there is still an increased level of need and demand for assistance with employment services as well as basic needs. The City, which serves as the administrative agent for NOVA, will continue its

ongoing efforts to improve economic opportunities for all of its residents through NOVA and the City's Economic Development Division.

The WorkFirst Sunnyvale Program is also a major anti-poverty program that helps Sunnyvale residents who are currently homeless or at imminent risk of homelessness increase their incomes through job training and placement, and other employment-supportive services.

Actions planned to develop institutional structure

The institutional structure for carrying out the City's housing and community development activities consists of the City's cooperative relationships within its departments and other government agencies, local residents, non-profit organizations, and other institutions involved in the activities described herein.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and other community development organizations in the County coordinate frequently on a variety of initiatives. The City Housing Division staff participates in a collaborative of HUD entitlement grantees within the County, which holds quarterly meetings to discuss activities, technical assistance issues, and identify future opportunities for coordination and cooperation between local governments, housing providers, social service agencies, and the Housing Authority.

The City also participates in the County's Continuum of Care (CoC), comprised of governmental agencies, homeless service and shelter providers, homeless persons, housing advocates, affordable housing developers, and various private parties, including businesses and foundations. The CoC prepares the Countywide Homelessness Continuum of Care Plan, which seeks to create a comprehensive and coordinated system of affordable housing and supportive services for the prevention, reduction, and eventual end of homelessness. The Plan provides a common guide for the County, cities, service providers, the faith community, the business sector, philanthropy, and the broader community to follow in addressing local housing and the goals and services needs for homeless people. The actions included in this Plan to address housing needs and homelessness are consistent with the CoC's plans and policies. The City's Housing Officer has served on the CoC's "Review and Rank" panel, evaluating and scoring applications for CoC funding, for the past three years.

Sunnyvale also coordinates with other regional agencies, such as the Housing Trust of Silicon Valley, Joint Venture Silicon Valley, NOVA, the County-wide Fair Housing Task Force, and the Valley Transportation Authority, and a number of other non-profit or public agencies, to achieve the goals described within this Action Plan.

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Overall Benefit: FY 2018-2019

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total ESTIMATED amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	150,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	150,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income in FY 2019/20.	90.00%
Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: N/A
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Not applicable: The City has not allocated any HOME funds for homebuyer program activities since 2014. The City does not plan to fund any home buyer loans with HOME funds for the foreseeable

future, since market-rate home prices in the City are far too high for such a program to be feasible, and the City has enough local (non-federal) Housing funds to meet demand for down payment assistance loans related to its inclusionary housing program.

For several years prior to 2014, the City allocated HOME funds for a First-Time Home Buyer (FTHB) Program, but only a very small number of HOME loans were made, and those were used to buy price-restricted affordable homes through the City's inclusionary home buyer program. These homes are subject to a thirty-year resale restriction. Currently there are four outstanding FTHB loans made with HOME funds at that time. These four loans are subject to the "resale" restriction rather than the "recapture" provision, consistent with the City's First Time Home Buyer Program guidelines, and the inclusionary program's resale restrictions. These restrictions are also included in the HOME loan documents and affordability covenants recorded against the home. The FTHB Program Guidelines, available online, and the provisions of the City's HOME Promissory Note and Loan Agreement comply with the resale provisions and requirements set forth in 24 CFR 92.254, and were approved by HUD in 2011. For the four participants who purchased inclusionary homes, the "resale option" was used to meet HOME program requirements. Although the market-rate home purchase option was made available for the several years during which the HOME FTHB program operated, and during that time the City had loan documents and guidelines available to impose the "recapture" provisions, the City never made any HOME loans to assist with purchase of market-rate homes, as none ever progressed to an escrow closing. The City does not plan to allocate HOME funds to home buyer activities in the future because the unpredictability of such transactions occurring in any given year does not mesh well with the expenditure deadlines imposed by the HOME regulations, and because there is no inventory of market-rate homes affordable to lower-income buyers.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Please see above. The City's FTHB program has not been funded with HOME funds since 2014 and the City does not intend to fund such activities in the future. The four outstanding HOME-funded FTHB loans made before 2014 used the resale method, which is a 30-year price restriction imposed through the City's inclusionary housing program (a.k.a. Below Market Rate Home Ownership Program, Sunnyvale Municipal Code 19.67) documents and is also included in the FTHB loan documents. For more information about the FTHB guidelines and the BMR Program, please see the information on the City's website: <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=22887> [note that Guidelines still reference HOME funds as a possible funding source, although the City is no longer

allocating HOME funds to this program.]

Chapter 19.67 of Sunnyvale Municipal Code:

http://qcode.us/codes/sunnyvale/view.php?topic=19-5-19_67-19_67_070&frames=off

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

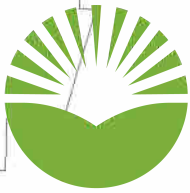
Not Applicable. The City has not and does not plan to use HOME funds to refinance existing debt on multi-family housing.

The City does not use any of the methods addressed in Questions 1-4 above in administering its HOME programs.

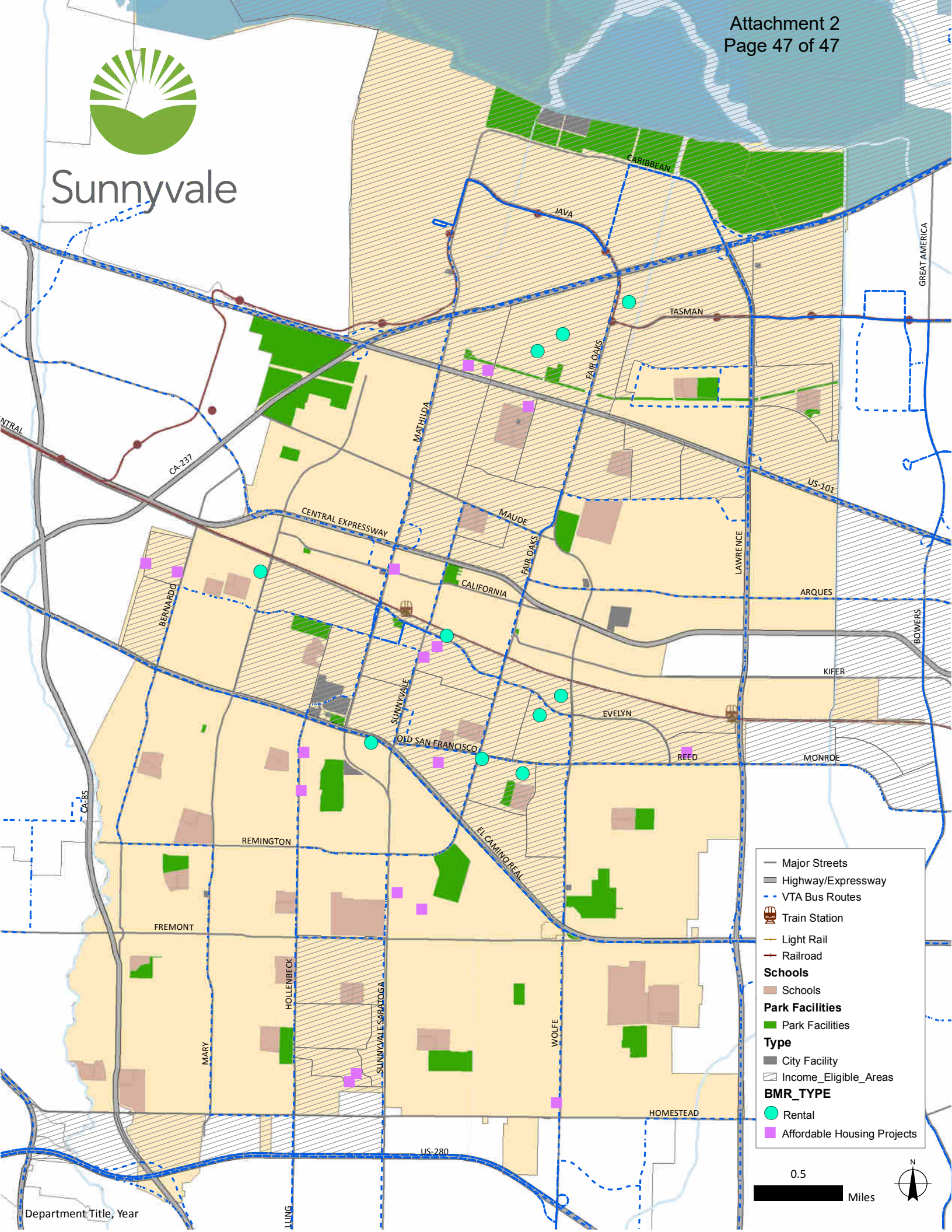
Attachments

Proof of Publication and Citizen Participation Comments

Map of CDBG Eligible Neighborhoods



Sunnyvale



- Major Streets
- Highway/Expressway
- - - VTA Bus Routes
- Train Station
- + Light Rail
- + Railroad
- Schools**
- Schools
- Park Facilities**
- Park Facilities
- Type**
- City Facility
- Income_Eligible_Areas
- BMR_TYPE**
- Rental
- Affordable Housing Projects

0.5

Miles





City of Sunnyvale

Agenda Item

20-0289

Agenda Date: 6/9/2020

SUBJECT

Approve Joint City Council and Sunnyvale Financing Authority Meeting Minutes of December 10, 2019

Sunnyvale Financing Authority

Approve the Joint City Council and Sunnyvale Financing Authority Meeting Minutes of December 10, 2019 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

City Council

Tuesday, December 10, 2019

6:00 PM

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

Special Meeting: Study Session - 6 PM | Regular Meeting - 7 PM
Special Joint Meeting of the City Council and the Sunnyvale Financing Authority - 7 PM
(or as soon thereafter as the matter may be heard)

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

CALL TO ORDER

Authority Chair Klein called the Sunnyvale Financing Authority meeting to order
9:47 p.m.

ROLL CALL

Present: 7

Authority Chair Larry Klein
Authority Vice Chair Russ Melton
Authority Member Gustav Larsson
Authority Member Glenn Hendricks
Authority Member Nancy Smith
Authority Member Michael S. Goldman
Authority Member Mason Fong

PUBLIC COMMENT (ON SPECIAL MEETING ITEMS ONLY)

None.

CONSENT CALENDAR

MOTION: Authority Vice Chair Melton and Authority Member Larsson
seconded the motion to approve Item 6.A

The motion carried by the following vote:

Yes: 7

Authority Chair Klein
Authority Vice Chair Melton
Authority Member Larsson
Authority Member Hendricks
Authority Member Smith
Authority Member Goldman
Authority Member Fong

No: 0

6.A [19-0795](#) Approve Joint City Council and Sunnyvale Financing Authority Meeting Minutes of June 25, 2019

Approve the Joint City Council and Sunnyvale Financing Authority Meeting Minutes of June 25, 2019 as submitted.

GENERAL BUSINESS

7 [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, Agreed Upon Procedure Reports, the Report to the City Council Issued by the Independent Auditors, and Approve Budget Modification No. 13

Finance Director Tim Kirby provided the staff report.

Public Hearing opened at 10:42 p.m.

No speakers.

Public Hearing closed at 10:42 p.m.

City Council:

MOTION: Vice Mayor Melton moved and Councilmember Smith seconded the motion to approve Alternative 1: Receive and file the budgetary Year-End Financial Report, the audited Comprehensive Annual Financial Report, Agreed Upon Procedure Reports and the Report to the City Council issued by the independent auditors, and approve Budget Modification No. 13.

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

Sunnyvale Financing Authority:

MOTION: Authority Vice Chair Melton moved and Authority Member Smith seconded the motion to approve Alternative 1: Receive and file the Sunnyvale Financing Authority Financial Report.

The motion carried with the following vote:

Yes: 7

Authority Chair Klein
Authority Vice Chair Melton
Authority Member Larsson
Authority Member Hendricks
Authority Member Smith
Authority Member Goldman
Authority Member Fong

No: 0

ADJOURN SPECIAL MEETING

Authority Chair Klein adjourned the Sunnyvale Financing Authority meeting at 10:49 p.m.



City of Sunnyvale

Agenda Item

20-0344

Agenda Date: 6/9/2020

REPORT TO COUNCIL AND SUNNYVALE FINANCING AUTHORITY

SUBJECT

Annual City Council Public Hearing on FY 2020/21 Budget and Resource Allocation Plan and Establishment of Appropriations Limit and Sunnyvale Financing Authority Public Hearing on FY 2020/21 Budget

BACKGROUND

The City Charter requires a Public Hearing be held prior to the adoption of the City's budget and resource allocation plan.

Additionally, Article XIIB of the California Constitution established appropriations limits on government agencies within California. Originally enacted by Proposition 4 in 1979, the appropriations limit creates a ceiling for the appropriations of tax proceeds that can be made by the state, school districts, and local governments in California. The limit uses 1978-79 as the "base" year and is adjusted annually for population growth and cost of living factors. The purpose of the appropriations limit is to preclude state and local governments from retaining excess revenues, which are required to be redistributed back to taxpayers and schools. To date, the City has not exceeded its appropriations limit in any year. Section 7910 of the Government Code requires that the City annually adopt an appropriations limit for the coming year. The supporting documentation for the establishment of the limit must be available for public review at least 15 days prior to the adoption of the appropriations limit resolution. The required material that provides detailed information on the City's appropriations limit has been available for public review since May 11, included in Volume I of the FY 2020/21 Recommended Budget. It is also provided as Attachment 1 to this report.

The FY 2020/21 Recommended Budget also includes the annual budget for the Sunnyvale Financing Authority, the governing body established to provide the debt service for the Sunnyvale Office Center. The only appropriation for the Financing Authority is the annual debt service payment for the Sunnyvale Office Center. The governing board of the Joint Powers Agency, the Sunnyvale Financing Authority, must also hold a public hearing for the Authority's FY 2020/21 Budget.

EXISTING POLICY

In accordance with the City Charter, the California Constitution, and the California Government Code, a public hearing has been held annually for public comment on the budget and resource allocation plan and appropriations limit for the upcoming fiscal year.

Section 4.2 of the Joint Exercise of Powers Agreement Creating the Sunnyvale Finance Authority requires a public hearing of the Authority's budget.

Council Policy 7.1.1 *Fiscal -Long Range Goals and Financial Policies:*

A.1.7: At least one public hearing shall be held after the City Manager's recommended budget is presented to the Council in order to solicit public input before adoption.

A.1.8: Boards and Commissions should review the annual budget as appropriate to their area of interest and make recommendations to the City Council.

A.1.14: Final actions on study items with significant financial impacts should be withheld until they can be made in the full context of the annual budget process.

E.1.4: The Budget Stabilization Fund will be a minimum of 15% of projected revenues for the first two years of the 20-year planning period. Beyond year two, the Budget Stabilization Fund will always have a balance of at least zero.

ENVIRONMENTAL REVIEW

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

DISCUSSION

The purpose of the public hearing is to provide an opportunity for the public to voice its opinions on the City's proposed budget and the appropriations limit. Legal ads for both the FY 2020/21 Recommended Budget and the Sunnyvale Financing Authority were published in the Sunnyvale Sun on May 22 and 29 as well as June 5. The FY 2020/21 Recommended Budget and Resource Allocation Plan is scheduled for adoption on June 23.

Appropriations Limit

The appropriations limit is set on an annual basis and is dependent upon the change in population within the jurisdiction and the change in the cost of living as determined by the State. As shown in Attachment 1, the appropriations limit for FY 2020/21 is \$253,870,523. Expenditures subject to the appropriations limit exclude Redevelopment Successor Agency activity, enterprise and internal service activity, debt service payments, and capital outlay projects purchased with tax proceeds that have a useful life of ten years or more and a value that exceeds \$100,000. Non-tax revenues, such as federal and state grants, fees for service, or revenues restricted for specific purposes are also excluded from the calculation. The City will be under the allowable appropriations limit by approximately \$140.5 million for FY 2020/21, which means that the City has additional capacity allowed by law of approximately \$140.5 million before the limit is reached.

FY 2020/21 Recommended Budget

The FY 2020/21 Recommended Budget is focused on the City's operations and on allocating both personnel resources as well as goods and services to maintain the City's wide range of services in support of our community values and Council's strategic priorities. Additionally, due to the business interruption and revenue loss associated with the COVID-19 pandemic, the Recommended Budget also includes \$24.6 million in proposed reductions in FY 2020/21 as well as ongoing cost savings measures across the twenty-year plan in order to position the City for fiscal sustainability over the long term.

This year's Recommended Budget:

- Revises revenues to reflect the economic downturn due to the COVID-19 pandemic
- Proposes cost saving measures to offset revenue loss
- Uses reserves strategically across the twenty-year financial plan
- Moderates utility rate increases
- Aligns resources to current operations
- Maintains salary and benefit assumptions
- Continues pension trust contributions
- Retains infrastructure investment contributions
- Continues the City's investment in recruitment and retention of employees
- Updates project and operating costs for the Lakewood Branch Library
- Updates the Civic Center Modernization project
- Includes funding for the startup of the new Headwork and Primary Treatment facilities at the Water Pollution Control Plant (WPCP)

The FY 2020/21 Recommended Budget provides for a balanced budget of approximately \$587.9 million in total revenues and expenditures (including contributions to reserves). Of the expenditure total, \$290.3 million is for operating; \$218.9 million is for projects, project administration, and council service level set-aside; and \$8.7 million is for other expenditures including debt service, lease payments, and equipment. Planned contributions to reserves total \$70.0 million citywide, which factors in drawdowns and additions to reserves across funds.

Reserves

One of the key tools the City uses in its budget are reserves. Reserves are intended for many different needs, including emergencies, holding restricted monies, or to balance out cash flow and economic volatility. The funds in which the budget assumes a planned drawdown of reserves include the General Fund, HOME, CDBG, CFD, and General Services. The Golf and Tennis Operations Fund has a planned General Fund subsidy transfer of \$1.9 million in FY 2020/21 to maintain a positive reserve balance.

The use of reserves in some funds is offset by addition to reserves in other funds, including Housing, Park Dedication, Development Enterprise, and Capital Projects due to elevated Impact Fee revenue. In addition, the Infrastructure Renovation and Replacement Fund and utility funds (i.e., Wastewater, Water, and Solid Waste) have added to reserves due to funds being set aside for significant capital projects scheduled over the next two to three years.

The Budget Stabilization Fund Reserve in the General Fund serves as the General Fund's economic volatility and cash flow reserve. In the presentation of the initial Recommended Budget, the projected Budget Stabilization Fund maintains a stable position throughout the twenty-year plan. Further, the FY 2020/21 General Fund Budget Stabilization Reserve achieves the policy requirement of being at a level of at least 15% of total revenues for the first two years even with the FY 2020/21 Recommended General Fund budget including a drawdown of the Budget Stabilization Fund Reserve of about \$2.9 million.

After adjusting for anticipated revenue decline due to the economic impacts of the COVID-19 pandemic in the near-term, expenditures outpace revenues (even with planned ongoing expenditure reductions of an average \$4.6 million annually through FY 2029/30) and the Budget Stabilization Fund is anticipated to drop to a low of \$9.8 million in FY 2029/30. However, Council took several actions during the Budget Workshop that improved the position of the reserve to a low point of \$12.4 million. Staff has included this version of the General Fund as Attachment 3. In FY 2030/31, revenues and expenditures become more aligned and the Budget Stabilization Fund begins to grow. At the end of the 20-year plan, the Budget Stabilization Fund balance is projected at approximately \$67.0 million. City Council Reserve Policy 7.E.1 states that beyond year two, the Budget Stabilization Fund will always have a balance of at least zero and the FY 2020/21 Recommended Budget meets this requirement.

Budget Supplements

For the FY 2020/21 Recommended Budget, two budget supplements are presented for Council consideration. There are two items from Budget Supplement #1 that are included in the Recommended Budget - the Bike Rack Installation Program in Commercial Areas item is recommended for funding from the General Fund Council Service Level Set-Aside at \$20,000; and the second item, Updates to the Single-Family Home Design Techniques Document, with Development Enterprise funding at \$100,000. Additionally, during the Budget Workshop on May 21, Council moved to include \$50,000 from the Council Level Set-Aside for the Cricket Stadium at Baylands Park study issue.

Budget Supplement # 2 outlined proposed expenditure reductions of \$24.6 million across all funds. The City Council had further discussion during the Budget Workshop on May 21 and approved staff's recommendation with a modification to the General Fund proposal to add an additional \$2.0 million in reductions for FY 2020/21. Also, to note, item 2.09 from Budget Supplement #2 was not approved. With these actions, the General Fund's FY 2020/21 cost-savings measures total \$24.1 million and will be included in the Adopted Budget. A complete description of each budget supplement is included in Volume I of the FY 2020/21 Recommended Budget.

May 21, 2020 Budget Workshop

Staff provided a detailed presentation on the City's FY 2020/21 Recommended Budget at the Budget Workshop. At the workshop, Council asked for information and/or clarification on a few issues. These items are listed in Attachment 2, with responses or follow-up action noted as appropriate.

Boards and Commissions Budget Review

The City's boards and commissions have had the opportunity to review the FY 2020/21 Recommended Budget, which was made available beginning May 11. Boards and commissions wishing to make comments, suggestions, or recommendations have the opportunity to testify at the public hearing. Meeting minutes from the boards and commissions that held meetings to discuss the budget prior to submission of this report are included in Attachment 4. Recommendations to Council on the budget were voted on and are detailed in the minutes. Testimony from the hearing, as well as draft board and commission meeting minutes discussing the Budget, will be included in the Budget Adoption Report to Council.

Sunnyvale Financing Authority Budget

The Sunnyvale Financing Authority must hold a public hearing and adopt, by resolution the FY 2020/21 Budget for Debt Service related to the Sunnyvale Office Center. This totals \$990,629.

FISCAL IMPACT

There is no fiscal impact to this public hearing. Budget adoption is scheduled for June 23, 2020.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety; and by making the agenda and report available at the Office of the City Clerk and on the City's Web site. Legal ads for both the FY 2020/21 Recommended Budget and the Sunnyvale Financing Authority were published in the Sunnyvale Sun on May 22 and 29 as well as June 5. Finally, the City's website has included the entire FY 2020/21 Recommended Budget and Resource Allocation Plan since May 11.

STAFF RECOMMENDATION

City Council:

Conduct a Public Hearing to obtain input from the public as required by City Charter Section 1303, the California Constitution, and the California Government Code. Council can also provide direction to staff on any issue requiring further review prior to the adoption of the FY 2020/21 Budget on June 23, 2020.

Sunnyvale Financing Authority:

Conduct a Public Hearing on the FY 2020/21 Budget. The Board can also provide direction to staff on any issue requiring further review prior to the adoption of the FY 2020/21 Budget on June 23, 2020.

Prepared by: Joseph Shin, Budget Analyst

Prepared by: Felicia Silva, Budget Manager

Reviewed by: Tim Kirby, Finance Director

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. FY 2020/21 Appropriations Limit
2. Responses to Council Questions and Requests from the Budget Workshop
3. Revised General Fund Long-Term Financial Plan
4. Draft Board and Commission Meeting Minutes for the FY 2020/21 Recommended Budget

**CITY OF SUNNYVALE
APPROPRIATIONS LIMIT
FY 2020/21 Recommended Budget**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. LAST YEAR'S LIMIT	\$ 243,596,754	Prior Year
B. ADJUSTMENT FACTORS		
1. Population	1.0047	State Department of Finance
2. Inflation	1.0373	State Department of Finance
	1.0422	(B1*B2)
Total Adjustment %	0.0422	(B1*B2-1)
C. ANNUAL ADJUSTMENT	\$ 10,273,769	(B*A)
D. OTHER ADJUSTMENTS:		
Lost Responsibility (-)	0	
Transfer to private (-)	0	
Transfer to fees (-)	0	
Assumed Responsibility (+)	0	
Sub-total	<u>0</u>	
E. TOTAL ADJUSTMENTS	\$ 10,273,769	(C+D)
F. THIS YEAR'S LIMIT	<u><u>\$ 253,870,523</u></u>	(A+E)

**CITY OF SUNNYVALE
CALCULATION OF APPROPRIATIONS LIMIT
FY 2020/21 Recommended Budget**

	<u>FY 2019/2020</u>	<u>FY 2020/2021</u>
Appropriations:		
035. General Fund	\$ 177,035,999	\$ 154,210,737
070. Housing Fund	1,343,169	13,375,949
071. Home Fund	153,829	1,240,876
072. Redevelopment Housing Fund	1,298,580	1,049,795
110. Community Development Block Grant Fund	1,542,133	1,791,232
141. Park Dedication Fund	686,559	417,167
175. Public Safety Forfeiture Fund	7,090	-
190. Police Services Augmentation Fund	265,844	332,131
210. Employment Development Fund	10,500,000	10,677,434
245. Parking District Fund	135,872	167,193
280. Gas Tax Fund	2,351,912	1,500,000
285. Transportation Development Act (TDA) Fund	120,887	-
287. 2016 Measure B Santa Clara VTA Fund	-	-
290. VRF Local Road Improvement Fund	-	-
295. Youth and Neighborhood Services Fund	900,613	758,527
385. Capital Projects Fund	8,465,555	18,412,906
610. Infrastructure Renovation and Replacement Fund	22,583,368	131,969,604
Total Appropriations	<u>227,391,409</u>	<u>335,903,551</u>
Appropriation Adjustments:		
Current Non-Tax Revenues	(114,791,555)	(221,368,699)
Prior Non-Tax Revenues	-	-
Debt Service Appropriation	-	-
Qualified Capital Outlay	(1,054,504)	(1,133,110)
Total Appropriation Adjustments	<u>(115,846,059)</u>	<u>(222,501,809)</u>
Appropriations Subject to Limit	111,545,351	113,401,742
Growth Rate Factor	<u>1.0494</u>	<u>1.0422</u>
Total Allowable Appropriations Limit	<u>243,596,754</u>	<u>253,870,523</u>
<i>(Prior Year Appropriations Limit x Growth Rate Factor)</i>		
Amount Under (Over) Allowable Appropriations Limit	<u><u>\$ 132,051,403</u></u>	<u><u>\$ 140,468,781</u></u>

**CITY OF SUNNYVALE
CALCULATION OF APPROPRIATIONS LIMIT
FY 2020/21 Recommended Budget**

	<u>FY 2019/2020</u>	<u>FY 2020/2021</u>
Revenues:		
Tax Revenues:		
Property Tax	\$ 88,427,248	\$ 90,750,445
Sales Tax	30,568,479	27,163,221
Other Taxes	38,329,827	26,327,779
Unrestricted State Subventions	222,960	222,960
Interest Income	3,439,523	2,370,040
Total Tax Revenues	<u>160,988,037</u>	<u>146,834,446</u>
Non-Tax Revenues:		
Federal Grants	12,213,770	13,223,547
Restricted State Shared Revenues	3,812,544	3,639,567
State Grants/Reimbursements	5,928,988	3,156,619
Other Intergovernmental Contributions	7,493,967	8,249,348
Franchise Fees	7,553,943	7,442,089
Permits and Licenses	1,483,745	1,634,631
Service and Development Fees	65,820,760	99,980,120
Rents and Concessions	3,497,006	2,642,990
Fines and Forfeitures	925,148	757,221
Housing Loan Repayments	488,837	694,323
Revenue from Sale of Property	-	-
Miscellaneous	584,040	74,992,141
Inter-Fund Loan Repayments	2,279,134	1,280,538
Interest Income	2,709,675	3,675,564
Total Non-Tax Revenues	<u>114,791,556</u>	<u>221,368,699</u>
Total Revenues	<u>\$ 275,779,592</u>	<u>\$ 368,203,145</u>

RESPONSES TO COUNCIL QUESTIONS FROM THE FY 2020/21 BUDGET WORKSHOP

Council Question: *What is the 10-year average for revenue growth and how does it vary over different periods (exclude one-time revenues)?*

Staff Response: Staff reviewed the actual total current revenue in the General Fund for a twenty year period. Over that period, total resources grew an average of 5.5% per year. From the period of FY 1999/00 to FY 2008/09, resources to the General Fund grew by approximately 21%. In the subsequent ten year period From FY 2009/10 to FY 2018/19, driven primarily by property tax, Transient Occupancy Tax, and Construction Tax growth, annual resources grew by approximately 68%, growing 41% in the last five years.

Council Question: *Do the proposed reductions impact the minimum General Fund investment needed to maintain the Maintenance of Effort (MOE) requirements for Road Rehabilitation and Maintenance Funds?*

Staff Response: Staff has reviewed the planned reductions and they can be made without affecting the minimum MOE, which is \$8.55 M.

Council Question: *Could golf be self-sustaining if it was receiving maximum revenue. Should we continue to classify it as an Enterprise Fund.*

Staff Response: Yes, if golf was receiving the maximum revenue from the two courses of approximately \$6.2 M per year, it would be self-sustaining. It is unclear that the fund could ever achieve this revenue as it is market driven and the demand for golf is not sufficient to generate this much revenue. The fund is best classified as an Enterprise Fund as it is a business like activity and this provides the clearest picture of its financial sustainability, however there is no strict rule that requires this classification and the fund could be rolled into the General Fund if Council directed staff to do so.

Council Question: *What is the average cost per acre to maintain the golf courses vs. the average cost per acre to maintain parks?*

Staff Response: The current cost to maintain an acre of Park is approximately \$34,700. This number is based on the portion of the Parks and Open Space Management Program that is centered on parks maintenance activities. This cost includes the 177 acres of Sunnyvale Parks, but does not include school sites, medians, civic spaces, trails or greenbelt as those vary widely and are different than maintaining a park. The per acre cost includes an estimate of water costs based on a portion of the overall irrigation cost for all areas of Parks and Open Space.

The current cost to maintain an acre of Golf is roughly \$28,000 including water. The difference in cost for maintenance between Parks and Golf is related to the activities performed. Golf Personnel has a set routine of responsibilities that changes little day to day and Parks Staff has travel time, hazards and vandalism, picnic areas, trash, playgrounds, restrooms that can require different priorities daily.

Maintaining the Sunnyvale Municipal Course as a Park

The City of Sunnyvale owns 91.87 acres at Sunnyvale Golf Course and NASA owns 35.4 acres, Using the per acre cost for park maintenance above, the rough cost would be \$3,188,256 annually for the City owned portion. The City paid \$66,420 in FY 2018/19 to NASA in rent - this would be saved if the City only maintained the City owned land. If the City kept the NASA portion and maintained the entire 127.27 acres, the rough cost would be \$4,416,778 annually.

Maintaining Sunken Gardens as a Park

Sunken Gardens is 30.23 acres, so using the per acre cost above, the rough cost would be \$1,049,102 annually.

It is important to note, these numbers are if the courses were maintained like parks and used like parks. In order to do that, there would be additional capital improvements that would be required. If the courses were closed to the public, but maintained to be a golf course at a later date, then the numbers would be lower.

CITY OF SUNNYVALE
035. GENERAL FUND
LONG TERM FINANCIAL PLAN
JULY 1, 2020 TO JUNE 30, 2030

	ACTUAL 2018/2019	CURRENT 2019/2020	BUDGET 2020/2021	PLAN 2021/2022	PLAN 2022/2023	PLAN 2023/2024	PLAN 2024/2025	PLAN 2025/2026	PLAN 2026/2027	PLAN 2027/2028	PLAN 2028/2029	PLAN 2029/2030	FY 2019/2020 TO FY 2029/2030 TOTAL
RESERVES/FUND BALANCE, JULY 1	131,637,954	123,189,020	77,995,001	76,822,978	76,616,367	74,490,564	73,422,717	68,916,569	63,587,686	59,790,157	55,905,453	53,313,475	123,189,020
CURRENT RESOURCES:													
Property Tax	84,827,810	91,838,996	90,750,445	93,038,060	95,598,719	98,596,751	102,407,767	106,368,566	110,485,087	114,763,504	119,210,238	123,831,965	1,146,890,098
Sales Tax	32,219,912	26,006,336	25,491,316	26,886,243	27,570,343	28,218,766	28,986,863	29,639,993	30,538,526	31,222,840	31,923,322	32,770,370	319,254,917
Public Safety Sales Tax	1,748,198	1,691,495	1,671,905	1,696,984	1,722,438	1,748,275	1,774,499	1,801,117	1,828,133	1,855,555	1,883,389	1,911,639	19,585,429
Other Taxes	10,300,736	8,474,204	7,391,664	6,999,112	6,657,108	6,819,057	6,985,059	7,155,221	7,329,647	7,508,449	7,691,739	7,879,633	80,890,893
Transient Occupancy Tax	21,248,918	15,093,335	10,617,327	14,822,196	18,906,605	20,941,731	21,509,373	22,091,343	22,687,990	23,517,366	24,376,091	24,863,612	219,426,968
Utility Users Taxes	8,303,333	8,354,190	8,318,788	8,341,999	8,801,459	8,955,118	9,111,626	9,271,038	9,433,410	9,598,799	9,767,263	9,938,861	99,892,549
Franchises	6,976,089	7,317,101	7,442,089	7,572,464	7,705,304	7,843,389	7,984,171	8,127,706	8,274,048	8,423,255	8,598,894	8,779,160	88,067,582
Rents	3,301,506	3,320,321	3,113,967	3,395,068	3,622,361	9,780,724	10,060,935	10,343,865	10,640,550	10,940,334	11,254,521	11,572,172	88,044,819
Federal, State and Intergovernmental Revenue	1,446,313	1,467,850	645,724	652,087	658,594	859,572	873,696	888,221	903,156	918,513	940,415	956,654	9,764,481
Permits and Licenses	1,938,313	1,864,135	1,634,631	1,689,330	1,739,896	1,791,979	1,845,624	1,900,879	1,957,791	2,016,411	2,075,751	2,136,871	20,653,299
Fines and Forfeitures	1,197,979	946,880	757,221	772,325	787,732	803,447	819,602	836,084	852,900	870,057	887,560	905,418	9,239,227
Service Fees	7,827,763	5,473,049	3,626,133	4,946,926	6,048,005	6,174,481	6,306,226	6,440,867	6,582,217	6,703,619	6,850,808	7,001,358	66,153,689
Interest Income	3,230,055	1,923,478	1,618,830	1,572,803	1,364,519	1,361,081	1,276,518	1,450,386	1,352,310	1,250,003	1,195,663	1,143,044	15,508,635
Interest from Sale of Property	327,753	224,831	104,155	106,499	92,675	65,799	67,115	85,571	87,710	89,903	92,151	94,454	1,110,863
Inter-Fund Revenues	5,750,302	5,434,132	4,419,817	4,419,817	4,419,817	3,997,618	949,615	949,615	949,615	517,046	0	0	26,057,093
Miscellaneous Revenues	657,837	700,355	584,338	586,880	147,502	150,147	154,193	158,361	162,653	167,075	171,629	171,578	3,154,712
Sale of Property	72,920	9,000,000	0	0	0	0	0	0	0	0	0	0	9,000,000
Transfer From Gas Tax Fund	1,539,702	1,500,000	1,500,000	1,500,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	13,300,000
In-Lieu Charges	12,277,543	13,204,101	13,240,325	13,196,333	13,348,116	13,414,632	13,771,092	14,136,463	14,510,969	14,894,837	15,288,301	14,919,686	153,924,856
Transfer From Other Funds	7,101,835	356,047	324,820	131,983	49,336	523,617	535,020	554,903	566,933	579,244	591,844	917,746	5,131,491
TOTAL CURRENT RESOURCES	212,294,815	204,190,837	183,253,495	192,327,109	200,340,532	213,146,182	216,518,994	223,300,197	230,243,645	236,936,809	243,899,578	250,894,223	2,395,051,600
TOTAL AVAILABLE RESOURCES	343,932,769	327,379,857	261,248,497	269,150,086	276,956,899	287,636,746	289,941,711	292,216,766	293,831,331	296,726,966	299,805,031	304,207,698	2,518,240,620
CURRENT REQUIREMENTS:													
Operations - Total Compensation - Safety	71,299,985	72,423,193	75,869,294	78,421,581	81,825,883	84,724,075	87,726,195	90,645,718	93,075,738	95,410,440	97,975,119	99,847,689	957,944,924
Operations - Total Compensation - Miscellaneous	54,565,289	62,455,530	65,497,691	67,847,223	70,969,764	72,570,162	74,568,989	76,900,754	79,008,770	81,178,201	83,410,560	85,444,506	819,852,150
Operations - Other	35,524,800	36,552,690	37,783,570	38,307,588	39,341,518	39,921,729	40,999,656	42,096,456	43,223,859	44,382,758	45,573,756	46,798,774	454,982,354
Equipment	931,288	1,867,340	505,053	242,473	532,179	656,896	421,890	496,527	454,325	698,385	894,601	702,309	7,471,977
Public Safety Recruitment	9,041,563	15,409,032	9,119,980	4,611,338	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	56,095,470
Projects	3,125,419	23,666,653	6,370,874	2,823,124	2,223,357	1,159,458	1,685,879	1,315,388	1,052,214	621,026	1,542,351	2,044,247	44,504,572
Project Operating	29,360	499,386	448,469	512,456	633,403	1,125,729	1,153,956	1,177,249	1,202,327	1,472,091	1,260,024	1,294,350	10,779,440
Council Service Level Set-Aside	0	70,000	30,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Lease Payments	1,200,250	1,235,625	1,242,375	1,241,250	0	0	0	0	0	0	0	0	3,719,250
Civic Center Debt Service	0	0	0	0	0	6,110,873	9,930,427	9,928,364	9,930,685	9,926,559	9,926,301	9,929,396	65,682,605
Budget Supplement #1	0	0	70,000	0	0	0	0	0	0	0	0	0	70,000
Proposed Budget Reductions - One-Time	0	0	(22,222,500)	0	0	0	0	0	0	0	0	0	(22,222,500)
Proposed Budget Reductions - Ongoing	0	0	0	(7,706,884)	(4,708,380)	(4,342,797)	(4,431,130)	(4,460,622)	(4,558,497)	(4,662,697)	(4,765,668)	(4,873,902)	(44,510,575)
Reduce Sidewalk Repair One Year	0	0	(1,700,000)	0	0	0	0	0	0	0	0	0	(1,700,000)
Reduce Water Use at City Parks by 10% for Two Years	0	0	(168,500)	(168,500)	0	0	0	0	0	0	0	0	(337,000)
Reduce GF Portion of Pavement Rehabilitation for Two Years	0	0	(104,000)	(104,000)	0	0	0	0	0	0	0	0	(208,000)
Add back Budget Supplement #2 Item 2.09	0	0	145,000	0	0	0	0	0	0	0	0	0	145,000
TOTAL EXPENDITURES	175,717,954	214,179,449	172,887,306	186,127,649	194,287,114	205,395,515	215,525,252	221,569,225	226,858,811	232,496,154	239,286,434	244,656,758	2,353,269,668
TOTAL CURRENT REQUIREMENTS	220,743,749	249,384,856	184,425,519	192,533,720	202,466,334	214,214,029	221,025,142	228,629,080	234,041,173	240,821,513	246,491,557	253,203,479	2,467,236,400

**CITY OF SUNNYVALE
035. GENERAL FUND
LONG TERM FINANCIAL PLAN
JULY 1, 2020 TO JUNE 30, 2030**

	ACTUAL 2018/2019	CURRENT 2019/2020	BUDGET 2020/2021	PLAN 2021/2022	PLAN 2022/2023	PLAN 2023/2024	PLAN 2024/2025	PLAN 2025/2026	PLAN 2026/2027	PLAN 2027/2028	PLAN 2028/2029	PLAN 2029/2030	FY 2019/2020 TO FY 2029/2030 TOTAL
RESERVES:													
DESIGNATED:													
Contingencies (15%)	24,208,511	23,558,898	27,122,583	28,050,648	29,001,914	29,976,962	30,726,386	31,494,546	32,281,909	33,088,957	33,916,181	34,764,085	34,764,085
Capital Improvement Projects	5,975,574	9,016,084	4,733,279	4,839,778	4,726,435	3,355,727	3,422,841	3,508,412	3,596,123	3,686,026	3,778,176	3,872,631	3,872,631
Budget Stabilization Fund	70,388,115	45,420,019	44,967,115	43,725,941	40,762,215	40,090,028	34,767,341	28,584,728	23,912,125	19,130,471	15,619,117	12,367,503	12,367,503
Equipment and Project C/O Reserve	22,616,820	0	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL DESIGNATED RESERVES	123,189,020	77,995,001	76,822,978	76,616,367	74,490,564	73,422,717	68,916,569	63,587,686	59,790,157	55,905,453	53,313,475	51,004,219	51,004,219
TOTAL RESERVES	123,189,020	77,995,001	76,822,978	76,616,367	74,490,564	73,422,717	68,916,569	63,587,686	59,790,157	55,905,453	53,313,475	51,004,219	51,004,219
FUND BALANCE, JUNE 30	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Current Resources	212,294,815	204,190,837	183,253,495	192,327,109	200,340,532	213,146,182	216,518,994	223,300,197	230,243,645	236,936,809	243,899,578	250,894,223	
Total Current Requirements	220,743,749	249,384,856	184,425,519	192,533,720	202,466,334	214,214,029	221,025,142	228,629,080	234,041,173	240,821,513	246,491,557	253,203,479	
DIFFERENCE	(8,448,934)	(45,194,019)	(1,172,024)	(206,611)	(2,125,803)	(1,067,847)	(4,506,148)	(5,328,883)	(3,797,528)	(3,884,704)	(2,591,979)	(2,309,255)	
Budget Stabilization Fund - % of Resources	33%	22%	25%	23%	20%	19%	16%	13%	10%	8%	6%	5%	

**CITY OF SUNNYVALE
035. GENERAL FUND
LONG TERM FINANCIAL PLAN
JULY 1, 2030 TO JUNE 30, 2040**

	PLAN 2030/2031	PLAN 2031/2032	PLAN 2032/2033	PLAN 2033/2034	PLAN 2034/2035	PLAN 2035/2036	PLAN 2036/2037	PLAN 2037/2038	PLAN 2038/2039	PLAN 2039/2040	FY 2030/2031 TO FY 2039/2040 TOTAL	FY 2019/2020 TO FY 2039/2040 TOTAL
RESERVES/FUND BALANCE, JULY 1	51,004,219	59,471,319	64,828,526	73,486,429	82,934,453	90,358,673	94,628,794	103,546,462	107,884,058	112,138,837	51,004,219	123,189,020
CURRENT RESOURCES:												
Property Tax	128,680,009	133,727,335	138,974,020	144,427,972	150,097,413	155,990,892	162,117,299	168,485,875	175,106,233	181,988,363	1,539,595,409	2,686,485,507
Sales Tax	33,504,393	34,255,809	35,155,047	35,942,547	36,748,762	37,694,154	38,539,198	39,534,381	40,420,205	41,457,180	373,251,676	692,506,592
Public Safety Sales Tax	1,940,314	1,969,419	1,998,960	2,028,944	2,059,379	2,090,269	2,121,623	2,153,448	2,185,749	2,218,536	20,766,641	40,352,070
Other Taxes	8,072,250	8,269,711	8,472,143	8,679,673	8,892,433	9,110,559	9,334,190	9,403,508	9,560,753	9,633,581	89,428,800	170,319,694
Transient Occupancy Tax	25,159,577	25,913,755	26,690,546	27,490,628	28,314,700	29,163,481	30,037,713	30,938,158	31,865,603	32,820,858	288,395,019	507,821,987
Utility Users Taxes	10,113,654	10,291,702	10,473,070	10,657,820	10,846,018	11,037,730	11,233,025	11,431,971	11,634,638	11,841,099	109,560,727	209,453,277
Franchises	8,964,204	9,154,180	9,349,248	9,549,576	9,755,338	9,966,712	10,183,885	10,407,052	10,577,365	10,667,063	98,574,623	186,642,205
Rents	11,904,828	12,241,423	12,593,697	12,950,419	13,323,491	13,701,466	14,096,585	14,497,690	14,880,069	15,174,169	135,363,835	223,408,654
Federal, State and Intergovernmental Revenue	973,353	990,525	1,008,182	1,026,340	1,045,013	1,064,214	1,083,960	1,093,428	1,103,011	1,112,847	10,500,874	20,265,356
Permits and Licenses	2,199,825	2,264,667	2,331,455	2,400,247	2,471,102	2,544,082	2,619,253	2,696,678	2,720,432	2,744,900	24,992,641	45,645,939
Fines and Forfeitures	923,637	942,226	961,191	980,540	1,000,280	1,020,421	1,040,970	1,061,378	1,062,218	1,063,075	10,055,935	19,295,162
Service Fees	7,110,852	7,266,008	7,421,730	7,584,246	7,747,414	7,917,651	8,088,633	8,266,972	8,413,453	8,566,606	78,383,566	144,537,255
Interest Income	1,352,429	1,455,247	1,676,795	1,891,203	2,080,077	2,221,804	2,422,589	2,519,032	2,623,212	2,723,516	20,965,903	36,474,538
Interest from Sale of Property	96,816	99,236	101,717	104,260	106,866	109,538	112,277	115,084	115,084	117,961	1,078,838	2,189,701
Inter-Fund Revenues	0	0	0	0	0	0	0	0	0	0	0	26,057,093
Miscellaneous Revenues	176,409	181,386	186,512	191,791	197,229	202,830	208,599	208,599	208,599	208,599	1,970,553	5,125,265
Sale of Property	0	0	0	0	0	0	0	0	0	0	0	9,000,000
Transfer From Gas Tax Fund	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	0	0	0	0	0	5,500,000	18,800,000
In-Lieu Charges	15,218,035	15,518,529	15,820,841	16,124,612	16,429,446	16,734,902	17,040,498	17,345,705	17,848,850	18,165,641	166,247,058	320,171,915
Transfer From Other Funds	804,859	801,123	764,065	659,409	677,972	697,092	716,785	737,070	757,963	758,757	7,375,094	12,506,585
TOTAL CURRENT RESOURCES	258,295,445	266,442,280	275,079,217	283,790,227	292,892,930	301,267,797	310,997,081	320,896,030	331,083,438	341,262,751	2,982,007,194	5,377,058,794
TOTAL AVAILABLE RESOURCES	309,299,664	325,913,598	339,907,743	357,276,656	375,827,383	391,626,470	405,625,874	424,442,492	438,967,496	453,401,588	3,033,011,413	5,500,247,814
CURRENT REQUIREMENTS:												
Operations - Total Compensation - Safety	95,599,504	99,423,004	103,399,431	107,534,904	111,835,782	116,308,683	120,960,487	125,798,349	130,829,712	136,062,314	1,147,752,169	2,105,697,093
Operations - Total Compensation - Miscellaneous	85,535,664	88,100,849	90,738,433	93,455,145	96,253,358	99,135,517	102,104,141	105,161,823	108,311,236	111,555,132	980,351,298	1,800,203,448
Operations - Other	48,253,064	49,722,357	51,237,305	52,799,356	54,410,002	56,070,786	57,783,298	59,549,182	61,370,132	63,247,900	554,443,381	1,009,425,736
Equipment	691,397	433,288	777,203	623,726	2,391,001	1,177,365	669,812	695,680	2,419,221	2,418,821	12,297,514	19,769,491
Public Safety Recruitment	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	3,369,390	33,693,900	89,789,370
Projects	2,482,711	407,472	1,471,967	376,076	1,239,461	2,350,624	1,215,164	689,728	953,082	775,071	11,961,356	56,465,928
Project Operating	1,317,667	1,350,351	1,619,812	1,414,069	1,450,143	1,458,404	1,491,176	1,848,827	1,568,383	1,600,858	15,119,690	25,899,130
Council Service Level Set-Aside	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000	2,000,000
Lease Payments	0	0	0	0	0	0	0	0	0	0	0	3,719,250
Civic Center Debt Service	9,929,911	9,928,364	9,928,880	9,931,201	9,929,654	9,929,138	9,929,138	9,929,138	9,929,138	9,929,138	99,293,699	164,976,304
Budget Supplement #1	0	0	0	0	0	0	0	0	0	0	0	70,000
Proposed Budget Reductions - One-Time	0	0	0	0	0	0	0	0	0	0	0	(22,222,500)
Proposed Budget Reductions - Ongoing	(5,014,529)	(5,164,623)	(5,315,118)	(5,474,145)	(5,633,840)	(5,802,343)	(5,971,796)	(6,150,345)	(6,330,145)	(6,519,352)	(57,376,235)	(101,886,810)
Reduce Sidewalk Repair One Year	0	0	0	0	0	0	0	0	0	0	0	(1,700,000)
Reduce Water Use at City Parks by 10% for Two Years	0	0	0	0	0	0	0	0	0	0	0	(337,000)
Reduce GF Portion of Pavement Rehabilitation for Two Years	0	0	0	0	0	0	0	0	0	0	0	(208,000)
Add back Budget Supplement #2 Item 2.09	0	0	0	0	0	0	0	0	0	0	0	145,000
TOTAL EXPENDITURES	242,264,781	247,670,452	257,327,304	264,129,720	275,344,949	284,097,563	291,650,810	300,991,771	312,520,148	322,539,273	2,798,536,772	5,151,806,439
TOTAL CURRENT REQUIREMENTS	249,828,345	261,085,072	266,421,314	274,342,203	285,468,711	296,997,676	302,079,412	316,558,433	326,828,659	336,937,596	2,916,547,421	5,383,783,822

**CITY OF SUNNYVALE
035. GENERAL FUND
LONG TERM FINANCIAL PLAN
JULY 1, 2030 TO JUNE 30, 2040**

	PLAN 2030/2031	PLAN 2031/2032	PLAN 2032/2033	PLAN 2033/2034	PLAN 2034/2035	PLAN 2035/2036	PLAN 2036/2037	PLAN 2037/2038	PLAN 2038/2039	PLAN 2039/2040	FY 2030/2031 TO FY 2039/2040 TOTAL	FY 2019/2020 TO FY 2039/2040 TOTAL
RESERVES:												
DESIGNATED:												
Contingencies (15%)	35,633,188	36,524,017	37,437,118	38,373,046	39,332,372	40,315,681	41,323,573	42,356,662	43,415,579	44,500,968	44,500,968	44,500,968
Capital Improvement Projects	3,969,447	4,068,683	4,170,400	4,274,660	4,381,526	4,491,064	4,603,341	4,718,425	4,833,508	4,951,469	4,951,469	4,951,469
Budget Stabilization Fund	19,868,684	24,235,826	31,878,912	40,286,748	46,644,775	49,822,048	57,619,548	60,808,971	63,889,750	67,011,555	67,011,555	67,011,555
Equipment and Project C/O Reserve	0	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL DESIGNATED RESERVES	59,471,319	64,828,526	73,486,429	82,934,453	90,358,673	94,628,794	103,546,462	107,884,058	112,138,837	116,463,992	116,463,992	116,463,992
TOTAL RESERVES	59,471,319	64,828,526	73,486,429	82,934,453	90,358,673	94,628,794	103,546,462	107,884,058	112,138,837	116,463,992	116,463,992	116,463,992
FUND BALANCE, JUNE 30	0	0	0	0	0	0	0	0	0	0	0	0
Total Current Resources	258,295,445	266,442,280	275,079,217	283,790,227	292,892,930	301,267,797	310,997,081	320,896,030	331,083,438	341,262,751		
Total Current Requirements	249,828,345	261,085,072	266,421,314	274,342,203	285,468,711	296,997,676	302,079,412	316,558,433	326,828,659	336,937,596		
DIFFERENCE	8,467,099	5,357,208	8,657,903	9,448,024	7,424,220	4,270,121	8,917,668	4,337,596	4,254,779	4,325,154		
Budget Stabilization Fund - % of Resources	8%	9%	12%	14%	16%	17%	19%	19%	19%	20%		

Boards and Commissions Budget Review

As of the FY 2020/21 Recommended Budget hearing date of June 9, 2020 three of the City's ten boards and commissions have had the opportunity to review the FY 2020/21 Recommended Budget, which was made available to them on May 11, 2020. Staff will include any additional board and commission meeting minutes made available as part of the FY 2020/21 Budget Adoption RTC on June 23, 2020.

Given the short timeframe available for review of the minutes by the boards and commissions, some of the minutes are draft minutes or action summaries.

Recommendations to Council on the budget were voted on and comments are detailed in the minutes.

The following commission minutes are attached:

- Bicycle and Pedestrian Advisory Commission
- Sustainability Commission
- Planning Commission

as amended.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0542](#) Review FY 2020/21 Recommended Budget.

Lillian Tsang, Principal Transportation Engineer, made the following comments about the FY 2020/21 Recommended Budget:

- Recommended Budget for FY 2020/21 can be found on the City website at www.Sunnyvale.ca.gov/government/budget.htm
- City budget alternates each year between a operating and project budget. This year the focus is on operations allocating resources, personnel, goods and services. This year is the second year of the project budget cycle. Only changes made to projects were on an exception basis.
- Staff recommends that the Commission review the City Manager's letter of transmittal and the Department of Public Works narrative in Volume 1, summary and operating budget.
- The Transportation and Traffic program is part of the DPW budget. The upcoming operating budget is expected to increase from the current FY 20/21 by 2.0% and increase for FY 21/22 by 3.3%.
- Memo from City Manager is on page 3.
- Overview of the recommended budget and the 20 year Resource Allocation Plan for FY 20/21 Recommended Budget highlights is on page 17.
- Budget supplements start on page 29
- Department of Public Safety starts on page 429, Department of Public Works starts on page 443
- Budget summary for program 119, Transportation and Traffic services is on page 451

Commissioner Mehlman made the following comments:

- Cuts seem to be permanent
- Encourage BPAC members to review the budget and attend any budget hearings or workshops and contact City Council members on specific issues

Vice Chair Cordes motioned and Commissioner Oey seconded to have BPAC send a recommendation to the City Council to make the following budget modifications:

1. Approve the 20k budget modification for bicycle parking for commercial areas.
2. Identify and prioritize projects that are intended to support the Vision Zero goal of reducing traffic fatalities and serious injuries by 50% by 2029.

3. Modify Project 832950 the Java Drive Road Diet and bike lanes to have funding increased to the appropriate amount to create Class IV bike lanes.
4. Fully fund the Bicycle Capital Improvement program to \$3,800,000.
5. Dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030.
6. Budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale ATP for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Chair Mehlinger recommended that each budget recommendation be discussed and voted on separately. None of the commissioners objected.

Commissioner Davé asked if BPAC can apply for or find grant funding for projects. Mr. Ng stated that staff would apply and obtain grants but could take suggestions from the BPAC.

1. Approve the 20k budget modification for bicycle parking for commercial areas.

Vice Chair Cordes motioned and Commissioner Oey seconded to approve the 20k budget modification for bicycle parking for commercial areas.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

2. Identify and prioritize projects that are intended to support the Vision Zero goal of reducing traffic fatalities and serious injuries by 50% by 2029.

Vice Chair Cordes motioned and Commissioner Oey seconded to identify which

projects are intended to support the Vision Zero goal of reducing fatalities by 50% by 2029.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

3. Modify Project 832950 the Java Drive Road Diet and bike lanes to have funding increased to the appropriate amount to create Class IV bike lanes.

Vice Chair Cordes motioned and Commissioner Oey seconded to have project 832950 the Java Drive Road Diet and bike lanes project description modified to match what staff is currently doing in evaluating both Class II, Class II B and Class IV bike lanes with the hope that they will implement the Class IV bike lanes as recommended in the Draft Active Transportation Plan (ATP).

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

4. Fully fund the Bicycle Capital Improvement program to \$3,800,000.

Vice Chair Cordes made the following comments:

- 8 small striping projects not currently funded shouldn't be postponed
- Roads need to be safer

Commissioner Melhman asked for clarification about the ATP existing projects that are fully funded but not yet implemented. Ms. Tsang addressed the question.

Vice Chair Cordes motioned and Commissioner Oey seconded to fully fund the Bicycle Capital and Improvement program to \$3,800,000 not \$2,800,000.

The motion failed by the following vote:

- Yes 3 -** Vice Chair Cordes
Commissioner Oey
Commissioner Swail
- No 4 -** Chair Mehlinger
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman

5. Dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030.

Vice Chair Cordes made the following comments:

- Climate change and the dramatic effects
- Effects on transportation due to Covid-19
- A completely different budget should be proposed then what is currently in the long-term plan

Commissioner Oey made the following comments:

- Decrease motor vehicle use and fuel
- Invest more in efficient forms of transportation such as bicycling and walking
- Need to shift where money is spent to be more beneficial to reduce climate change

Commissioner Mehlman made the following comments:

- Suggested asking for a larger percentage dedicated to bike and pedestrian projects

Vice Chair Cordes motioned and Commissioner Oey seconded to dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030. Commissioner Mehlman made a friendly amendment to dedicate 25% of the Total Strategic Transportation Program budget for bike and pedestrian projects. Vice Chair Cordes and Commissioner Oey accepted the friendly amendment.

Chair Mehlinger motioned and Commissioner Mehlman seconded to defer this motion to a subcommittee. Chair Mehlinger feels there is not enough adequate information to make a recommendation at this time.

Vice Chair Cordes made the following comment:

- Not in favor of deferring the motion to create a subcommittee

Commissioner Oey made the following comment:

- Not in favor of deferring the motion to create a subcommittee

The motion to defer this to a subcommittee failed by the following vote:

Yes 2 - Chair Mehlinger
Commissioner Swail

No 5 - Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey

Vice Chair Cordes motioned and Commissioner Oey seconded to dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030. Commissioner Mehlman made a friendly amendment to dedicate 25% of the Total Strategic Transportation Program budget for bike and pedestrian projects. Vice Chair Cordes and Commissioner Oey accepted the friendly amendment.

Chair Mehlinger and Commissioner Hafeman cannot vote in favor of this motion due to lack of specifics.

Vice Chair Cordes and Commissioner Oey both see this motion as a directional message to shift mode share more.

Commissioner Mehlman is in favor of this motion because BPAC is an advisory board and makes recommendations to City Council.

The motion carried the following vote:

- Yes 4 -** Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Oey
- No 3 -** Chair Mehlinger
Commissioner Hafeman
Commissioner Swail

6. Budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale ATP for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Vice Chair Cordes motioned and Commissioner Oey seconded to budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale Active Transportation Plan(ATP) for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Vice Chair Cordes commented on the following:

- City Council is able to make budget modification changes as needed

Chair Mehlinger opposes the motion due to the existing budget that may be hit hard due to the coronavirus.

Commissioner Oey is in favor of the motion because money needs to be spent more efficiently. Having Safe Routes to School reduces costs. There needs to be a shift from expensive modes of transportation to less expensive modes of transportation.

Commissioner Mehlman is in favor of the motion to encourage City Council to not fund any project which would increase vehicle miles traveled.

Commissioner Hafeman opposes the motion due to it being an operational budget year.

Vice Chair Cordes made the following comments on why to support this motion:

- It's better to upgrade the spending during hard times to get more with less
- It helps the less fortunate
- Why support ATP if your not going to fund it

Commissioner Hafeman commented on the following:

- LOS analysis cannot be used in EIR's
- This motion should be recommended during the capital budget cycle
- Future use of modes of transportation

The motion carried the following vote:

- Yes 5 -** Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Oey
Commissioner Swail
- No 2 -** Chair Mehlinger
Commissioner Hafeman

Vice Chair Cordes asked staff how much money should be set aside in the budget to have bigger pieces of paper for the Utility stuffers?

Ms. Tsang stated she would have to research the question and get back to BPAC.

Vice Chair Cordes motioned and Commissioner Mehlman seconded to recommend to City Council to allocate an additional \$100,000 to be able to do a much more larger 8 1/2 X 11 insert in the Utility bill for informing residents about bicycle and pedestrian safety in the next fiscal year.

Vice Chair Cordes made the following comments:

- Other cities have larger inserts every year and there is much discussion on what to include on the small piece of paper BPAC is able to use to educate the public on bicycle and pedestrian safety
- Could be funded out of the Measure B - Education Funds that the City gets from

VTa or maybe another education fund

Commissioner Mehlman made the following comments:

- More frequent public education efforts
- 8 1/2 X 11 would help get out more information and in another language

Chair Mehlinger made a friendly amendment that staff seek grant funding from Measure B or other educational sources to increase the size and frequency of fliers. Vice Chair Cordes accepts the friendly amendment.

Vice Chair Cordes motioned and Commissioner Mehlman seconded to recommend to City Council to seek grant funding of an additional \$100,000 to be able to do a much more larger 8 1/2 X 11 insert in the Utility bill for informing residents about bicycle and pedestrian safety in the next fiscal year and to increase the frequency as well.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Commissioner Hafeman made the following comments:

- Performance measurements in Department of Public Works with no word on bicycle lanes

Commissioner Hafeman motioned and Chair Mehlinger seconded to have metric measures listed in the budget report for bike lane installation.

Commissioner Oey made a friendly amendment to have metric measures listed for miles of complete street not bike lanes. Commissioner Hafeman accepted the friendly amendment.

Chair Mehlinger made a friendly amendment to have metric measures listed for miles of complete street improvements and upgrades of existing bicycle and pedestrian facilities. Commissioner Hafeman accepted the friendly amendment.

Commissioner Hafeman motioned and Chair Mehlinger seconded to have a metric measure added to the budget for miles of complete streets implemented or improved per year.

Commissioner Mehlman made a friendly amendment to add that the motion be presented annually to the BPAC. Commissioner Hafeman declined the friendly amendment.

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Chair Mehlinger motioned and Commissioner Davé seconded to:

1. Have Complete Street Improvements prioritized for the high injury network and the low stress network as proposed by the ATP and areas currently lacking sidewalks.
2. To de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Vice Chair Cordes proposed to divide the motion. Chair Mehlinger accepted the proposal to divide the motion.

1. Have Complete Street Improvements prioritized for the high injury network and the low stress network as proposed by the ATP and areas currently lacking sidewalks.

Vice Chair Cordes made the following comments:

- This motion should not be in the budget section. Should be in the ATP

- Will be opposed the motion

Commissioner Oey made the following comments:

- Agreed with Vice Chair Cordes

Commissioner Davé feels this motion is not appropriate under the budget section

Commissioner Mehlman made a friendly amendment to drop the low stress network part of the motion and prioritize the high injury network.

Chair Mehlinger motioned and Commissioner Davé seconded to have City Council to specifically prioritize work on the high injury network and areas that lack sidewalks above other improvements.

The motion carried the following vote:

Yes 5 - Chair Mehlinger
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Swail

No 1 - Vice Chair Cordes

Abstain 1 - Commissioner Oey

2. To de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Chair Mehlinger motioned and Commissioner Davé seconded to recommend to Council to de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Vice Chair Cordes does not approve of this motion because the appropriate document to prioritize projects is in the ATP not in the budget.

Commissioner Oey does not approve of this motion because the appropriate document to prioritize projects is in the ATP not in the budget.

Commissioner Hafemen does not approve of this motion because this discussion shouldn't be in the budget section.

Commissioner Mehlman does not approve of this motion because she feels it is not a feasible recommendation to bring to City Council.

Chair Mehlinger decided to withdraw the motion.

Chair Mehlinger called for a recess at 10:20 p.m. Chair Mehlinger reconvened the meeting at 10:25 p.m.

- 3 [20-0543](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

Dave Simons, VTA BPAC Representative, gave the meeting summary reports regarding the following topics:

- Covid-19 related outcomes within VTA
- Caltrans is resurfacing all of El Camino Real starting in Mountain View. Good time to do striping changes and modifications etc.
- Budget related issues. VTA will be losing \$18 million a month and around \$50 million for the Fiscal Year. However, rainy day funds will be used slowly.
- Santa Clara County has turned off all of the coordinated signals to slow down traffic.
- Data in the Bay Area 2050 project list. Climate action money is being created to go completely to TDM projects.

Chair Mehlinger called for a recess at 10:33 p.m. Chair Mehlinger reconvened the meeting at 10:34 p.m.

Vice Chair Cordes made the following comment:

- Bay Area 2050 project list website is up for input.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

- 4 [20-0545](#) Hollenbeck Avenue Bike Boulevard (Potential Study Issue)

Ms. Tsang explained the process for presenting a potential study issue.

- 3 [20-0518](#) Annual Review of the City Manager's Recommended Budget
Full budget available online at:
Sunnyvale.ca.gov/government/budget.htm

The Commission discussed the City Manager's Recommended Budget for FY 2020/21 (Recommended Budget) and asked clarification questions of staff.

Staff clarified that the main proposed expenditure reductions that affected the Sustainability budget were the hiring freeze on the Transportation Planner in the Department of Public Works and the Environmental Programs Specialist in the Environmental Services Department. Largest impacts to the Climate Action Playbook implementation, therefore, would be a delay in improving the City's Transportation Demand Management (TDM) program and in the implementation of community engagement and outreach programs.

Chair Paton opened the Public Hearing.

No public comments were made.

Chair Paton closed the Public Hearing.

Commissioner Kunz moved, and Commissioner Srinivasan seconded, a motion to provide the following recommendations on the Recommended Budget to the City Council:

- (1) Protect progress on Climate Action Playbook Strategies as a priority in case further budget cuts are needed.
- (2) Leverage opportunities offered during the pandemic, such as reduced traffic and improved air quality, to make more significant or new climate action changes and ensure transparency with the community. Specific suggestions include:
 - a. A six-month trial of closing Murphy Avenue to vehicle traffic. This could support the opening of these businesses sooner while enabling them to meet social distancing guidelines.
 - b. Delay purchase of fossil fuel infrastructure such as tank replacements and gas vehicles.
 - c. Identify priorities for potential state and/or federal stimulus funding to emphasize climate action projects, like protected bike lanes and green infrastructure, considering potentially lower construction costs.

- d. Continue the benefits to City staff working from home and the reduction in vehicle miles traveled (VMT) by surveying City employees, offering staggered schedules, and continuing work from home options.
- e. Evaluate incentives to businesses to increase work from home options or offer shifted work hours as part of TDM programs.
- f. Utilize technology, such as a self-reporting online tool, for TDM program implementation instead of using personnel to gather data.

(3) Conduct a full review and revision of the Community Condition Indicators to align with the Climate Action Playbook and other Council Priorities.

(4) Add Departmental Performance Indicators that align with Playbook Strategies and Next Moves.

(5) Support Budget Issue No. 1 “Bike Rack Installation Program in Commercial Areas” to help businesses and support transportation mode shift.

The motion carried by the following vote:

Yes: 7 - Chair Paton
Vice Chair Wickham
Commissioner Joesten
Commissioner Kunz
Commissioner Padgett
Commissioner Srinivasan
Commissioner Zornetzer

No: 0

Commissioner Kunz moved, and Commissioner Padgett seconded, a motion to nominate Vice Chair Wickham to present the Commission’s recommendation on the FY 2020/21 Recommended Budget at the City Council Budget Workshop on May 21, 2020.

The motion carried by the following vote:

Yes: 7 - Chair Paton
Vice Chair Wickham
Commissioner Joesten
Commissioner Kunz
Commissioner Padgett
Commissioner Srinivasan
Commissioner Zornetzer

No: 0

4. [20-0550](#) Review Planning Program Budget and Fees for FY 2020-2021

Assistant Director Andrew Miner presented the staff report.

Commissioner Harrison commented she found the Community Condition Indicators on public school, population, housing units, office and retail space, operating budget, and poverty interesting. She confirmed with Assistant Director Miner that

the Public Engagement Plan that the Commission considered was for the Fremont Corners Village Center.

Vice Chair Simons asked if the future will be for Commissioners to attend virtual training and conferences instead of in person. Assistant Director Miner responded that the future is uncertain and noted the advantages and disadvantages of virtual and in-person professional development, stating that some opportunities might be offered long term as a hybrid of online and in person. Vice Chair Simons stated that he is not concerned with the funding set aside for training and conferences.

MOTION: Commissioner Howe moved and Commissioner Rheume seconded the motion to support the staff's recommendation to the City Council.

There were no public comments for this agenda item.

The motion carried by the following vote:

Yes: 6 - Chair Howard
Commissioner Howe
Commissioner Harrison
Commissioner Rheume
Vice Chair Simons
Commissioner Weiss

No: 0

Absent: 1 - Commissioner Olevson

Assistant Director Miner stated that this recommendation will be forwarded to the City Council for consideration at the Tuesday, June 9, 2020 meeting.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

-Staff Comments

ADJOURNMENT



City of Sunnyvale

Agenda Item

20-0347

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Annual Review of Proposed Fees and Charges for Fiscal Year 2020/21

REPORT IN BRIEF

The fees and charges of the City are reviewed and adjusted each year in accordance with Council Policy 7.1.1 Fiscal -Long Range Goals and Financial Policies. This annual evaluation ensures that all fees and charges of the City are aligned with the cost to provide fee-related services, except for those fees that are legally limited, market based, or subsidized per Council direction.

After a detailed staff review of fees, necessary adjustments have been made to the proposed Fee Schedule. Fees that are legally limited remain unchanged. Periodically, staff reviews various fees in detail and adjusts them for cost of service, usually once every three to five years. In the intervening periods, fees are adjusted by a general inflation factor. Those fees that did not receive a detailed cost of service review are proposed to be increased 3% based on changes in the City's labor rates. Fees related to construction price changes are proposed to increase 3% in accordance with the five-year Construction Cost Index (CCI) average year-over-year change for the period of December 2015 to December 2019, as reported by Engineering News-Record. Another benchmark used to assess the change in certain impact fees for commercial or residential real estate development is the Consumer Price Index for Urban Consumers for the San Francisco-Oakland-Hayward Area (CPI-U SF), which increased by 2.9% from the prior fiscal year.

The Recommended FY 2020/21 Fee Schedule (Attachment 1) details all proposed fees. Most fees become effective at the start of the new fiscal year, with exception of development processing and mitigation fees, which become effective 60 days after adoption pursuant to Government Code section 66017.

Each year, the City Council reviews recommended changes to the City's fees and charges. The June 9, 2020 public hearing is to allow public input and comment on proposed fees and charges. This hearing on the proposed fees will be followed by Council consideration to adopt updated and new fees on June 23, 2020.

BACKGROUND

The attached Fee Schedule references all City fees, except the proposed utility rates, SMaRT Station Public Haul Gate rates, and fees for recreation services. Fees related to utility services (i.e., water, refuse, and sewer) are being adopted on June 23, 2020 by a separate Council action when the utility rates are set (RTC No. 20-0503). Fees for recreation services are established administratively by the Director of Library and Community Services. Those fees are established based upon market conditions and Council adopted policies to ensure fairness and accessibility. SMaRT Station Public Haul Gate Rates are established administratively by the Director of Environmental Services based

upon disposition costs for recyclables and residues; allowing the flexibility to adjust rates as market conditions change as is the normal practice for transfer stations and disposal facilities.

EXISTING POLICY

Council Policy 7.1.1 *Fiscal -Long Range Goals and Financial Policies:*

7.1B.5.2 - User charges and fees should be adjusted at least annually to avoid sharp changes.

7.1B.5.4 - User fees should be established at levels which reflect the full cost of providing those services.

7.1B.5.5 - Council may determine for any service whether a subsidy from the General Fund is in the public interest.

California Government Code Section 66016(a): Prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Further, pursuant to Government Code section 66018, a published notice for this public hearing has been printed in the Sunnyvale Sun.

ENVIRONMENTAL REVIEW

The annual review of the City's fees and charges does not require environmental review under the California Environmental Quality Act (CEQA) because it is a fiscal activity that does not commit the City to a specific project that will have a significant effect on the environment. (CEQA Guidelines, Section 15378(b)(4).)

DISCUSSION

Council Fiscal Policy guides staff to set fees for services to recover cost where possible and legally allowed. Staff continues to ensure that all fees not legally limited, market based, or subsidized, provide for full cost recovery. The results of these efforts have been incorporated into the Recommended FY 2020/21 Fee Schedule (Attachment 1); the proposed Schedule details all recommended fees. For ease of administration, many fees have been rounded to the nearest logical unit.

The proposed rates have been moderated to balance recent economic volatility as a result of the COVID-19 pandemic while striving to maintain full cost recovery. The City's proposed annual inflation rate of 3% is an average derived from the City's year-over-year changes of citywide salaries and benefits costs. Fees related to construction price changes are proposed to increase 3% in accordance with the five-year CCI average year-over-year change for the period of December 2015 to December 2019, as reported by Engineering News-Record. For the CPI-U SF, the United States Bureau of Labor Statistics has shown a 2.9% increase from February 2019 to February 2020. New fees or fees that are proposed to be adjusted by an amount greater than the factors discussed above are detailed below.

New Fees

The following proposed new fees would either be charged for a new service, recover the cost resulting from a significant increase in service level for a service that the City already provides, or assess a fee for a service that has been provided at no cost but can be legally charged from the user of the service. Each new fee has been carefully evaluated to ensure it covers the cost of providing each service.

Department of Public Works**8.01 Right of Way Encroachment - Reinspection Fee**

Staff recommends creating a reinspection fee that may be charged for each re-inspection when inspections are canceled with less than 2 working-hours' notice or the work is not ready for the inspection. The recommended fee is \$212, which is consistent with the Refund for Permit Cancellation fee.

Non-Standard Fee and Charge Adjustments

The following fees are adjusted by an amount greater than the City's labor rate increase, CCI inflation increase, or CPI-U SF inflation increase:

Department of Public Works**8.01 Right of Way Encroachment Fees**

Staff recommends increasing the following fees to include the cost of additional review by a Civil Engineer that is required.

- Construction in Public Right of Way:
 - A construction of 50 feet in length or less - \$348 to \$441
 - A construction of over 50 feet in length plus
 - (for the first 50 feet) - \$348 to \$441
 - (for each additional 100 feet or fraction thereof) - \$209 to \$265
- Refund for Permit Cancellation - \$167 to \$212
- Permit Extension (3-month increments) - \$61 to \$79
- Permit Revision (after approval) - \$143 to \$181
- Right-of-way Usage Fee (for private fiber optic/network facilities) - \$18.50 to \$22

8.02 Development Projects

Staff recommends increasing the following fees to include the cost of additional review by a Civil Engineer that is required and to better reflect the costs of city engineering staff review time.

- Public Improvement Engineering Plan Check and Inspection Fees
 - Public Improvement construction costs up to \$10,000 - \$4,656 to \$5,586
 - Public Improvement construction costs from \$10,001 to \$50,000 - \$4,656 to \$5,586
 - Public Improvement construction costs from \$50,001 to \$1,000,000 - \$18,656 to \$19,586; plus 5% (1% increase) of cost > \$50,000
 - Public Improvement construction costs \$1,000,001 and up; plus 2% (1% increase) of cost > \$1,000,000

8.03 Transportation/Traffic Fees

Staff recommends decreasing these fees to be consistent with the fee set by the State.

- For each single Transportation Permit issued by the Department of Public Works authorizing the operation on certain City streets of vehicles of a size, load weight or vehicle weight

exceeding the maximum specified in the Vehicle Code of the State of California. - \$67.50 to \$16

- For each annual/repetitive permit, paid in its entirety with no provisions for transfer, proration and/or refund. - \$101 to \$90

8.06 Municipal Golf Course Green Fees

Golf customers play at Sunnyvale based on cost, location, and quality of the course. If fees are raised beyond what other courses are charging - rounds and revenue will decrease. The two courses will charge fees to remain competitive in the local market as reflected in the Fee Survey. Raising fees beyond what is proposed potentially affects total revenue if fewer golfers use the course due to high rates.

Golf fees are market-based, and staff has completed the annual Golf Market Survey and proposes to align fees with neighboring courses with the below recommended fee increases:

- Weekday
 - Sunnyvale - Resident (18 Holes) - \$35 to \$37
 - Sunnyvale - Non-Resident (18 holes) - \$39 to \$41
 - Sunnyvale - Senior 60+ (18 Holes) - \$28 to \$30
 - Sunnyvale - Junior (18 Holes) - \$16 to \$18
 - Sunnyvale - Morning Back 9 Holes - \$28 to \$30
 - Sunken Gardens - Resident (9 Holes) - \$16 to \$18
 - Sunken Gardens - Non-Resident (9 Holes) - \$18 to \$20
 - Sunken Gardens - Junior (9 Holes) - \$10 to \$12
- Weekday Twilight/Replay
 - Sunnyvale (18 Holes) - \$28 to \$30
 - Sunnyvale - Super (18 Holes) - \$18 to \$20
 - Sunnyvale - Replay (18 Holes) - \$17 to \$19
 - Sunnyvale - Junior (18 Holes) - \$10 to \$12
 - Sunken Gardens Replay (9 Holes) - \$10 to \$12
- Weekend/Holiday
 - Sunnyvale - Resident (18 Holes) - \$47 to \$49
 - Sunnyvale - Non-Resident (18 holes) - \$53 to \$55
 - Sunnyvale - Junior (18 Holes) - \$18 to \$20
 - Sunnyvale - Morning Back 9 Holes - \$30 to \$32
 - Sunken Gardens - Resident (9 Holes) - \$19 to \$21
 - Sunken Gardens - Non-Resident (9 Holes) - \$22 to \$24
 - Sunken Gardens - Junior (9 Holes) - \$10 to \$12
- Weekend/Holiday - Twilight/Replay
 - Sunnyvale - Resident (18 Holes) - \$28 to \$30

- Sunnyvale - Non-Resident (18 Holes) - \$33 to \$35
- Sunnyvale - Super (18 Holes) - \$23 to \$25
- Sunnyvale - Replay (18 Holes) - \$17 to \$19
- Sunnyvale - Junior (18 Holes) - \$18 to \$20
- Sunken Gardens - Resident Replay (9 Holes) - \$10 to \$12
- Sunken Gardens - Non-Resident Replay (9 Holes) - \$12 to \$14
- Sunken Gardens - Junior (9 Holes) - \$10 to \$12

- School Team Play
 - Sunnyvale - Sunnyvale Schools (18 Holes) - \$600 to \$650
 - Sunnyvale - Non-Sunnyvale Schools (18 Holes) - \$700 to \$750

- Sunnyvale Advantage Card (Residents Only)*
 - Sunnyvale (18 Holes) - \$185 to \$200
 - Sunken Gardens (9 Holes) - \$110 to \$125

- Resident Golf Discount Card (Seniors, Juniors, Disabled Only)
 - Sunnyvale (18 Holes) - \$160 to \$175
 - Sunken Gardens (9 Holes) - \$99 to \$110

- Non-Resident Monthly Card
 - M-F Sunnyvale (18 Holes) - \$219 to \$235

- Tournament Fee
 - Sunnyvale - Cart Fee Per Person (18 Holes) - \$15 to \$16
 - Sunken Gardens - (9 Holes) - \$1.50 to \$2

- Delete Non-Resident Monthly Card
 - M-Su Sunnyvale (18 Holes)

Department of Public Safety

7.03 (H) Officer Contract Overtime and (I) K-9 Officer Deployment

Staff recommends increasing these fees by 4.76%, which is consistent with the anticipated year-over-year change for sworn personnel.

Department of Environmental Services

9.02 (I) Sewer Connection Charges and (J) Sewer Main Construction Credits

Staff proposes to increase these sewer fees by 4% to align fees with increases in labor and sewer infrastructure cost requirements.

9.03 (A) Backflow Testing Permit

Staff recommends increasing this fee from \$208 to \$220, a 6% increase, to better reflect the level of effort and resources required to process the permit.

9.06 Groundwater to Sewer Discharge (A) Annual Discharge Permit and (B) One-time Discharge Permit

Staff proposes to increase these sewer fees by 4% to align with the increase for wastewater charges for service.

9.08 Delinquency Processing Fees and Turning On and Restoring Water Service Fees

Staff proposes to increase (D) and (F) by 5.26% to ensure cost recovery for these activities.

(D) Restoring water service once all unpaid amounts of delinquent accounts have been paid, between 4:00 p.m. and 8:00 a.m. Monday through Friday, Saturdays, Sundays, and holidays - \$95 to \$100

(F) Turning on water service for new accounts between 4:00 p.m. and 8:00 a.m., Monday through Friday, Saturdays, Sundays, and holidays - \$95 to \$100

Restructured/Replaced/Relocated Fees**Department of Environmental Services****9.03(C) Backflow Field Inspection**

Staff recommends changing this fee to "Backflow Installation Permit" and increase it from \$339 to \$450. The increase reflects the combination of Section 9.03(C) Field Inspection and Section 9.03(D) Fire Service Field Inspection fees into a single Backflow Installation Permit fee. Staff also recommends the deletion of the separate Section 9.03(D) Backflow Fire Service Field Inspection fee.

Deletions:**Department of Library and Community Services****6.01(A) Fines for Overdue Materials**

Staff recommends deleting the fines imposed on overdue library materials per Council action in RTC No. 20-0112 on May 22, 2020.

Department of Environmental Services**9.03(D) Backflow Fire Service Field Inspection**

Staff recommends deleting the fee since the cost is the same for field staff to perform fire service field inspections and a field inspection. The cost for the combined inspections will be reflected in the aforementioned "Backflow Installation Permit" fee.

FISCAL IMPACT

Most new fees become effective at the start of the new fiscal year on July 1, 2020. Exceptions are changes to Development Processing fees (i.e., filing, accepting, reviewing, approving, or issuing of an application or permit) and mitigation fees; these become effective 60 days after adoption (in accordance with California Government Code Section 66017). The impact of proposed adjustments to these fees has been incorporated in the FY 2020/21 Recommended Budget. Attachment 1 presents the Recommended FY 2020/21 Fee Schedule with proposed fees and charges.

PUBLIC CONTACT

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

Notice of the public hearing on the proposed fees and charges was published in the Sunnyvale Sun on May 22, May 29, and June 5. Notice was sent to the Building Industry Association and the Tri-County Division of the California Apartment Association, which requested notice pursuant to the Government Code. Boards and commissions wishing to make comments, suggestions, or recommendations may testify at the public hearing.

STAFF RECOMMENDATION

Council is conducting a public hearing in order to solicit public input and provide direction to staff on any fee requiring further review prior to the June 23, 2020 Council meeting where the proposed schedule will be considered for adoption.

Prepared by: Nhon Nguyen, Sr. Management Analyst

Prepared by: Felicia Silva, Budget Manager

Reviewed by: Tim Kirby, Director, Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. FY 2020/21 Recommended Fee Schedule

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE**

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
GENERAL THROUGHOUT THE CITY							
<u>SECTION 1.01 COPIES OF PRINTED MATERIAL</u>							
To reimburse the City for costs related to filling public requests for copies of non-confidential records, codes, microfilm data, brochures, booklets and other materials not marked for general distribution. Payment of fees is to be made in advance by cash or check. Postage is to be made in advance by cash or check.							
<u>Postage charges will be added if documents are mailed.</u>							
<i>* Services may be provided by any City department. For appropriate charge code and object level please contact Finance Department.</i>							
A. Current File Records*							
Price per impression or page scanned	\$0.10	\$0.10	799212	35-100	4117 - 1	Sale of Printed Materials	Finance
	\$0.10	\$0.10	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
	\$0.10	\$0.10	799106	35-100	4117 - 3	Sale of Printed Materials	CD-Official Plan Lines
	\$0.10	\$0.10	799106	35-100	4117 - 4	Sale of Printed Materials	CD-Official Plan Lines
	\$0.10	\$0.10	799000	35-100	4117 - 5	Sale of Printed Materials	PW-Plans and Specs
	\$0.10	\$0.10	799170	210-000	4117 - 6	Sale of Printed Materials	NOVA
	\$0.10	\$0.10	799000	35-100	4117 - 7	Sale of Printed Materials	Office of the City Attorney
	\$0.10	\$0.10	799106	35-100	4117 - 8	Sale of Printed Materials	Community Development
	\$0.10	\$0.10	799265	35-100	4117 - 9	Sale of Printed Materials	Human Resources
	\$0.10	\$0.10	799371	35-100	4117 - 10	Sale of Printed Materials	Library
	\$0.10	\$0.10	799583	35-100	4117 - 12	Sale of Printed Materials	Public Safety
	\$0.10	\$0.10	799636	35-100	4117 - 13	Sale of Printed Materials	Public Works
	\$0.10	\$0.10	799636	35-100	4117 - 15	Sale of Printed Materials	Utilities
B. Microfilm and Stored Records*							
(1) Per page	\$0.10	\$0.10	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
(2) Employee's hourly rate plus additives plus percent of administrative costs for research.	10%	10%	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
C. Copies on Compact Discs (CD)*	\$2.00	\$2.00	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
D. City Charter (including update)*	\$7.00	\$7.00	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
E. City Ordinances*	\$0.10 per page	\$0.10 per page	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager

	<u>Fiscal Year</u> <u>2019/20</u>	<u>Fiscal Year</u> <u>2020/21</u>	<u>Charge</u> <u>Code</u>	<u>Fund</u>	<u>Object Level</u> <u>3 & 4</u>	<u>Title</u> <u>(Obj. Lvl. 3)</u>	<u>Title</u> <u>(Obj. Lvl. 4)</u>
COPIES OF PRINTED MATERIAL (cont'd)							
F. Financial Reports							
Budget - Hard Copy	<u>Actual Cost</u>	<u>Actual Cost</u>	799212	35-100	4117 - 1	Sale of Printed Materials	Finance
Comprehensive Annual Financial Report (CAFR)	<u>Actual Cost</u>	<u>Actual Cost</u>	799212	35-100	4117 - 1	Sale of Printed Materials	Finance
Master Fee Schedule	<u>Actual Cost</u>	<u>Actual Cost</u>	799212	35-100	4117 - 1	Sale of Printed Materials	Finance
G. Transcripts of Meetings*							
Employee's hourly rate plus additives plus percent of administrative costs.	<u>10%</u>	<u>10%</u>	702030	35-100	4116 - 4	Photocopies	Office of the City Manager
H. Flash Drives							
4 GB or below	<u>\$10.00</u>	<u>\$10.00</u>	702030	35-100	4117 - 2	Sale of Printed Material	Office of the City Manager
<u>SECTION 1.02 DISHONORED CHECKS</u>							
Any person issuing a bank draft, note or check which is returned by a banking institution due to insufficient funds or a closed account or is otherwise dishonored, shall be charged for processing each such item. The amount shall be included in the total sum of all bills, charges, or fees otherwise due and owing to the City.							
(California Gov't Code 6157(b))	<u>\$30.00</u>	<u>\$30.00</u>	799212	35-100	1509	Returned Check Charge	
<u>SECTION 1.03 LATE PAYMENT ON CITY INVOICES</u>							
Any person who has been sent an invoice and does not pay the amount due within thirty (30) days of the billing date or any person who fails to renew a permit within thirty (30) days of the expiration thereof but who continues to conduct a business subject to such a permit, shall be charged interest of % per month on the past due amount.							
	<u>1%</u>	<u>1%</u>	799000	35-100	1507	Late Payment Penalties	
<u>SECTION 1.04 DAMAGE TO CITY PROPERTY</u>							
The party responsible for damage to property of the City shall be charged the cost of labor and materials for repair or replacement, as the case may be, plus % for administrative costs.							
	<u>15%</u>	<u>15%</u>	799000	35-100	4102	Damage to City Property	
<u>SECTION 1.05 FEES FOR DENIED APPLICATIONS</u>							
Unless otherwise :							
<u>SECTION 1.06 PUBLIC CHARGING STATION USE FEE</u>							
Hourly Use of EV Charging Station	<u>\$1.50</u>	<u>\$1.50</u>	799000	35-100	2913	EV Charging Station	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
OFFICE OF THE CITY ATTORNEY							
<u>SECTION 2.01</u> COPIES OF SUNNYVALE MUNICIPAL CODE (SMC)*							
A. Sunnyvale Municipal Code (plus postage)	<u>Actual Cost</u>	<u>Actual Cost</u>	799000	35-100	4117 - 7	Sale of Printed Materials	Office of the City Attorney
B. Sunnyvale Municipal Code Supplements (plus postage)	<u>Actual Cost</u>	<u>Actual Cost</u>	799000	35-100	4117 - 7	Sale of Printed Materials	Office of the City Attorney
C. Individual titles and chapters, the actual cost to the City, but not less than	<u>\$0.10 per page</u>	<u>\$0.10 per page</u>	799000	35-100	4117 - 7	Sale of Printed Materials	Office of the City Attorney

**Sold only by the publisher. Available to view in the reference section of the Sunnyvale Library and on the City's website.*

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
OFFICE OF THE CITY MANAGER								
<u>SECTION 3.01</u> POLITICAL REFORM ACT MATERIALS								
Campaign Disclosure Reports, Economic Interest Statements, and any other reports/statements that are subject to the provisions of California Government Code Section 81008 shall be assessed the following charges:								
(1)	Per page; plus postage if mailed	<u>\$0.10-</u>	<u>\$0.10</u>	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
(2)	Per request for copies of reports and statements which are 5 or more years old. A request for more than one report or statement at the same time shall be considered a single request.	<u>\$5.00-</u>	<u>\$5.00</u>	702030	35-100	4117 - 2	Sale of Printed Materials	Office of the City Manager
<u>SECTION 3.02</u> PROVISION OF NOTARY PUBLIC SERVICES								
A.	Acknowledgment (per signature)	<u>\$15.00-</u>	<u>\$15.00</u>	702030	35-100	3101	Notary Fee	
B.	Jurat (per person for oath or affirmation and certificate)	<u>\$15.00-</u>	<u>\$15.00</u>	702030	35-100	3101	Notary Fee	
C.	Depositions (not including \$5 for oath and \$5 for certificate)	<u>\$30.00-</u>	<u>\$30.00</u>	702030	35-100	3101	Notary Fee	
D.	Certified Copy of Power of Attorney (for each Power of Attorney)	<u>\$15.00-</u>	<u>\$15.00</u>	702030	35-100	3101	Notary Fee	
E.	Journal Entry Copy (per photocopy of entry)	<u>\$0.30-</u>	<u>\$0.30</u>	702030	35-100	3101	Notary Fee	
EXEMPTIONS: Fee shall be waived for Notary Services provided to the City of Sunnyvale for City business								
<u>SECTION 3.03</u> INITIATIVE FILING DEPOSIT								
Election Code 9202(b) allows a deposit not to exceed \$200. The deposit shall be refunded if initiative subsequently qualifies to appear on the ballot.								
		<u>\$200.00-</u>	<u>\$200.00</u>	702030	35-100		Deposits and Passthroughs	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
DEPARTMENT OF COMMUNITY DEVELOPMENT							
<u>SECTION 4.01 DEVELOPMENT RELATED FEES</u>							
<i>NOTE: Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.</i>							
Technology Surcharge							
Applies to each building and engineering project issued and to each planning application filed.	<u>\$21.60</u>	<u>\$22.25</u>	799041	595-350	1375	Technology Surcharge	
<u>SECTION 4.02 PLANNING PERMIT FEES</u>							
<u>4.02(a) SINGLE-FAMILY HOMES AND DUPLEXES (SFH/DUP)</u>							
Design Review: SFH/DUP (no public hearing)	<u>\$400.00</u>	<u>\$412.00</u>	799939	510-000	1650	Admin. Request Fees	
Design Review: SFH/DUP (requiring public hearing)	<u>\$600.00</u>	<u>\$618.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Special Development (SDP)/Use Permit (UP): SFH/DUP	<u>\$487.00</u>	<u>\$502.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Variance: SFH/DUP	<u>\$487.00</u>	<u>\$502.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
<u>4.02(b) SIGNS</u>							
Temporary Sign	<u>No Fee</u>	<u>No Fee</u>					
Permanent Sign (not in Master Sign Program)	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1650	Admin. Request Fees	
Master Sign Agreement/Program	<u>\$890.00</u>	<u>\$917.00</u>	799939	510-000	1650	Admin. Request Fees	
Master Sign Agreement/Program - Minor Modification	<u>\$404.00</u>	<u>\$416.00</u>	799939	510-000	1650	Admin. Request Fees	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>4.02(c) STAFF LEVEL PERMITS AND REVIEWS - NO PUBLIC HEARINGS</u>							
Design Review: Except SFH/DUP (Architecture, Landscaping, Lighting, etc.)	<u>\$404.00</u>	<u>\$416.00</u>	799939	510-000	1650	Admin. Request Fees	
Short-Term Rental Director Review	<u>\$68.00</u>	<u>\$70.00</u>	799939	510-000	1650	Admin. Request Fees	
Extension of Time: Major/Minor Permits and Tentative Maps	<u>\$890.00</u>	<u>\$917.00</u>	799939	510-000	1650	Admin. Request Fees	
Family Day Care - Large (not within 300 ft. of another)	<u>No Fee</u>	<u>No Fee</u>					
Miscellaneous Plan Permit Residential <3 units (MPP or Unspecified)	<u>\$200.00</u>	<u>\$206.00</u>	799939	510-000	1650	Admin. Request Fees	
Miscellaneous Plan Permit Residential 3 or more and non-residential (MPP or Unspecified)	<u>\$400.00</u>	<u>\$412.00</u>	799939	510-000	1650	Admin. Request Fees	
Mobile Vendor Permit	<u>\$404.00</u>	<u>\$416.00</u>	799939	510-000	1650	Admin. Request Fees	
Preliminary Project Review	<u>\$1,000.00</u>	<u>\$1,030.00</u>	799939	510-000	1650	Admin. Request Fees	
Re-Naming of Private Streets	<u>\$890.00</u>	<u>\$917.00</u>	799939	510-000	1650	Admin. Request Fees	
Temporary and Unenclosed Uses	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1650	Admin. Request Fees	
Transportation Demand Management Plan - New or Revised Plan	<u>\$890.00</u>	<u>\$917.00</u>	799939	510-000	1650	Admin. Request Fees	
Tree Removal Permit	<u>\$301.00</u>	<u>\$310.00</u>	799939	510-000	1650	Admin. Request Fees	
Tree Removal Permit with Certified Arborist Report	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1650	Admin. Request Fees	
Tree Removal Permit (PG&E)	<u>No Fee</u>	<u>No Fee</u>	799939	510-000	1650	Admin. Request Fees	
Waiver of Undergrounding	<u>\$1,677.00</u>	<u>\$1,727.00</u>	799939	510-000	1650	Admin. Request Fees	
Zoning Exception	<u>\$137.00</u>	<u>\$141.00</u>	799939	510-000	1650	Admin. Request Fees	
Appeal of Non-Public Hearing Decision	<u>\$200.00</u>	<u>\$206.00</u>	799939	510-000	1650	Admin. Request Fees	

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<u>4.02(d) TELECOMMUNICATION FACILITIES</u>							
Telecommunication Facility: New - MPP, no Public Hearing	<u>\$487.00</u>	<u>\$502.00</u>	799939	510-000	1650	Admin. Request Fees	
Telecommunication Facility: New - Zoning Administrator Hearing	<u>\$1,829.00</u>	<u>\$1,884.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Telecommunication Facility: New - Planning Commission Hearing	<u>\$3,884.00</u>	<u>\$4,001.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Telecommunication Facility: Bi-Annual Certificate of Compliance (per provider)	<u>\$384.00</u>	<u>\$396.00</u>	799939	510-000	1650	Admin. Request Fees	
Telecommunication Facilities: Renewal of Permit	<u>\$487.00</u>	<u>\$502.00</u>	799939	510-000	1650	Admin. Request Fees	
<u>4.02(e) MOFFETT PARK (MP) SPECIFIC PLAN</u>							
Administrative MP: Design Review	<u>\$2,500.00</u>	<u>\$2,575.00</u>	799939	510-000	1650	Admin. Request Fees	
Minor MP: SDP	<u>\$2,500.00</u>	<u>\$2,575.00</u>	799939	510-000	1352 - 2	Mnr. Permit Applic. Fee	Moffett Park
Minor MP: Plan Review (Design Review or SDP)	<u>\$990.00</u>	<u>\$1,020.00</u>	799939	510-000	1352 - 2	Mnr. Permit Applic. Fee	Moffett Park
Major MP: SDP or Design Review	<u>\$3,884.00</u>	<u>\$4,001.00</u>	799939	510-000	1351 - 2	Mjr. Permit Applic. Fee	Moffett Park
Minor MP: Plan Review (Design Review or SDP)	<u>\$1,979.00</u>	<u>\$2,038.00</u>	799939	510-000	1351 - 2	Mjr. Permit Applic. Fee	Moffett Park
<u>4.02(f) ZONING ADMINISTRATOR HEARINGS</u>							
Parcel Map (4 or fewer lots)	<u>\$2,970.00</u>	<u>\$3,059.00</u>	799939	510-000	1673 - 1	Subdiv. Map Filing Fee	Planning Tentative Maps
Minor Special Development Permit (SDP)/Use Permit (UP) (Except SFH/DUP)	<u>\$1,829.00</u>	<u>\$1,884.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Plan Review: Minor SDP/UP (Except SFH/DUP)	<u>\$990.00</u>	<u>\$1,020.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Variance - Except SFH/DUP	<u>\$1,829.00</u>	<u>\$1,884.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Appeal of Zoning Administrator Decision	<u>\$200.00</u>	<u>\$206.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>4.02(g) PLANNING COMMISSION HEARINGS</u>							
Design Review (Except SFH/DUP)	<u>\$3,884.00</u>	<u>\$4,001.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Family Day Care - Large (within 300 ft. of another)	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Major Special Development Permit (SDP) /Use Permit (UP)	<u>\$5,000.00</u>	<u>\$5,150.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Plan Review: Major SDP/UP	<u>\$1,979.00</u>	<u>\$2,038.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Tentative Map - Base Fee	<u>\$4,872.00</u>	<u>\$5,018.00</u>	799939	510-000	1673 - 1	Subdiv. Map Filing Fee	Other
Plus per Lot	<u>\$336.00</u>	<u>\$346.00</u>	799939	510-000	1673 - 1	Subdiv. Map Filing Fee	Other
Tentative Map: Modification to COA	<u>\$1,979.00</u>	<u>\$2,038.00</u>	799939	510-000	1673 - 1	Subdiv. Map Filing Fee	Other
Appeal of Planning Commission Decision	<u>\$200.00</u>	<u>\$206.00</u>	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
<u>4.02(h) HERITAGE PRESERVATION REVIEWS</u>							
Resource Alteration Permit (RAP)	<u>\$233.00</u>	<u>\$240.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Landmark Alteration Permit (LAP)	<u>\$569.00</u>	<u>\$586.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Landmark Alteration Permit: Minor Review or Change	<u>\$243.00</u>	<u>\$250.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Extension of Time to LAP or RAP	<u>\$243.00</u>	<u>\$250.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Mills Act Contract Request	<u>\$3,111.00</u>	<u>\$3,204.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other
Appeal of Heritage Preservation Commission Decision	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1352 - 1	Mnr. Permit Applic. Fee	Other

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>4.02(i) PLANNING APPLICATIONS REQUIRING CITY COUNCIL HEARINGS</u>							
Conversion Impact Report: Review	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
BMR Alternative Compliance Plan: Review	<u>\$5,000.00</u>	<u>\$5,150.00</u>	799939	510-000	1655	Legislative Action Fees	
Development Agreement	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
Development Agreement: Minor Modification	<u>\$3,235.00</u>	<u>\$3,332.00</u>	799939	510-000	1655	Legislative Action Fees	
Development Agreement: Annual Review	<u>\$1,618.00</u>	<u>\$1,666.00</u>	799939	510-000	1655	Legislative Action Fees	
General Plan/Specific Plan/Village Center Community Outreach Plan Amendment Initiation	<u>\$1,528.00</u>	<u>\$1,574.00</u>	799939	510-000	1655	Legislative Action Fees	
General Plan/Specific Plan Amendment Application (after Council initiation)	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
Renaming of Public Streets	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
Rezoning: District Change or Zoning Code Amendment	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
Rezoning: Combining District Heritage Housing (HH)/ Single-Story (S) (per lot)	<u>\$166.00</u>	<u>\$171.00</u>	799939	510-000	1655	Legislative Action Fees	
Rezoning: Combining District (except HH or S)	<u>\$3,239.00</u>	<u>\$3,336.00</u>	799939	510-000	1655	Legislative Action Fees	
Specific Plans (including Village Center Plans)	<u>\$6,470.00</u>	<u>\$6,664.00</u>	799939	510-000	1655	Legislative Action Fees	
<u>4.02(j) ENVIRONMENTAL REVIEW</u>							
CEQA: Environmental Assessment (Initial Study)	<u>\$890.00</u>	<u>\$917.00</u>	799939	510-000	1654	Environ. Review Fees	
CEQA: Consultant Preparation of Environmental Study or EIR	<u>As Needed</u>	<u>As Needed</u>	799000	35-100		Deposits and Passthroughs	
CEQA: Staff Review of Environmental Study (air quality, noise, etc.)	<u>\$1,677.00</u>	<u>\$1,727.00</u>	799939	510-000	1654	Environ. Review Fees	
CEQA: Staff Review of EIR or TIA Preparation (% of consulting fee)	<u>10% (minimum) \$1,677.00</u>	<u>10% (minimum) \$1,727.00</u>	799939	510-000	1654	Environ. Review Fees	

	Fiscal Year 2019/20	Fiscal Year 2020/21	Charge Code	Fund	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
4.02(k) OTHER PLANNING ITEMS							
Zoning Letters or Data Research (per hour, 1/2 hour minimum)	\$145.00	\$118.45	799939	510-000	4116 - 1	Photocopies	Community Development
Renoticing Fee (or same fee as original if extended noticing required)	\$166.00	\$171.00	799939	510-000	1351 - 1	Mjr. Permit Applic. Fee	Other
Planner Attendance at meetings after hours (listed amount for 2 hours; 2 hour minimum)	\$187.00	\$193.00	234422	510-000	4121	Misc. Reimbursements	
Tree Replacement In-Lieu Fee without Planning Development Application							
24-inch Box Tree Replacement In-lieu Fee	\$442.00	\$424.00	219130	35-100	2904 - 3	Street Tree Fees	Tree Replacement In Lieu
36-inch Box Tree Replacement In-lieu Fee	\$824.00	\$849.00	219130	35-100	2904 - 3	Street Tree Fees	Tree Replacement In Lieu
48-inch Box Tree Replacement In-lieu Fee	\$1,648.00	\$1,697.00	219130	35-100	2904 - 3	Street Tree Fees	Tree Replacement In Lieu
In-lieu fee does not include the additional tree removal permit fee.							
	Value established by a certified arborist using the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers	Value established by a certified arborist using the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers					
Tree Replacement In-Lieu Fee with a Planning Development Application			219130	35-100	2904 - 3	Street Tree Fees	Tree Replacement In Lieu
Art Permit Reviewed by Arts Commission	\$4,267.00	\$4,395.01	626260	35-100	1369	Permit - Art	
Art in Private Development In-Lieu Fee	1.1% of construction valuation of eligible non- residential developments	1.1% of construction valuation of eligible non- residential developments	890170	725-201	2349 - 1	In-Lieu Public Art Fees	Art Fee
			890180	725-202	2349 - 2	In-Lieu Public Art Fees	Art Maintenance Fee
General Plan Maintenance Fee - Applied to each building project issued (except residential remodels)	0.15%	0.15%					
	of total construction valuation	of total construction valuation	799106	35-100	1667 - 1	Plan Maintenance Fees	General Plan Maint.
Park Dedication In-Lieu Fee - Average Fair Market Value per square foot							
* SMC Ch. 18.10 - Residential subdivisions	\$130.00	\$134.00	799928	141-100	1657 - 1	Park Dedication Fees	Subdivisions
* SMC Ch. 19.74 - Multi-family residential rental housing	\$130.00	\$134.00	799930	141-200	1657 - 2	Park Dedication Fees	Apartments
Sense of Place Fee	\$1,307.00	\$1,346.00	799059	385-970	1205 - 1	Sense of Place Fees	Tasman Crossing
Sense of Place Fee	\$2,501.00	\$2,576.00	799059	385-970	1205 - 2	Sense of Place Fees	East Sunnyvale, residential unit
Sense of Place Fee	\$0.95 per sq. ft.	\$0.98 per sq. ft.	799059	385-970	1205 - 2	Sense of Place Fees	East Sunnyvale, nonresidential s.f.
Sense of Place Fee	\$1,307.00	\$1,346.00	799059	385-970	1205 - 3	Sense of Place Fees	Fair Oaks Junction
* Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.							

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<u>OTHER PLANNING ITEMS (cont'd)</u>							
Expanded Noticing Fee							
500-foot radius	\$357.00	\$368.00	799939	510-000	1351 - 1	Major Permit Application Fees	Other
1,000-foot radius	\$1,123.00	\$1,157.00	799939	510-000	1351 - 1	Major Permit Application Fees	Other
2,000-foot radius	\$2,299.00	\$2,368.00	799939	510-000	1351 - 1	Major Permit Application Fees	Other
Consultant Provided Special Studies or Services	As needed	As needed	799000	35-100		Deposits and Passthroughs	
Consultant Provided Special Studies or Services: Staff Review (% of consulting fee)							
	10% minimum of \$1,677.00	10% minimum of \$1,727.00	799939	510-000	1351 - 1	Major Permit Application Fees	Other
<u>4.02(i) DEVELOPMENT IMPACT FEES RELATED TO HOUSING</u>							
Legacy Housing Mitigation Fees for Industrial Projects SMC 19.22.035							
(For projects subject to 19.22.035 & approved on or before 9/13/15)	\$11.40 per Applicable Sq. Ft.	\$12.00 per Applicable Sq. Ft.	799109	70-100	1204	Housing Mitigation	
Housing Impact Fee for Nonresidential Developments (SMC 19.75.030) Office/Industrial/R&D Projects							
First 25,000 net new sq. ft. of project	\$8.60	\$9.00	799109	70-100	1680 - 1	Housing Mitigation	Office/Industrial Rate
(parking structures & amenity buildings exempt)	per Applicable Sq. Ft.	per Applicable Sq. Ft.					
All remaining net new sq. ft. of project	\$17.20	\$18.00	799109	70-100	1680 - 1	Housing Mitigation	Office/Industrial Rate
	per Applicable Sq. Ft.	per Applicable Sq. Ft.					
Retail/Lodging Projects	\$8.60	\$9.00					
Applies to all net new sq. ft. in project	per Applicable Sq. Ft.	per Applicable Sq. Ft.	799109	70-100	1680 - 2	Housing Mitigation	Retail/Lodging Rate
Housing Impact Fee For Rental Housing (SMC 19.75.040) (Applies to net new habitable sq ft in rental projects approved between 9/14/15 and 11/7/2019)							
Small Rental Projects (Four to seven units)	\$9.60	\$10.00	799109	70-100	1681 - 1	Rental Impact Fee	Small Apartment Rate
	per Applicable Sq. Ft.	per Applicable Sq. Ft.					
Large Rental Projects (Eight or more units)	\$19.20	\$20.00					
	per Applicable Sq. Ft.	per Applicable Sq. Ft.	799109	70-100	1681 - 2	Rental Impact Fee	Large Apartment Rate
See SMC 19.75.040 for details							
Rental Housing In-Lieu Fee (SMC 19.77) (Applies to net new habitable sq ft in rental projects approved on or after 11/7/2019)							
Small Rental Projects (Three to six units)	\$12.50	\$13.00	799109	70-100	1681 - 1	Rental Impact Fee	Small Apartment Rate
	per Applicable Sq. Ft.	per Applicable Sq. Ft.					
Large Rental Projects (Seven or more units)	\$12.50	\$13.00					
	per Applicable Sq. Ft.	per Applicable Sq. Ft.	799109	70-100	1681 - 2	Rental Impact Fee	Large Apartment Rate
See SMC 19.77 for details							

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<u>4.02 (m) PEERY PARK SPECIFIC PLAN (PPSP)</u> (RTC 16-0907)							
PPSP Conditional Use Permit - Director No Public Hearing	<u>\$404.00-</u>	<u>\$416.00</u>	799939	510-000	1650 - 1	Admin. Request Fee	Peery Park
PPSP Conditional Use Permit - Director with Public Hearing	<u>\$990.00-</u>	<u>\$1,020.00</u>	799939	510-000	1352 - 3	Minor Permit Applic. Fee	Peery Park
PPSP Conditional Use Permit - Planning Commission (May also Include PPSP Plan Review - Planning Commission)	<u>\$3,884.00-</u>	<u>\$4,001.00</u>	799939	510-000	1351 - 3	Major Permit Applic. Fee	Peery Park
PPSP Plan Review - Director No Public Hearing	<u>\$404.00-</u>	<u>\$416.00</u>	799939	510-000	1650 - 1	Admin. Request Fee	Peery Park
PPSP Plan Review - Director with Public Hearing	<u>\$4,979.00-</u>	<u>\$2,038.00</u>	799939	510-000	1352 - 3	Minor Permit Applic. Fee	Peery Park
PPSP Plan Review -Planning Commission	<u>\$5,862.00-</u>	<u>\$6,038.00</u>	799939	510-000	1351 - 3	Major Permit Applic. Fee	Peery Park
PPSP Plan Review - Council	<u>\$7,389.00-</u>	<u>\$7,611.00</u>	799939	510-000	1351 - 3	Major Permit Applic. Fee	Peery Park
Peery Park Specific Plan Fee*	<u>0.082% of total construction valuation</u>	<u>0.082% of total construction valuation</u>	799106	35-100	1667 - 2	Plan Maintenance Fee	Peery Park
Peery Park Sense of Place Fee*	<u>Ad hoc</u>	<u>Ad hoc</u>	799059	385-970	1205 - 4	Sense of Place Fee	Peery Park
Peery Park Infrastructure Fees*:							
						Water	
Wastewater	<u>\$3.12 per net new sq. ft.</u>	<u>\$3.12 per net new sq. ft.</u>	799923	465-300	3097 - 1	Infrastructure Fee - Wastewater	Peery Park
Appeal of Non-Public Hearing PPSP Decision	<u>\$200.00-</u>	<u>\$200.00</u>	799939	510-000	1650 - 1	Admin Request Fees	Peery Park
Appeal of Planning Commission PPSP Decision	<u>\$200.00-</u>	<u>\$200.00</u>	799939	510-000	1351 - 3	Major Permit Applic. Fee	Peery Park

*Breakdown of the PPSP Fee is explained in RTC 16-0621.

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge Code	Fund	Object Level <u>3 & 4</u>	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
<u>SECTION 4.03 BUILDING DIVISION FEES</u>							
<u>4.03(a) GENERAL FEES</u>							
Permit Issuance							
Each Permit or Combined Permit Issued	<u>\$31.50</u>	<u>\$32.50</u>	799939	510-000	1354	Permit - Building	
Occupancy/Miscellaneous Inspections							
Any inspection for which no fee is otherwise prescribed	<u>\$287.00</u>	<u>\$296.00</u>	799939	510-000	1361	Permit - Miscellaneous	
Re-Inspection	<u>\$287.00</u>	<u>\$296.00</u>	799939	510-000	1361	Permit - Miscellaneous	
(Re-inspection fee may be assessed for each re-inspection when such portion of work is not complete or when corrections called for are not made. SMC 16.16.030)							
After hours inspection or plan check per hour (2 hour minimum)	<u>\$198.00</u>	<u>\$204.00</u>	233240	510-000	1676	Special Inspection Reimbursement	
Data Research Fees							
(per hour with 1/2 hour minimum)	<u>\$145.00</u>	<u>\$118.50</u>	799939	510-000	1361	Permit - Miscellaneous	
Request for Address Change	<u>\$233.00</u>	<u>\$240.00</u>	799939	510-000	1361	Permit - Miscellaneous	
Request for Copies of Professionally Designed Plans							
(per hour with 1/2 hour minimum)	<u>\$145.00</u>	<u>\$118.50</u>	799939	510-000	1361	Permit - Miscellaneous	
<u>4.03(b) PLAN CHECK FEES</u>							
Plan Check - % of Building Permit Fee	<u>70%</u>	<u>70%</u>	799939	510-000	1670	Plan Check Fees	
Energy Plan Check Fee - % of Building Permit Fee	<u>40%</u>	<u>10%</u>	799939	510-000	1653	Energy Plan Check Fee	
NOTE: When a single project contains identical floor plan types (model floor plans), the first plan type shall be charged at the full plan check and energy plan check fee and each repeat plan type shall be charged 50% of the plan check and energy plan check fees.							
Resubmittal plan check fee per hour (2 hour minimum)							
May be assessed when submittal documents are incomplete or changed. SMC 16.16.030	<u>\$198.00</u>	<u>\$204.00</u>	799939	510-000	1670	Plan Check Fees	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>4.03(c) BUILDING PERMIT FEES</u>							
Unless otherwise listed in this fee schedule, the fee for each building permit shall be as set forth in the 2001 California Building Code Table 1-A plus annual inflation. Current charges based on the aforementioned information are listed in <u>Attachment A</u> .	See Table in <u>Attachment A</u>	See Table in <u>Attachment A</u>	799939	510-000	1354	Permit - Building	
Construction valuation, where applicable, shall be determined based on the table approved by the Director of Community Development, which is located in <u>Attachment B</u> .	See Table in <u>Attachment B</u>	See Table in <u>Attachment B</u>					
<u>4.03(d) SMALL PROJECT/FIXED FEE PERMITS</u>							
Temporary Building Permit/Temporary Occupancy	<u>\$510.00</u>	<u>\$525.00</u>	799939	510-000	1366	Permit - Temp. Bldg.	
Re-roofing Permit							
0 - 3,000 square feet	<u>\$272.00</u>	<u>\$280.00</u>	799939	510-000	1354	Permit - Building	
3,001 - 10,000 square feet	<u>\$383.00</u>	<u>\$394.00</u>	799939	510-000	1354	Permit - Building	
Over 10,000 square feet	<u>\$477.00</u>	<u>\$491.00</u>	799939	510-000	1354	Permit - Building	
Photovoltaic Systems							
Single Family or Duplex	<u>\$262.00</u>	<u>\$270.00</u>	799939	510-000	1354	Permit - Building	
Grading Permit							
Single Family or Duplex	<u>\$221.00</u>	<u>\$228.00</u>	799939	510-000	1358	Permit - Grading	
All Others	<u>\$951.00</u>	<u>\$980.00</u>	799939	510-000	1358	Permit - Grading	
Demolition permit	<u>\$342.00</u>	<u>\$353.00</u>	799939	510-000	1652	Demolition Fees	
Sign Permit	<u>\$149.00</u>	<u>\$153.00</u>	799939	510-000	1364	Permit - Sign	
Plumbing, Residential							
per square foot	<u>\$0.08</u>	<u>\$0.08</u>	799939	510-000	1363	Permit - Plumbing & Gas	
or minimum fee (whichever is greater)	<u>\$97.00</u>	<u>\$100.00</u>	799939	510-000	1363	Permit - Plumbing & Gas	
Plumbing, Non-Residential							
per square foot	<u>\$0.13</u>	<u>\$0.13</u>	799939	510-000	1363	Permit - Plumbing & Gas	
or minimum fee (whichever is greater)	<u>\$290.00</u>	<u>\$299.00</u>	799939	510-000	1363	Permit - Plumbing & Gas	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SMALL PROJECT/FIXED FEE PERMITS (cont'd)</u>							
Mechanical, Residential							
per square foot	\$0.08	\$0.08	799939	510-000	1360	Permit - Mechanical	
or minimum fee (whichever is greater)	\$97.00	\$100.00	799939	510-000	1360	Permit - Mechanical	
Mechanical, Non-Residential							
per square foot	\$0.13	\$0.13	799939	510-000	1360	Permit - Mechanical	
or minimum fee (whichever is greater)	\$290.00	\$299.00	799939	510-000	1360	Permit - Mechanical	
Electrical, Residential							
per square foot	\$0.08	\$0.08	799939	510-000	1355	Permit - Electrical	
or minimum fee (whichever is greater)	\$97.00	\$100.00	799939	510-000	1355	Permit - Electrical	
Electrical, Non-Residential							
per square foot	\$0.13	\$0.13	799939	510-000	1355	Permit - Electrical	
or minimum fee (whichever is greater)	\$290.00	\$299.00	799939	510-000	1355	Permit - Electrical	

NOTE: When a single piece of equipment is installed that requires more than one permit (plumbing, electrical, or mechanical permits) the permit fees may be reduced by 50% if only one inspection is required.

SECTION 4.04 FIRE PROTECTION ENGINEERING FEES

Single Family Residences. Permit fee based on % of the building permit fee from the building permit schedule.

70%	70%	799939	510-000	1356	Permit - Fire Prev Const.
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Apartments, Condominiums, Townhouses. Permit fee based on % of the building permit fee from the building permit fee schedule.

70%	70%	799939	510-000	1356	Permit - Fire Prev Const.
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Nonresidential Buildings. Permit fee based on % of the building permit fee from the building permit fee schedule.

70%	70%	799939	510-000	1356	Permit - Fire Prev Const.
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NOTE: Fire construction fees are all inclusive, e.g., underground systems, overhead fire sprinkler systems, fire suppression systems, smoke detectors, alarm & annunciation systems, kitchen ventilation systems.

After hours inspection or plan check per hour (2 hour minimum)	\$198.00	\$204.00	799939	510-000	1356	Permit - Fire Prev Const.
Resubmittal per hour (2 hour minimum)	\$198.00	\$204.00	799939	510-000	1356	Permit - Fire Prev Const.
Inspection cancellation fee	\$256.00	\$264.00	799939	510-000	1356	Permit - Fire Prev Const.
Re-Inspection (Re-inspection fee may be assessed for each re-inspection when such portion of work is not complete or when corrections called for are not made. SMC 16.16.030)	\$287.00	\$296.00	799939	510-000	1356	Permit - Fire Prev Const.

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 4.05 COPIES OF PRINTED MATERIAL</u>							
A. Maps (plus postage, if mailed)							
Zoning (color): 36" x 52"	<u>\$76.00</u>	<u>\$78.50</u>	799939	510-000	4117 - 4	Sale of Printed Materials	Sale of Maps
General Plan Land Use and Transportation							
(color) 11" x 17"	<u>\$9.40</u>	<u>\$9.70</u>	799106	35-100	4117 - 4	Sale of Printed Materials	Sale of Maps
(color) 24" x 36"	<u>\$76.00</u>	<u>\$78.50</u>	799106	35-100	4117 - 4	Sale of Printed Materials	Sale of Maps
(color) 36" x 60"	<u>\$78.50</u>	<u>\$81.00</u>	799106	35-100	4117 - 4	Sale of Printed Materials	Sale of Maps
On Compact Disc							
Zoning	<u>\$23.00</u>	<u>\$23.50</u>	799939	510-000	4124 - 1	Sale of Electronic Materials	Zoning Maps on CD
General Plan	<u>\$23.00</u>	<u>\$23.50</u>	799106	35-100	4124 - 2	Sale of Electronic Materials	Other Maps on CD
Flood Zone	<u>\$23.00</u>	<u>\$23.50</u>	799939	510-000	4124 - 2	Sale of Electronic Materials	Other Maps on CD
Open Space	<u>\$23.00</u>	<u>\$23.50</u>	799939	510-000	4124 - 2	Sale of Electronic Materials	Other Maps on CD
B. General Plan documents (plus postage, if mailed)							
Color copy with 3-ring binder	<u>\$99.50</u>	<u>\$102.50</u>	799106	35-100	4117 - 5	Sale of Printed Materials	Plans and Specs
Black and white copy	<u>\$28.50</u>	<u>\$29.50</u>	799106	35-100	4117 - 5	Sale of Printed Materials	Plans and Specs
Specific Plans and Precise Plans	<u>\$28.50</u>	<u>\$29.50</u>	799106	35-100	4117 - 5	Sale of Printed Materials	Plans and Specs
Housing Element	<u>\$28.50</u>	<u>\$29.50</u>	799106	35-100	4117 - 5	Sale of Printed Materials	Plans and Specs
Retired Sub-elements	<u>\$14.50</u>	<u>\$15.00</u>	799106	35-100	4117 - 5	Sale of Printed Materials	Plans and Specs
General/Specific Plans on Compact Disc	<u>\$23.00</u>	<u>\$23.50</u>	799106	35-100	4124 - 3	Sale of Electronic Materials	Plans and Specs
C. Design Guidelines (plus postage, if mailed)							
(includes: Citywide, Industrial, Murphy Avenue, Single-Family, Eichler, Taaffe-Frances and others as adopted)	<u>\$11.50</u>	<u>\$12.00</u>	799939	510-000	4117 - 5	Sale of Printed Materials	Plans and Specs
D. Residential Construction Standards Book	<u>\$7.70</u>	<u>\$7.90</u>	799939	510-000	4117 - 5	Sale of Printed Materials	Plans and Specs
E. Storm Drain Inlet Markers (Price Per Unit)	<u>\$3.75</u>	<u>\$3.75</u>	799939	510-000	1361	Permit - Miscellaneous	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 4.06 HOUSING DIVISION FEES</u>							
<u>4.06(a) BELOW MARKET RATE (BMR) PROGRAM FEES</u>							
A. <u>BMR Tenant-Employee Recertification</u> Review annual BMR eligibility recertification forms of current BMR tenants who are also employees of the property owner/manager of the property and wish to continue renting a BMR unit (new tenancies of property management staff are no longer allowed). Issue a letter confirming or denying the applicant's continued eligibility to rent the BMR unit.	<u>\$100.00</u>	<u>\$100.00</u>	799004	70-200	1668 - 1	BMR Fees	Renter Eligibility
B. <u>BMR Program Eligibility Verification Fee</u> Review of applicant's documentation of household income, borrowing capacity, and first-time homebuyer status to determine if they are eligible to buy a BMR home. This eligibility verification allows buyers to begin viewing BMR homes when they become available, and/or sign up on a waiting list, if needed.	<u>\$75.00</u>	<u>\$75.00</u>	799004	70-200	1668 - 5	BMR Fees	Eligibility Verification Fee
C. <u>Application Fee for Purchase of BMR Home</u> Review applicant's BMR Application to Purchase; proposed sales contract, financing; confirm eligibility to buy BMR; underwrite file. This fee is non-refundable, regardless of eligibility determination or applicant's ultimate decision to purchase or not.	<u>\$500.00</u>	<u>\$500.00</u>	799004	70-200	1668 - 2	BMR Fees	Purchase Application Processing Fee
D. <u>BMR Purchase Escrow Fee</u> Preparation of City escrow instructions; final coordination with loan and escrow officers, buyer and seller, real estate agents; preparation of the BMR covenants, deeds of trust, and other legal forms; and ongoing associated expenses.	<u>\$500.00</u>	<u>\$500.00</u>	799004	70-200	1668 - 6	BMR Fees	Escrow Approval Fee
E. <u>BMR Refinance Application Fee</u> Review applications to refinance a BMR home; determine if any City loan pay-offs are required; underwrite proposed new loan for BMR affordability requirements; if approved, prepare City escrow documents and pay-off demand if applicable.	<u>\$400.00</u>	<u>\$400.00</u>	799004	70-200	1668 - 3	BMR Fees	Refinance Processing Fee

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>BELOW MARKET RATE (BMR) PROGRAM FEES (cont'd)</u>							
F. <u>BMR In-Lieu Fee</u>							
Fees paid in lieu of providing BMR units otherwise required by SMC 19.67. Fee calculated based on SMC Section 19.67. 090(b) and project's recorded Developer Agreement. Payment of fees in lieu of the project's entire BMR obligation must be approved by Council. Payment of fractional fees does not require prior Council approval and is based on the fraction identified in the project's Developer Agreement.							
The total amount of the in-lieu fee equals 7% of the contract sales price or appraised market value, whichever is higher, of all market-rate units in the project. If the applicant is paying an in-lieu fee for a fractional unit only, the fee rate is adjusted pro-rata.	Calculated per <u>Formula</u>	Calculated per <u>Formula</u>	799004	70-200	1668 - 4	BMR Fees	BMR In-Lieu Fee
G. <u>Affordable Housing Developer Agreement Preparation</u>							
Applies to residential developers with projects that include an affordable housing density bonus and/or that are subject to SMC 19.67 (BMR Ownership Housing) but are not pursuing approval of an alternative compliance method under 19.67.090. The fee covers staff time to review program requirements and agreement terms with applicants review proposed unit selection and characteristics, costs for consultation with special housing counsel and/or in-house counsel as needed, and document preparation and recording.							
BMR Ownership Agreement (Standard)	\$1,155.00	\$1,190.00	799004	70-200	1668 - 7	BMR Fees	BMR For-Sale
Rental-Only Density Bonus Agreement	\$1,155.00	\$1,190.00	799004	70-200	1668 - 8	BMR Fees	Rental-only DB
Combo Agreement (BMR and Density Bonus, any type)	\$1,155.00	\$1,190.00	799004	70-200	1668 - 9	BMR Fees	Combo BMR/DB
Condo-Mapped Rental Project BMR Agreement	\$1,155.00	\$1,190.00	799004	70-200	1668 - 10	BMR Fees	Condo-Map Rental BMR
(Applies BMR ownership requirement to rental projects with condo maps. BMR requirement is deferred until sale of condos.)							

DEPARTMENT OF FINANCE

SECTION 5.01 UTILITY BILLING DEPOSITS

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
Customers receiving or applying to receive garbage and/or sewer service only	An amount equivalent to the established charges for utility services for 2 billing periods	An amount equivalent to the established charges for utility services for 2 billing periods	799924	485-100		Deposits and Passthroughs	

SECTION 5.02 BUSINESS LICENSES

For business license tax information, please refer to [Attachment C](#).

Auctioneer's Permit	\$199.00	\$205.00	799000	35-100	1361	Permit - Misc.	
Replacement license/Business information screen print	A fee not to exceed the cost of issuance	A fee not to exceed the cost of issuance	799000	35-100	450	Business License Tax	
Business license tax report:							
Electronic	A fee not to exceed the cost of issuance	A fee not to exceed the cost of issuance	799212	35-100	4117 - 1	Bus. Lic. Processing Fees	Electronic Report
Hard-copy	A fee not to exceed the cost of issuance	A fee not to exceed the cost of issuance	799212	35-100	4117 - 1	Bus. Lic. Processing Fees	Hard-copy Report

SECTION 5.03 BINGO FEES (SMC Ch. 9.37)

Application for License	\$50.00	\$50.00	799000	35-100	1353	Permit - Bingo	
Denied License Refund	\$25.00	\$25.00	799000	35-100	1353	Permit - Bingo	
License Renewal	\$50.00	\$50.00	799000	35-100	1353	Permit - Bingo	

(NOTE: Bingo fees are subject to limitations set forth in Penal Code Section 326.5.)

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES							
<u>SECTION 6.01 LIBRARY FINES AND FEES</u>							
A. <u>Fines for Overdue Materials</u>							
Books, CDs, Books on CD, DVDs, E-Book Readers, Magazines, etc.							
Per-Day-Per-Item	<u>\$0.30-</u>	<u>\$0.30-</u>	620100	35-100	1502 - 1	Fines-Library Overdue Mat	Circulation Desk Payments
Not-to-Exceed-Per-Item-	<u>\$10.00-</u>	<u>\$10.00-</u>	620100	35-100	1502 - 1	Fines-Library Overdue Mat	Circulation Desk Payments
B. A. <u>Charges-Fees</u>							
Replacement Cost for Lost or Damaged Item	<u>Cost of Item as Represented in Library Record</u>	<u>Cost of Item as Represented in Library Record</u>	799371	35-100	2102	Lib - Lost & Damaged-Circ Desk Pymts	
Processing Fee for Lost or Damaged Paperbacks, Boardbooks, Magazines	<u>\$5.00-</u>	<u>\$5.00</u>	799371	35-100	2102	Lib - Lost & Damaged-Circ Desk Pymts	
Processing Fee for Lost or Damaged Items (Except Paperbacks, Boardbooks, Magazines)	<u>\$12.00-</u>	<u>\$12.00</u>	799371	35-100	2102	Lib - Lost & Damaged-Circ Desk Pymts	
C-B. <u>Internet Payments</u>							
Library Fines and Fees Collected via Internet	<u>As Described Above in Section 6.01 A and B</u>	<u>As Described Above in Section 6.01 A and B</u>	620100	35-100	1502 - 2	Fines & Fees-Library	Internet Payments
<u>SECTION 6.02 ACTIVITY AND FACILITY USE FEES</u>							
The Director of Library and Community Services is authorized to administratively establish Activity and Facility Use Fee Schedules for recreation activities and services not otherwise specified in this document. Schedules shall be established based upon market conditions and City Council adopted policies to ensure fairness and accessibility while attaining fiscal self-sufficiency. Schedules shall be published and available to the public.							
<u>SECTION 6.03 COMMUNITY SPECIAL EVENT FEES</u>							
Application Fee-Minor *	<u>\$33.50</u>	<u>\$33.50</u>	656910	35-100	1374	Community Special Event Fees	
Application Fee-Major *	<u>\$134.00</u>	<u>\$134.00</u>	656910	35-100	1374	Community Special Event Fees	
Refundable Damage Deposit **	<u>\$585.00-</u> <u>\$5,853.00-</u>	<u>\$585.00</u> <u>\$5,853.00</u>	799000	35-100		Deposits and Passthroughs	

* Other fees may apply before a Special Event Permit is issued. In addition to the costs of inspections and other City services (i.e. Public Safety), other fees such as permit fees will apply for tents, stages, etc. Depending on the type of event, respective fees may vary.

** The Refundable Damage Deposit ranges from \$568 - \$5,683 depending on the facility(ies) being used and the scope of the event.

DEPARTMENT OF PUBLIC SAFETY

SECTION 7.01 COPIES OF MATERIALS

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
A. Copy of an incident report.	<u>\$0.10 per page</u>	<u>\$0.10 per page</u>	478010	35-100	2765 - 2	Other Public Safety Fees	Copy of Incident Reports
<i>EXEMPTION. One copy of the report shall be furnished to a victim of the crime at no charge.</i>							
B. Informal Traffic Discovery (California (CA) Penal Code, Section 1054.1)	<u>\$1.00 + \$25.00 Research Fee</u>	<u>\$1.00 + \$25.00 Research Fee</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Copy of Video (DVD)	<u>\$1.00 each</u>	<u>\$1.00 each</u>	478010	35-100	2765 - 7	Other Public Safety Fees	Photographs
Photographs - Printed/Paper	<u>\$2.00</u>	<u>\$2.00</u>	478010	35-100	2765 - 7	Other Public Safety Fees	Photographs
Photographs - Digital (CD)	<u>\$5.00 each</u>	<u>\$5.00 each</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Audio Recording	<u>\$0.10 per page</u>	<u>\$0.10 per page</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Documents							
C. Public Records Request (California Government Code, Section 6253.9(b))	<u>\$2.00</u>	<u>\$2.00</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Copies on Compact Discs (CD)	<u>\$1.00 each</u>	<u>\$1.00 each</u>	478010	35-100	2765 - 7	Other Public Safety Fees	Photographs
Photographs - Printed/Paper	<u>\$2.00</u>	<u>\$2.00</u>	478010	35-100	2765 - 7	Other Public Safety Fees	Photographs
Photographs - Digital (CD)	<u>\$5.00 each</u>	<u>\$5.00 each</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Audio or Video Recording	<u>\$0.10 per page</u>	<u>\$0.10 per page</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Documents (Including Address Searches)							
D. Public Records Request - Electronic Records (California Government Code, Section 6253.9(b))							
<i>"The requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: The request would require data compilation, extraction, or programming to produce the record."</i>							
	<u>Actual Cost</u>	<u>Actual Cost</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
E. Civil Subpoena Fees - Document Production (California Evidence Code, Section 1563)							
Copy of Video (DVD)	<u>\$1.00 each + \$24.00 per hour Administrative Fee</u>	<u>\$1.00 each + \$24.00 per hour Administrative Fee</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Photographs	<u>\$1.00 each + \$24.00 per hour Administrative Fee</u>	<u>\$1.00 each + \$24.00 per hour Administrative Fee</u>	478010	35-100	2765 - 7	Other Public Safety Fees	Photographs
Audio Recording	<u>\$5.00 each + \$24.00 per hour Administrative Fee</u>	<u>\$5.00 each + \$24.00 per hour Administrative Fee</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File
Documents	<u>\$0.10 per page + \$24.00 per hour Administrative Fee</u>	<u>\$0.10 per page + \$24.00 per hour Administrative Fee</u>	478010	35-100	2765 - 3	Other Public Safety Fees	Copy of File

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<u>SECTION 7.02 POLICE SERVICES</u>							
A. Civil Subpoena Fees - Personal Appearance (California Government Code, Section 68096.1) Deposit per subpoena per day Actual cost including all salary, benefits, and travel expenses	<u>\$275.00</u> <u>Actual Cost</u>	<u>\$275.00</u> <u>Actual Cost</u>	799583	35-100		Deposits and Passthroughs	
			799583	35-100	2769	Civil Subpoena Fees	
B. Vehicle Mechanical or Registration Violation Citation Correction Verification (Fix-it Ticket sign off) Applies to non-residents, and residents whose citation was issued by an outside agency.	<u>\$32.00</u>	<u>\$33.00</u>	478010	35-100	2765 - 4	Other Public Safety Fees	Violation Citation Correction
<u>SECTION 7.03 OTHER PERMITS AND SERVICES</u> (not including State pass-through costs)							
A. Concealed Weapons Permit (CA Penal Code, Section 26190(b)(1) and (2)) 20% to be collected at time of application. 80% to be collected at issuance of permit.	<u>\$100.00</u>	<u>\$100.00</u>	477040	35-100	1371 - 1	Misc. DPS Permits & Services	Concealed Weapon Permit
B. Amend an Existing License (CA Penal Code, Section 26190(e)(1))	<u>\$10.00</u>	<u>\$10.00</u>	477040	35-100	1371 - 1	Misc. DPS Permits & Services	Concealed Weapon Permit
C. Concealed Weapons Permit Renewal (CA Penal Code, Section 26190(c))	<u>\$25.00</u>	<u>\$25.00</u>	477040	35-100	1371 - 1	Misc. DPS Permits & Services	Concealed Weapon Permit
D. Secondhand Dealer/Pawnbroker Permit - One Owner (CA Business & Professions Code, Section 21625 - 21647) Additional Owner(s) (each) Permit Renewal DOJ New Dealer Application Fee* DOJ Renewal Fee*	<u>\$526.00</u> <u>\$122.00</u> <u>\$455.00</u> <u>\$300.00</u> <u>\$300.00</u>	<u>\$542.00</u> <u>\$126.00</u> <u>\$469.00</u> <u>\$300.00</u> <u>\$300.00</u>	477040 477040 477040 477040 477040	35-100 35-100 35-100 35-100 35-100	1371 - 2 1371 - 2 1371 - 2 1371 - 2 1371 - 2	Misc. DPS Permits & Services Misc. DPS Permits & Services Misc. DPS Permits & Services Misc. DPS Permits & Services Misc. DPS Permits & Services	Secondhand Dealer/Pawn Broker Permit Secondhand Dealer/Pawn Broker Permit Secondhand Dealer/Pawn Broker Permit Secondhand Dealer/Pawn Broker Permit Secondhand Dealer/Pawn Broker Permit

* Fee set by California Department of Justice

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
OTHER PERMITS AND SERVICES (cont'd)							
E. Clearance Letter / Records Check for: (CA Penal Code, Section 13300(f)) Non-Federal Agency or Individual <i>Exemptions: Fee does not apply to Law Enforcement Agencies</i>	<u>\$35.00-</u>	<u>\$35.00</u>	478010	35-100	2765 - 9	Other Public Safety Fees	Local Criminal Hist. Clear. Letter
F. Firearms Sales Permit (New)	<u>\$285.00</u>	<u>\$294.00</u>	477040	35-100	1371 - 3	Misc. DPS Permits & Services	Firearm Sales Permit
Additional Owner(s) (Each)	<u>\$122.00</u>	<u>\$126.00</u>	477040	35-100	1371 - 3	Misc. DPS Permits & Services	Firearm Sales Permit
Firearms Sales Permit (Renewal)	<u>\$162.00</u>	<u>\$167.00</u>	477040	35-100	1371 - 3	Misc. DPS Permits & Services	Firearm Sales Permit
G. Firearms Seizure Fee (per incident) (CA Penal Code, Section 33880)	<u>Actual Cost</u>	<u>Actual Cost</u>	477040	35-100	1371 - 4	Misc. DPS Permits & Services	Firearm Seizure Fee
H. Officer Contract Overtime							
Each Hour	<u>\$169.00</u>	<u>\$177.00</u>	470010	35-100	2760	Police Contract Overtime	
Administrative Fee - Per Event (Fee does not apply to Schools and Non-Profits)	<u>\$98.00</u>	<u>\$101.00</u>	470010	35-100	2760	Police Contract Overtime	
I. K-9 Officer Deployment Instate (outside Santa Clara County)							
Officer Time - Each hour	<u>\$214.00</u>	<u>\$224.00</u>	799583	35-100	1114	Other Agencies - Reimbursement	
Travel Expenses (mileage, lodging, per diem)	<u>Actual Cost</u>	<u>Actual Cost</u>	799583	35-100	1114	Other Agencies - Reimbursement	
Out of State							
Officer Time - Each hour	<u>\$214.00</u>	<u>\$224.00</u>	799583	35-100	1114	Other Agencies - Reimbursement	
Canine transportation and per diem	<u>Actual Cost</u>	<u>Actual Cost</u>	799583	35-100	1114	Other Agencies - Reimbursement	
Travel Expenses (mileage, lodging, per diem)	<u>Actual Cost</u>	<u>Actual Cost</u>	799583	35-100	1114	Other Agencies - Reimbursement	
J. Peddler/Solicitor Permit (SMC Ch. 5.28)	<u>\$232.00</u>	<u>\$239.00</u>	477040	35-100	1371 - 5	Misc. DPS Permits & Services	Peddler/Solicitor Permit
K. Juvenile Diversion Fees	<u>\$20.00-</u>	<u>\$20.00</u>	473040	35-100	1506	Juvenile Diversion Fees	
L. Parking Permit - City Owned Lot (RTC 16-0871)							
Daily Permit							
Mathilda off-ramp - Southbound	<u>\$4.00</u>	<u>\$4.00</u>	799583	35-100	2912	Parking Meter Fees	
South Mathilda Overpass	<u>\$4.00</u>	<u>\$4.00</u>	799583	35-100	2912	Parking Meter Fees	
Evelyn Avenue Lot	<u>\$4.00</u>	<u>\$4.00</u>	799583	35-100	2912	Parking Meter Fees	
North Mathilda Overpass	<u>\$3.00</u>	<u>\$3.00</u>	799583	35-100	2912	Parking Meter Fees	
M. Explosives Handling Permit (Includes Background per 12101-12015 H&S) (Fee for one individual to be processed)	<u>\$122.00-</u>	<u>\$122.00</u>	477040	35-100	1371 - 8	Misc. DPS Permits & Services	Explosives Permit

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 7.04 RESPONSE FEES</u>							
<u>SECTION 7.04(a) EXCESSIVE / EXTRAORDINARY DPS RESPONSE</u> (SMC Ch. 9.45, 9.47 and 9.50)							
A. Direct costs arising due to an extraordinary DPS response. Actual cost based on the incident, not to exceed (per incident):	<u>Actual Cost</u>	<u>Actual Cost</u>	477020	35-100	2771	Extraordinary Public Safety Response	
<u>SECTION 7.04(b) ALARMS</u> (SMC Ch. 9.90)							
A. <u>Alarm Users Permit</u>							
Residential or Home Based Business (Annual)	<u>\$35.00-</u>	<u>\$35.00</u>	477040	35-100	2770	DPS Alarm Permit Fee	
Businesses (Annual)	<u>\$70.00-</u>	<u>\$70.00</u>	477040	35-100	2770	DPS Alarm Permit Fee	
Permit renewal - Late Fee	<u>\$25.00-</u>	<u>\$25.00</u>	477040	35-100	2770	DPS Alarm Permit Fee	
B. <u>False Burglar Alarm Fee</u>							
3rd and 4th occurrence during a 12-month period	<u>\$200.00-</u>	<u>\$200.00</u>	477040	35-100	2756	False Burglar Alarm Fees	
5th-7th occurrence during a 12-month period	<u>\$350.00-</u>	<u>\$350.00</u>	477040	35-100	2756	False Burglar Alarm Fees	
8th-10th occurrence during a 12-month period	<u>\$500.00-</u>	<u>\$500.00</u>	477040	35-100	2756	False Burglar Alarm Fees	
Each response above 10 during a 12-month period	<u>\$750.00-</u>	<u>\$750.00</u>	477040	35-100	2756	False Burglar Alarm Fees	
C. <u>False Fire Alarm Fee</u>							
3rd and 4th occurrence during a 12-month period	<u>\$200.00-</u>	<u>\$200.00</u>	477040	35-100	2766	False Fire Alarm Fees	
5th-7th occurrence during a 12-month period	<u>\$350.00-</u>	<u>\$350.00</u>	477040	35-100	2766	False Fire Alarm Fees	
8th-10th occurrence during a 12-month period	<u>\$500.00-</u>	<u>\$500.00</u>	477040	35-100	2766	False Fire Alarm Fees	
Each response above 10 during a 12-month period	<u>\$750.00-</u>	<u>\$750.00</u>	477040	35-100	2766	False Fire Alarm Fees	
<u>SECTION 7.05 VEHICLE RELEASE FEE</u> (Vehicle Code Section 22850.5 and SMC Title 10)							
Vehicle Release Fee	<u>\$146.00</u>	<u>\$150.00</u>	478010	35-100	2763	Vehicle Release Fee	Vehicle
Post Storage Hearing Fee (applies only when the owner of the vehicle has made a written request for a hearing)	<u>\$116.00</u>	<u>\$119.00</u>	478010	35-100	2763	Vehicle Release Fee	Post Storage Hearing
Repossessions (CA Gov. Code 41612)	<u>\$15.00-</u>	<u>\$15.00</u>	478010	35-100	2763	Vehicle Release Fee	Vehicle Repossessions
Repossessions Fine (if not paid within 3 days) (CA Gov. Code 41612)	<u>\$50.00-</u>	<u>\$50.00</u>	478010	35-100	2763	Vehicle Release Fee	Vehicle Repossessions - fine

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 7.06 A ADULT ENTERTAINMENT</u>							
(SMC Ch. 9.40)							
A. Adult Establishment License							
Application (includes background for first owner)	<u>\$5,130.00</u>	<u>\$5,284.00</u>	799583	35-100	1373	Adult Entertainment Permits	
Annual Renewal (includes background for first owner)	<u>\$5,035.00</u>	<u>\$5,186.00</u>	799583	35-100	1373	Adult Entertainment Permits	
Additional Owner(s) (Each)	<u>\$122.00</u>	<u>\$126.00</u>	799583	35-100	1373	Adult Entertainment Permits	
<u>SECTION 7.06 B & C MASSAGE ESTABLISHMENTS</u>							
(Ch. 9.41 and CA Business & Professions Code 4612)							
B. Massage Establishment License (Not Certified with CAMTC)							
Fixed Location (on premise with or without outcall services)							
Application (includes background for one owner)	<u>\$1,279.00</u>	<u>\$1,317.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Annual Renewal	<u>\$1,210.00</u>	<u>\$1,246.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Additional Owner(s) initial application (Each)	<u>\$122.00</u>	<u>\$126.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Sole Proprietor *							
Application (includes background for one owner)	<u>\$491.00</u>	<u>\$506.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Annual Renewal	<u>\$491.00</u>	<u>\$506.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Outcall Only (no on-premise service or treatment of clients)							
Application (includes background for one owner)	<u>\$182.00</u>	<u>\$187.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Annual Renewal	<u>\$154.00</u>	<u>\$159.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Additional Owner(s) initial application (Each)	<u>\$76.00</u>	<u>\$78.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Amendments	<u>\$31.00</u>	<u>\$31.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
C. Massage Establishment License (Owner CAMTC Certified)							
Fixed Location (on premise with or without outcall services)							
Application (single owner)	<u>\$1,210.00</u>	<u>\$1,246.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Annual Renewal	<u>\$1,210.00</u>	<u>\$1,246.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Additional Owner(s) initial application (Each)	<u>\$122.00</u>	<u>\$126.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Sole Proprietor* - New or Renewal	<u>\$423.00</u>	<u>\$436.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Outcall Only (no on-premise service or treatment of clients)							
Application (single owner)	<u>\$111.00</u>	<u>\$114.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Annual Renewal	<u>\$111.00</u>	<u>\$114.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Additional Owner(s) or Employee** initial application (Each)	<u>\$10.00</u>	<u>\$10.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit
Amendments	<u>\$31.00</u>	<u>\$32.00</u>	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishment Permit

CAMTC (California Massage Therapy Council)

* Sole proprietor is defined as having one or no employees

** Additional Employees must be CAMTC Certified

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 7.07 TAXICAB FRANCHISES (SMC Ch. 5.36)</u>								
A.	<u>Franchise Fees</u>							
	Application	<u>\$3,058.00-</u>	<u>\$3,150.00</u>	799000	35-100	600 - 3	Franchise - Other	Taxicab Service
	Additional Owner(s) (Each)	<u>\$157.00-</u>	<u>\$162.00</u>	799000	35-100	600 - 3	Franchise - Other	Taxicab Service
	Renewal	<u>\$2,987.00-</u>	<u>\$3,077.00</u>	799000	35-100	600 - 3	Franchise - Other	Taxicab Service
B.	<u>2-Year Driver's Permit Fees</u>							
	Application	<u>\$342.00-</u>	<u>\$352.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Driver
	Renewal fee	<u>\$272.00-</u>	<u>\$280.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Driver
	Re-test Fee	<u>\$98.00-</u>	<u>\$101.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Driver
	Change of Company	<u>\$98.00-</u>	<u>\$101.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Driver
	Late Fee - Driver's License Renewal SMC 5.36.340; renewal application must be submitted 30 days before permit expires	<u>\$250.00-</u>	<u>\$250.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Driver
C.	<u>Vehicle Fee</u>							
	Per Vehicle Annual Fee	<u>\$316.00-</u>	<u>\$325.00</u>	477040	35-100	1370	Permit - Taxi Driver and Vehicle	Vehicle
<u>SECTION 7.08 FIRE PREVENTION PERMITS AND FEES</u>								
<i>Public Schools are exempt from Permit Fees</i>								
105.6.1 CFC	Aerosol products. To store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight (Annual)							
	Initial	<u>\$999.00-</u>	<u>\$1,029.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$729.00-</u>	<u>\$751.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.2 CFC	Amusement building. An operational permit is required to operate a special amusement building.							
	Initial	<u>\$570.00-</u>	<u>\$587.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$499.00-</u>	<u>\$514.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
16.52.105(t) SMC; 105.7.2 CFC	Battery systems. A permit is required to install, or operate a stationary battery system regulated in Section 608.							
	Initial	<u>\$999.00-</u>	<u>\$1,029.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$729.00-</u>	<u>\$751.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
FIRE PREVENTION PERMITS AND FEES (cont'd)								
16.52.105 (v) SMC; 105.7.5 CFC	Emergency responder radio coverage systems. An operational permit is required to maintain an emergency responder radio coverage system in accordance with CFC Section 510.							
	Plan Check Initial	\$534.00	\$550.00	479050	35-100	1362 - 6	Permit - Fire Prevention	Radio System Fees
	Plan Check Resubmittal	\$321.00	\$331.00	479050	35-100	1362 - 6	Permit - Fire Prevention	Radio System Fees
	Coverage Validation	\$400 per floor	\$400 per floor	479050	35-100	1362 - 6	Permit - Fire Prevention	Radio System Fees
		\$400 per amplifier + \$400 per floor	\$400 per amplifier + \$400 per floor					
	Initial Acceptance Test (per floor fee applicable to ground floor)	\$400 per amplifier + \$400 per floor	\$400 per amplifier + \$400 per floor	479050	35-100	1362 - 6	Permit - Fire Prevention	Radio System Fees
	Annual Acceptance Test (per floor fee applicable to ground floor)	\$400 per amplifier + \$400 per floor	\$400 per amplifier + \$400 per floor	479050	35-100	1362 - 6	Permit - Fire Prevention	Radio System Fees
16.52.105 (n) SMC	Explosives. An operational permit is required for the manufacture, storage handling, sale or use of any quantity of explosives, explosive materials, fire works or pyrotechnic special effects. (Annual)							
	Initial	\$643.00	\$662.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	\$570.00	\$587.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
K101.2 CFC	Haunted house, ghost walk and similar amusement uses. A temporary operational permit is required for haunted houses, ghost walks or similar amusement uses in accordance with SMC 16.52 Appendix K.							
		\$568.00	\$588.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
16.52.105 (y) SMC	Hazardous material stabilization. A temporary permit is required to stabilize potentially unstable (reactive) hazardous materials.							
		\$568.00	\$588.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
16.52.105 (z) SMC	Helicopter lifts. A temporary operational permit is required to move suspended loads via helicopter over populated areas.							
		\$570.00	\$590.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
FIRE PREVENTION PERMITS AND FEES (cont'd)								
105.6.22 CFC	High-piled storage. An operational permit is required to use a building of portion thereof as a high-pile storage area exceeding 500 square feet.							
	High pile storage area of:							
	500 sq. ft. to 2499 sq. ft. (Annual)							
	Initial	\$964.00-	\$993.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$676.00-	\$700.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	2500 sq. ft. to 4999 sq. ft. (Annual)							
	Initial	\$964.00-	\$993.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$679.00-	\$699.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	5000 sq. ft. and over. (Annual)							
	Initial	\$964.00-	\$993.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$679.00-	\$699.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.23 CFC	Hot work operations. Fixed site equipment such as welding booths, portable equipment in a structure, or public exhibitions.							
	Initial	\$999.00-	\$1,029.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	\$729.00-	\$751.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.24 CFC	Industrial Ovens. An operational permit is required for operation of industrial ovens regulated by Chapter 21.							
	Initial	\$608.00-	\$626.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$535.00-	\$551.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.25 CFC	Lumber yards and woodworking plants. An operational permit is required for the storage or processing of lumber exceeding 100,000 board feet. (Annual)							
	Initial	\$608.00-	\$626.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$534.00-	\$550.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.26 CFC	An operational permit is required to display, operate or demonstrate a liquid or gas fueled vehicles or equipment in assembly occupancies.							
		\$676.00-	\$700.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
105.6.28 CFC	Magnesium. An operational permit is required to melt, cast, heat treat or grind more than 10 pounds of magnesium. (Annual)							
	Initial	\$999.00-	\$1,029.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	\$731.00-	\$753.00	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
FIRE PREVENTION PERMITS AND FEES (cont'd)								
105.6.29 CFC	Misc. Combustible Storage. An operational permit is required to store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber cork or similar combustible material.							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.17 CFC SMC 16.52.105(p)	On-Demand Mobile Fueling - Operation. A permit is required to engage in on-demand mobile fueling operations in accordance with Section 5707 of the Fire Code.							
	Initial	<u>\$802.00-</u>	<u>\$826.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$802.00-</u>	<u>\$826.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.17 CFC SMC 16.52.105(p)	On-Demand Mobile Fueling - Site. A permit is required to utilize a site for on-demand mobile fueling operations in accordance with Section 5707 of the Fire Code.							
	Initial	<u>\$524.00-</u>	<u>\$550.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$36.00-</u>	<u>\$37.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	<i>Note: The fire code official is authorized to charge a single mobile fueling site permit fee when multiple mobile fueling site permits are issued to the same entity at contiguous sites.</i>							
105.6.30 CFC	Open burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations must be adhered to. Exception: Recreational fires.							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.32 CFC	Open flames and candles. An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
16.52.105 (cc) SMC	Outdoor assembly event. A temporary permit is required to operate an outdoor assembly event (see definition - 1,000 or more attendees, or 100 confined).							
		<u>\$286.00-</u>	<u>\$295.00</u>	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary

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FIRE PREVENTION PERMITS AND FEES (cont'd)								
105.6.34 CFC	Places of assembly. An operational permit is required to operate a place of assembly (occupancy of 50 or more). (Annual)							
	Occupancies of:							
	50 to 100							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$427.00-</u>	<u>\$440.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	101 to 300							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	301+							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
16.52.105 (ff)	Temporary place of assembly. A temporary operational permit is required to use any building or structure, or portion thereof, other than established Group R-3 and Group A occupancies for assembly purposes where the occupant load is more than 50 persons.	<u>\$499.00-</u>	<u>\$514.00</u>	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
105.6.36 CFC	Pyrotechnic special effects material. An operational permit is required for use and handling of special effects material.							
	Initial	<u>\$821.00-</u>	<u>\$846.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$679.00-</u>	<u>\$699.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.38 CFC	Refrigeration equipment. An operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6 of the CFC.							
	Initial	<u>\$1,427.00-</u>	<u>\$1,470.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$933.00-</u>	<u>\$961.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.39 CFC	Repair Garages and Motor Fuel dispensing facilities. An operational permit is required for the operation of repair garages and automotive, marine, and fleet motor fuel-dispensing facilities.							
	One to two bays (Annual)							
	Initial	<u>\$1,070.00-</u>	<u>\$1,102.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$800.00-</u>	<u>\$824.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Three to four bays (Annual)							
	Initial	<u>\$1,070.00-</u>	<u>\$1,102.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$800.00-</u>	<u>\$824.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Five to nine bays (Annual)							
	Initial	<u>\$1,204.00-</u>	<u>\$1,240.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$803.00-</u>	<u>\$827.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Ten or more bays (Annual)							
	Initial	<u>\$1,204.00-</u>	<u>\$1,240.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$803.00-</u>	<u>\$827.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat

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FIRE PREVENTION PERMITS AND FEES (cont'd)								
105.6.4 CFC	Carnivals and Fairs. An operation permit is required to conduct a carnival or fair. After-hours review or inspection fee may apply.	<u>\$286.00-</u>	<u>\$295.00</u>	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
105.6.41 CFC	Spraying or dipping. An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders. (Annual)							
	Initial	<u>\$1,471.00-</u>	<u>\$1,515.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$1,003.00-</u>	<u>\$1,033.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.46 CFC	Wood products. An operational permit is required to store chips, hogged material, lumber, or plywood in excess of 200 cubic feet.							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.47 CFC	Pyrotechnic/Special Effects/Aerial Display. To use pyrotechnic special effects open flame, use of flammable combustible liquids and gases, welding, and the parking of motor vehicles in any building or location for the purpose of motion picture, television and commercial production.	<u>\$818.00-</u>	<u>\$847.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.6.5 CFC	Cellulose Nitrate. An operational permit is required to store, handle, or use cellulose nitrate film in a Group A occupancy.							
	Initial	<u>\$1,070.00-</u>	<u>\$1,102.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$803.00-</u>	<u>\$827.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.6 CFC	Combustible Dust-producing operations. An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or plant pulverizing aluminum, coal, cocoa, magnesium, spices, sugar or other material producing dusts. (Annual)							
	Initial	<u>\$1,070.00-</u>	<u>\$1,102.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
	Renewal	<u>\$803.00-</u>	<u>\$827.00</u>	479050	35-100	1362 - 3	Permit - Fire Prevention	HazMat
105.6.7 CFC	Combustible fiber storage. An operational permit for the storage and handling of combustible fibers in quantities greater than 100 cubic feet. (Annual)							
	Initial	<u>\$500.00-</u>	<u>\$515.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	<u>\$428.00-</u>	<u>\$441.00</u>	479050	35-100	1362 - 1	Permit - Fire Prevention	General

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
FIRE PREVENTION PERMITS AND FEES (cont'd)								
105.6.9 CFC	Covered and open mall buildings. An operational permit (per occurrence) is required for:							
	A. The placement of retail fixtures and displays, concession equipment displays of highly combustible goods and similar items in the mall.							
	Initial	\$679.00	\$699.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$676.00	\$696.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	B. The display of liquid or gas fired equipment in the mall.							
	Initial	\$679.00	\$699.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$676.00	\$696.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	C. To use open-flame or flame-producing equipment in the mall.							
	Initial	\$679.00	\$699.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$676.00	\$696.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
105.7.16 CFC	Temporary membrane structures and tents. An operational permit is required to operate an air supported temporary membrane structure or a tent having an area in excess of 400 square feet.							
105.6.43 CFC		\$286.00	\$295.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
105.6 CFC	Temporary fire safety operations. Any permit (authorized under CFC 105.6 or 105.7) for a time period not exceeding six (6) months. After-hours review or inspection fee may apply.							
105.7 CFC		\$190.00	\$196.00	479050	35-100	1362 - 2	Permit - Fire Prevention	Temporary
16.52.150 (g) SMC	Institutions. (Hospitals, Board and Care, Day Care, Residential Care). (Annual)							
	A. Commercial Day Care (15-49 persons)							
	Initial	\$500.00	\$515.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$428.00	\$441.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	B. Residential Care Facility (7 to 49 persons)							
	Initial	\$599.00	\$617.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$428.00	\$441.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	C. Hospitals, Commercial Day Care/Res. Care (over 50 persons)							
	Initial	\$700.00	\$721.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
	Renewal	\$428.00	\$441.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General

	Fiscal Year 2019/20	Fiscal Year 2020/21	Charge Code	Fund	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
FIRE PREVENTION PERMITS AND FEES (cont'd)							
<u>Fire Prevention/Inspection/Service Fee</u>							
Technology Fee (Annual per consolidated permit)	\$26.00-	\$27.00	479050	35-100	1362 - 5	Permit - Fire Prevention	Technology Fees
Fire Protection System Maintenance Testing and Inspection Electronic Report Submittal	\$15 per regulated system per year	\$15 per regulated system per year	NA	#N/A	NA NA	Vendor Fee	
Inspections/Standby Time/Plan Review							
Work day after hours - Per hour	\$143.00-	\$147.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
E.C. Standby Time - Per Hour	Actual Cost	Actual Cost	472030	35-100	2772 - 4	Fire Inspections	Standby
Fire Prevention Re-Inspection	\$143.00-	\$147.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
Inspection cancellation fee without notice	\$252.00-	\$260.00	479050	35-100	1362 - 1	Permit - Fire Prevention	General
Single Violations	\$211.00-	\$217.00	472030	35-100	2772 - 5	Fire Inspections	Re-Inspections
Multiple Violations	\$634.00-	\$653.00	472030	35-100	2772 - 5	Fire Inspections	Re-Inspections
Apartment Buildings and Complexes. An inspection is required for the health and welfare of apartment residents.							
3-8 Units (Annual)	\$323.00-	\$333.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
9-19 Units (Annual)	\$339.00-	\$349.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
20-49 Units (Annual)	\$433.00-	\$446.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
50-149 Units (Annual)	\$805.00-	\$829.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
150-299 Units (annual)	\$1,177.00-	\$1,212.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
300+ Units (Annual)	\$1,548.00-	\$1,594.00	472030	35-100	2772 - 1	Fire Inspections	Apartments
E.C. Re-Inspection	\$154.00-	\$159.00	472030	35-100	2772 - 5	Fire Inspections	Re-Inspections
Hotels. An inspection is required for the health and welfare of hotel employees and guests.							
Less than 50 Units (Annual)	\$581.00-	\$598.00	472030	35-100	2772 - 2	Fire Inspections	Hotels
50-149 Units (Annual)	\$1,044.00-	\$1,075.00	472030	35-100	2772 - 2	Fire Inspections	Hotels
150-299 Units (Annual)	\$1,044.00-	\$1,075.00	472030	35-100	2772 - 2	Fire Inspections	Hotels
300 + Units (Annual)	\$1,972.00-	\$2,031.00	472030	35-100	2772 - 2	Fire Inspections	Hotels
E.C. Re-Inspection	\$154.00-	\$159.00	472030	35-100	2772 - 5	Fire Inspections	Re-Inspections
High Rises. An inspection of high rise buildings is required.							
Per Floor < 40,000 sq feet	\$428.00-	\$441.00	472030	35-100	2772 - 3	Permit - Fire Prevention	High Rises
Per Floor > 40,000 sq feet	\$428.00-	\$441.00	472030	35-100	2772 - 3	Permit - Fire Prevention	High Rises
E.C. Re-Inspection	\$149.00-	\$154.00	472030	35-100	2772 - 5	Fire Inspections	Re-Inspections
Community Care State Licensing Pre-Inspection (HSC 13235)							
Pre-inspection of community care facility, residential care facility, or child day care facility. (Per hour)	\$143.00-	\$147.00	479050	35-100	1362 - 4	Fire Prevention	Fire Prevention
<u>Late Application Fee</u>							
Upon failure to obtain required permit, failure to renew annual permit or failure to pay required fees; applicable 30 days after due date. (Per month)	20% of Dollar Amount Owed	20% of Dollar Amount Owed	479050	35-100	1362 - 4	Permit - Fire Prevention	Fire Prevention

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 7.09 HAZARDOUS MATERIALS AND CERTIFIED UNIFIED PROGRAM AGENCIES (CUPA) PERMITS</u>								
<i>Pursuant to the California Environmental Protection Agency's approval of Sunnyvale's application to serve as the Certified Unified Program Agency (CUPA) for the City, the City of Sunnyvale assumes authority and responsibility within the City for the unified hazardous waste and hazardous materials management regulatory program established by Health and Safety Code, Division 20, Chapter 6.11, Section 25404.</i>								
<i>Public Schools are exempt from Permit Fees</i>								
105.6.20 CFC	Toxic gases. To store, dispense, use or handle moderately toxic, toxic and highly toxic gases.							
	The fee is determined by the quantity of toxic gas stored on-site. Only one of the two fees listed below will apply at each facility. (Annual Fee)							
	Toxic and highly toxic gases and moderately toxic gas having a LC50 more than 3000 ppm in aggregate quantities below the maximum allowable quantity (MAQ).							
	Primary	<u>\$1,301.00-</u>	<u>\$1,347.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
	Secondary	<u>\$604.00-</u>	<u>\$625.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
105.6.20 CFC	Toxic and highly toxic gases and moderately toxic gases having a LC50 less than or equal to 3000 ppm in aggregate quantities exceeding the maximum allowable quantity (MAQ).							
	Primary	<u>\$1,701.00-</u>	<u>\$1,761.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
	Secondary	<u>\$794.00-</u>	<u>\$822.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
	Toxic Gas Closure Plan. To review and process a closure plan for facilities using regulated gases. (Each)	<u>\$2,128.00-</u>	<u>\$2,202.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
20.10.50 SMC	Underground Tank Removal or Decommissioning. To remove or decommission any flammable liquid, combustible liquid, or hazardous chemical tank. (Per tank occurrence)	<u>\$2,029.00-</u>	<u>\$2,090.00</u>	479020	35-100	1349	Permit - CUPA Fees	
105.6.2 CFC	Carbon Dioxide Beverage Dispensing. Required for carbon dioxide systems used in beverage dispensing applications having more than 100 pounds of carbon dioxide.							
	Primary	<u>\$995.00-</u>	<u>\$995.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
	Secondary	<u>\$463.00-</u>	<u>\$463.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
105.6.20 CFC	<u>SMALL QUANTITIES.</u> To store or handle up to							
20.10.50 SMC	and including 500 lbs. as a solid, up to and							
16.52.105 SMC	including 55 gallons as a liquid, and up to							
	and including 200 cubic feet as a compressed							
	gas at standard temperature and pressure:							
For up to two categories of the following								
Department of Transportation Hazard								
Categories. (Annual)								
Primary		<u>\$907.00-</u>	<u>\$907.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
Secondary		<u>\$423.00-</u>	<u>\$423.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
For three or more categories of the following								
Department of Transportation Hazard								
Categories. (Annual)								
Primary		<u>\$1,043.00-</u>	<u>\$1,074.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
Secondary		<u>\$485.00-</u>	<u>\$500.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
20.10.50 SMC,	To store or handle hazardous materials regulated by the California Fire Code,							
105.6.20 CFC								
16.52.105 SMC								
To store or handle hazardous materials regulated by the California Fire Code,								
SMC or Chapter 6.95 of Division 20 of the Health & Safety Code that are not								
categorized by the Department of Transportation:								
For up to two regulated hazard classes								
Primary		<u>\$907.00-</u>	<u>\$939.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
For three or more regulated hazard classes								
Primary		<u>\$1,043.00-</u>	<u>\$1,074.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General
Secondary		<u>\$485.00-</u>	<u>\$500.00</u>	493020	35-100	1359 - 1	Permit - Haz. Materials	General

Hazardous Class Table:

Class Materials

- 2.1 Flammable Gas
- 2.2 Non-Flammable Compressed Gas
- 2.3 Poisonous Gas
- 3 Flammable (and Combustible) Liquids
- 4.1 Flammable Solids
- 4.2 Spontaneously Combustible
- 4.3 Dangerous When Wet
- 5.1 Oxidizer
- 5.2 Organic Peroxide
- 6.1 Poison Materials
- 6.2 Infectious Substances (Etiological Agents)
- 8 Corrosives
- 9 Miscellaneous Hazardous Materials

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
20.10.50 SMC	HAZARDOUS MATERIALS BUSINESS PLAN (HMBP)							
105.6.20 CFC								
16.52.105 SMC								
	LARGE (HMBP) QUANTITIES. To store or handle quantities in excess of the foregoing of any regulated materials which are categorized by Department of Transportation.							
	2.1 -- Flammable Gas							
	Quantity Range 1 & 2 (Annual)							
	Primary	\$910.00	\$937.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$423.00	\$436.00	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	\$1,177.00	\$1,212.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$548.00	\$564.00	479020	35-100	1349	Permit - CUPA Fees	
	2.2 -- Non-Flammable Compressed Gas							
	Quantity Range 1 & 2 (Annual)							
	Primary	\$910.00	\$937.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$423.00	\$436.00	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	\$1,177.00	\$1,212.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$548.00	\$564.00	479020	35-100	1349	Permit - CUPA Fees	
	2.3 -- Poison Gas							
	Quantity Range 1 & 2 (Annual)							
	Primary	\$910.00	\$937.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$423.00	\$436.00	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	\$1,177.00	\$1,212.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$548.00	\$564.00	479020	35-100	1349	Permit - CUPA Fees	
	3 -- Flammable (and Combustible) Liquids							
	Quantity Range 1 & 2 (Annual)							
	Primary	\$910.00	\$937.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$423.00	\$436.00	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	\$1,177.00	\$1,212.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$548.00	\$564.00	479020	35-100	1349	Permit - CUPA Fees	
	4.1 -- Flammable Solids							
	Quantity Range 1 & 2 (Annual)							
	Primary	\$910.00	\$937.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$423.00	\$436.00	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	\$1,177.00	\$1,212.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$548.00	\$564.00	479020	35-100	1349	Permit - CUPA Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
4.2 -- Spontaneously Combustible								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
4.3 -- Dangerous When Wet								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
5.1 -- Oxidizer								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
5.2 -- Organic Peroxide								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
6.1 -- Poison Materials								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
6.2 -- Infectious Substances (Etiological Agents)								
	Quantity Range 1 & 2 (Annual)							
Primary		<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
Primary		<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
Secondary		<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	

		Fiscal Year 2019/20	Fiscal Year 2020/21	Charge Code	Fund	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
	8 -- Corrosives							
	Quantity Range 1 & 2 (Annual)							
	Primary	<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	9 -- Miscellaneous Hazardous Materials							
	Quantity Range 1 & 2 (Annual)							
	Primary	<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
105.6.20 CFC, 20.10.50 SMC	To store or handle hazardous materials regulated by the California Fire Code, SMC or Chapter 6.95 of Division 20 of the Health & Safety Code that are not categorized by the Department of Transportation:							
	Quantity Range 1 & 2 (Annual)							
	Primary	<u>\$910.00-</u>	<u>\$937.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$423.00-</u>	<u>\$436.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
105.6.10 CFC	To store, use or handle cryogenic gases. (Cryogenic fees shall be assessed under this fee category, not as a DOT regulated material.)							
	Quantity Range 1 & 2 (Annual)							
	Primary	<u>\$1,043.00-</u>	<u>\$1,074.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$485.00-</u>	<u>\$500.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Quantity Range 3, 4, 5 (Annual)							
	Primary	<u>\$1,177.00-</u>	<u>\$1,212.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$548.00-</u>	<u>\$564.00</u>	479020	35-100	1349	Permit - CUPA Fees	
105.6 CFC	To operate an underground storage tank regulated by SMC Title 21. This fee is in addition to any hazard class fee. (Per tank annual)							
	Primary	<u>\$2,194.00-</u>	<u>\$2,271.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$1,021.00-</u>	<u>\$1,057.00</u>	479020	35-100	1349	Permit - CUPA Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
105.6 CFC	To close a hazardous materials storage facility (other than tanks). Each occurrence where 4 or more hours are expended.							
	Small Quantity	<u>\$1,874.00-</u>	<u>\$1,930.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Large Quantity	<u>\$2,140.00-</u>	<u>\$2,204.00</u>	479020	35-100	1349	Permit - CUPA Fees	
105.6 CFC	Temporary hazardous materials permit.							
105.7 CFC	Any permit (authorized under CFC 105.6 or 105.7) issued for a time period not exceeding six (6) months. Review and inspection (Per hour).	<u>\$267.00-</u>	<u>\$275.00</u>	479020	35-100	1359 - 2	Permit - Haz. Materials	Temporary
	Re-Inspection Fee	<u>\$357.00-</u>	<u>\$368.00</u>	479020	35-100	1359 - 2	Permit - Haz. Materials	Temporary
	Overtime Inspection Fee (Per hour)	<u>\$334.00-</u>	<u>\$344.00</u>	479020	35-100	1359 - 2	Permit - Haz. Materials	Temporary
	Late Application Fee	<u>20% of Dollar Amount</u>	<u>20% of Dollar Amount</u>	479020	35-100	1359 - 2	Permit - Haz. Materials	Temporary
<u>Quantity Range # Range Amounts</u>								
1	Less than 500 pounds for solids, Less than 55 gallons for liquids, and Less than 200 cubic feet at STP for compressed gases.							
2	Between 500 and 5,000 pounds for solids, Between 55 and 550 gallons for liquids, and Between 200 and 2,000 cubic feet at STP for compressed gases.							
3	Between 5,000 and 25,000 pounds for solids, Between 550 and 2,750 gallons for liquids, and Between 2,000 and 10,000 cubic feet at STP for compressed gases.							
4	Between 25,000 and 50,000 pounds for solids, Between 2,750 and 5,500 gallons for liquids, and Between 10,000 and 20,000 cubic feet at STP for compressed gases.							
5	More than 50,000 pounds for solids, More than 5,500 gallons for liquids, and More than 20,000 cubic feet at STP for compressed gases.							
<u>Consultation Fee.</u> Review of Hazardous Materials Management Plans (HMMPs) and/or business files by consultants with Hazardous Materials Inspectors or other members of the Fire Prevention Bureau (minimum one half hour charge). Note: This is not intended to require a facility to pay a fee to discuss/review its own HMMP/business file with a member of the Fire Prevention Bureau. (Per hour).								
		<u>\$267.00-</u>	<u>\$275.00</u>	479020	35-100	1349	Permit - CUPA Fees	
<u>Re-inspection Fee.</u> Hazardous Materials after first re-inspection (each inspection)								
		<u>\$346.00-</u>	<u>\$358.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General
<u>Overtime Inspection Fee.</u> Hazardous Materials, upon request. (Per hour)								
		<u>\$334.00-</u>	<u>\$344.00</u>	479020	35-100	1359 - 1	Permit - Haz. Materials	General

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
	<u>Late Application Fee.</u> Upon failure to obtain required permit, failure to renew annual permit, or failure to pay required fees. Applicable 30 days after due date. (Per month)	20% of Dollar Amount Owed	20% of Dollar Amount Owed	493020	35-100	1359 - 1	Permit - Haz. Materials	General
20.10.030 SMC	<u>Annual Hazardous Waste Treatment</u> (billed for highest tier only)							
	Permit by Rule	\$2,900.00	\$3,002.00	479020	35-100	1349	Permit - CUPA Fees	
	Conditionally Authorized	\$2,101.00	\$2,175.00	479020	35-100	1349	Permit - CUPA Fees	
	Conditionally Exempt	\$1,128.00	\$1,167.00	479020	35-100	1349	Permit - CUPA Fees	
20.10.030 SMC	<u>Annual Hazardous Waste Generator Fees</u>							
	Additional fee for each contiguous hazardous waste generator facility with same EPA ID#	\$86.00	\$89.00	479020	35-100	1349	Permit - CUPA Fees	
	Used Oil Only							
	Primary	\$995.00	\$1,030.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$463.00	\$479.00	479020	35-100	1349	Permit - CUPA Fees	
	<100 kg/year							
	Primary	\$995.00	\$1,030.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$463.00	\$479.00	479020	35-100	1349	Permit - CUPA Fees	
	<5 tons/year							
	Primary	\$995.00	\$1,030.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$463.00	\$479.00	479020	35-100	1349	Permit - CUPA Fees	
	5 - <25 tons/year							
	Primary	\$1,435.00	\$1,485.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$669.00	\$692.00	479020	35-100	1349	Permit - CUPA Fees	
	25 - <50 tons/year							
	Primary	\$1,440.00	\$1,483.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$669.00	\$689.00	479020	35-100	1349	Permit - CUPA Fees	
	50 - <250 tons/year							
	Primary	\$1,882.00	\$1,938.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$875.00	\$901.00	479020	35-100	1349	Permit - CUPA Fees	
	250 - <500 tons/year							
	Primary	\$1,882.00	\$1,938.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$875.00	\$901.00	479020	35-100	1349	Permit - CUPA Fees	
	500 - <1,000 tons/year							
	Primary	\$1,882.00	\$1,938.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$875.00	\$901.00	479020	35-100	1349	Permit - CUPA Fees	
	1,000 - 2,000 tons/year							
	Primary	\$1,882.00	\$1,938.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$875.00	\$901.00	479020	35-100	1349	Permit - CUPA Fees	
	>2000 tons/year							
	Primary	\$1,882.00	\$1,938.00	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	\$875.00	\$901.00	479020	35-100	1349	Permit - CUPA Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
HAZARDOUS MATERIALS AND CUPA PERMITS (cont'd)								
20.10.030 SMC	<u>California Accidental Release Prevention (CalARP) Program</u>							
	Registration	<u>\$533.00-</u>	<u>\$552.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Review of Risk Management Plans (Charge per hour)	<u>\$267.00-</u>	<u>\$275.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Required Non-routine Inspections (Charge per hour)	<u>\$357.00-</u>	<u>\$368.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	CalARP Annual Inspection Fee - Program Level 1							
	Primary	<u>\$1,261.00-</u>	<u>\$1,305.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$587.00-</u>	<u>\$608.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	CalARP Annual Inspection Fee - Program Level 2 & 3							
	Primary	<u>\$1,608.00-</u>	<u>\$1,664.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Secondary	<u>\$747.00-</u>	<u>\$773.00</u>	479020	35-100	1349	Permit - CUPA Fees	
20.10.030 SMC	<u>Aboveground Petroleum Storage Act (APSA)</u>							
	Annual Inspection Fee							
	Single Source	<u>\$995.00-</u>	<u>\$1,030.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Multiple Source	<u>\$1,208.00-</u>	<u>\$1,250.00</u>	479020	35-100	1349	Permit - CUPA Fees	
	Technology Fee (Annual per consolidated permit)	<u>\$26.00-</u>	<u>\$27.00</u>	479020	35-100	1359 - 3	Permit - Haz. Materials	Technology Fees
	<u>Annual Unified Program State Service Fees</u>							
	Unified Program Facility	<u>As Set by State</u>	<u>As Set by State</u>	799583	35-100		Deposits and Passthroughs	
	Underground Tank (Each)	<u>As Set by State</u>	<u>As Set by State</u>	799583	35-100		Deposits and Passthroughs	
	CalARP Facility	<u>As Set by State</u>	<u>As Set by State</u>	799583	35-100		Deposits and Passthroughs	
	APSA Fee (Per regulated facility)	<u>As Set by State</u>	<u>As Set by State</u>	799583	35-100		Deposits and Passthroughs	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 7.10 ANIMAL CONTROL SERVICES FEES AND CHARGES</u>							
A. Animal Licensing Fee (not transferable) ¹							
Altered Dog ²							
One Year	\$22.00	\$22.00	480010	35-100	2751	Animal Control Fees	
Two Years	\$32.00	\$32.00	480010	35-100	2751	Animal Control Fees	
Three Years	\$42.00	\$42.00	480010	35-100	2751	Animal Control Fees	
Unaltered Dog ²							
One Year	\$74.00	\$74.00	480010	35-100	2751	Animal Control Fees	
Altered Cat ²							
One Year	\$11.00	\$11.00	480010	35-100	2751	Animal Control Fees	
Two Years	\$17.50	\$17.50	480010	35-100	2751	Animal Control Fees	
Three Years	\$23.00	\$23.00	480010	35-100	2751	Animal Control Fees	
Unaltered Cat ²							
One Year	\$37.00	\$37.00	480010	35-100	2751	Animal Control Fees	
Late Fee ³	\$25.00	\$25.00	480010	35-100	2751	Animal Control Fees	
Replacement Tag	\$5.00	\$5.00	480010	35-100	2751	Animal Control Fees	
 <u>Footnotes:</u>							
1 For owners 65 years old or older the fee applies to the second and additional animals only							
2 Rabies vaccination requirements apply to all licenses and licenses will not be issued beyond the validity of the vaccination.							
3 Due upon failure to license dog or cat by age of four months (state law), or within 30 days of acquisition, residency or license expiration.							
B. Impound Fees*							
CA Food and Agriculture Code 30804.7							
Humane Society of Silicon Valley may impose additional fees							
Unaltered Dogs and Cats (includes \$60 impound fee)	Included Below	Included Below	480010	35-100	2751	Animal Control Fees	
1st Offense	\$40.00	\$40.00	480010	35-100	2751	Animal Control Fees	
2nd Offense	\$75.00	\$75.00	480010	35-100	2751	Animal Control Fees	
3rd Offense and subsequent offenses	\$100.00	\$100.00	480010	35-100	2751	Animal Control Fees	
State fine for Intact (unaltered) pets (1st/2nd/3rd and subsequent offenses)	\$35.00/\$50.00/\$100.00	\$35.00/\$50.00/\$100.00	480010	35-100	2751	Animal Control Fees	
Other Small (bird, rabbit, etc.)	\$30.00	\$30.00	480010	35-100	2751	Animal Control Fees	
Other Large (horse, pig, goat, etc.)	\$75.00	\$75.00	480010	35-100	2751	Animal Control Fees	
* If an owner chooses to spay/neuter their impounded pet prior to release, the additional fine for intact (unaltered) pet will be waived. Further, if a pet is spayed/neutered within 60 days of redemption, the owner will receive a refund of the intact pet fine.							
C. Boarding Fees (per day or portion thereof)							
Unaltered Dogs	\$26.00	\$27.00	480010	35-100	2751	Animal Control Fees	
Altered Dogs	\$22.00	\$23.00	480010	35-100	2751	Animal Control Fees	
Unaltered Cats	\$26.00	\$27.00	480010	35-100	2751	Animal Control Fees	
Altered Cats	\$22.00	\$23.00	480010	35-100	2751	Animal Control Fees	
Other Small (bird, rabbit, etc.)	\$22.00	\$23.00	480010	35-100	2751	Animal Control Fees	
Other Large (horse, pig, goat, etc.)	\$26.00	\$27.00	480010	35-100	2751	Animal Control Fees	
Quarantine - Shelter	Up to 10 Days Boarding Fees	Up to 10 Days Boarding Fees	480010	35-100	2751	Animal Control Fees	
Quarantine	\$54.00	\$56.00	480010	35-100	2751	Animal Control Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
ANIMAL CONTROL SERVICES FEES AND CHARGES (cont'd)								
D. Other Fees								
SMC 6.08.116	Field Service Charge, per trip	\$121.00	\$125.00	480010	35-100	2751	Animal Control Fees	
	Animal Establishment Permit (New)	\$289.00	\$298.00	480010	35-100	2751	Animal Control Fees	
	Animal Establishment Permit (Renewal)	\$51.00	\$53.00	480010	35-100	2751	Animal Control Fees	
	Vicious Animal Permit (New)	\$289.00	\$298.00	480010	35-100	2751	Animal Control Fees	
	Vicious Animal Permit (Renewal)	\$108.00	\$111.00	480010	35-100	2751	Animal Control Fees	
	Inspection Fee	\$146.00	\$150.00	480010	35-100	2751	Animal Control Fees	
	Re-Inspection Fee							
	First 1/2 hour (minimum)	\$42.00	\$43.00	480010	35-100	2751	Animal Control Fees	
	Each Hour	\$86.00	\$89.00	480010	35-100	2751	Animal Control Fees	
	Return to Owner Fee							
	Altered Dog or Cat	\$25.00	\$25.00	480010	35-100	2751	Animal Control Fees	
	Unaltered Dog or Cat (includes a \$50 return to owner fee)	Included Below	Included Below	480010	35-100	2751	Animal Control Fees	
	1st Offense	\$50.00	\$50.00	480010	35-100	2751	Animal Control Fees	
	2nd Offense	\$75.00	\$75.00	480010	35-100	2751	Animal Control Fees	
	3rd Offense and subsequent offenses	\$100.00	\$100.00	480010	35-100	2751	Animal Control Fees	
	Other Small (bird, rabbit, etc.)	\$25.00	\$25.00	480010	35-100	2751	Animal Control Fees	
	Other Large (horse, pig, goat, etc.)	\$50.00	\$50.00	480010	35-100	2751	Animal Control Fees	
	Deceased Animal	\$25.00	\$25.00	480010	35-100	2751	Animal Control Fees	
<u>SECTION 7.11 CIVIL PENALTIES FOR PARKING VIOLATIONS</u>								
SMC 9.24.180	Abandoned Car - 72 hours	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.020	Obedience to Signs or Parking Space Marking	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.030	Emergency Parking; Street Repair	\$70.00	\$70.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.040	Parking on City Property	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.060	Parking Adjacent to Schools	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.080	Parking Parallel with Curb	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.090	Angle Parking	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.100	Parking on Narrow Streets	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.110	Standing in Parkways Prohibited	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.120	Use of Streets for Storage of Vehicles	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.140	Parking for Certain Purposes	\$70.00	\$70.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.150	Parking on Private Property Prohibited	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.160	Commercial Vehicles in Residential District	\$70.00	\$70.00	480040	35-100	1503	Fines - Parking	
SMC 10.16.170	Vehicles Transporting Property for Hire	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.24.010	Parking Prohibited / Certain Streets	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.24.015	Commercial Vehicle on Certain Streets	\$111.00	\$111.00	480040	35-100	1503	Fines - Parking	
SMC 10.24.020	Parking Prohibited / Certain Hours	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.24.030	Time Limitations	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.26.060	Preferential Parking Prohibitions	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.36.040 (b)	Loading Zone / Time Limit	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.36.050	Loading Zone / Parking Prohibited	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.36.060	Passenger Zone / Park Restricted	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
CIVIL PENALTIES FOR PARKING VIOLATIONS (cont'd)								
SMC 10.36.065	Disabled Parking	\$317.00	\$317.00	480040	35-100	1503	Fines - Parking	
SMC 10.36.070	Parking in Alleys	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
SMC 10.36.090	Bus Zone / Parking Prohibited	\$271.00	\$271.00	480040	35-100	1503	Fines - Parking	
SMC 19.46.140	Parking in Front and/or Side Yards	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 21113(A)	Parked on Public Ground	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 21210	Bicycle Parking	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22500(A-H)	Park, Stop, Stand Violation	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22500 (I)	Bus Loading Zone	\$271.00	\$271.00	480040	35-100	1503	Fines - Parking	
CVC 22500(J-K)	Park, Stop, Stand Violation	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22500(L)	Block Wheelchair Access Ramp	\$317.00	\$317.00	480040	35-100	1503	Fines - Parking	
CVC 22500.1	Parked in a Fire Lane	\$60.00	\$60.00	480040	35-100	1503	Fines - Parking	
CVC 22502 (A,E)	Park in Direction of Flow (18" of Curb)	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22505 (B)	Park on State Highway	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22507.8 (A)	Disabled Parking Only	\$317.00	\$317.00	480040	35-100	1503	Fines - Parking	
CVC 22507.8 (B)	Block Handicap Space	\$317.00	\$317.00	480040	35-100	1503	Fines - Parking	
CVC 22513	Tow Truck Stopping at Accident Scene	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22514	Parking Within 15' of Fire Hydrant	\$61.00	\$61.00	480040	35-100	1503	Fines - Parking	
CVC 22515	Unattended Vehicles	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22521	Parking on Railroad Track	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22522	Blocking Handicap Sidewalk Ramp	\$317.00	\$317.00	480040	35-100	1503	Fines - Parking	
CVC 22526 (A)	Block Intersection / Gridlock	\$116.00	\$116.00	480040	35-100	1503	Fines - Parking	
CVC 22526 (B)	Turning and Blocking Intersection / Gridlock	\$116.00	\$116.00	480040	35-100	1503	Fines - Parking	
CVC 22951	Street and Alley Parking	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 23333	Park on Vehicular Crossing	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 38300	Off Highway Vehicle: Obey Parking Signs	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 22511.1	Zero Emissions Vehicle Parking Only	\$103.00	\$103.00	480040	35-100	1503	Fines - Parking	
CVC 5204	Registration Tabs Required	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 4000(a)(1)	Unregistered Vehicle	\$53.00	\$53.00	480040	35-100	1503	Fines - Parking	
CVC 40203.5(a)	Late Payment Penalty	35% of Original Fine	35% of Original Fine	480040	35-100	1503	Fines - Parking	
CVC 40203.6(a)	Additional Penalty for violation of Disabled/Handicap/ADA Parking	10% of Civil Penalty	10% of Civil Penalty	480040	35-100	1503	Fines - Parking	
CIVIL PENALTY REDUCTIONS								
CVC 40225	Proof of Correction: Valid License Plate Display	\$10.00	\$10.00	480040	35-100	1503	Fines - Parking	
CVC 40226	Proof of Correction: Disabled Placard	\$25.00	\$25.00	480040	35-100	1503	Fines - Parking	

Note: These are the most commonly cited violations. However, citations may also be issued for municipal code violations not listed here. For fine information for those violations refer to the Santa Clara County Traffic Bail Schedule. (http://www.sccscourt.org/court_divisions/traffic/bail.shtml)

SECTION 7.12 ADMINISTRATIVE CITATIONS

All violations of the Sunnyvale Municipal Code enforced pursuant to Chapters 1.05 and 1.06 are governed by this schedule of fines:

Neighborhood Preservation Code Violations:

SMC Ch. 1.04	(1) First violation	\$100.00	\$100.00	480020	35-100	1516	Neighborhood Pres. Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	\$200.00	480020	35-100	1516	Neighborhood Pres. Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	\$500.00	480020	35-100	1516	Neighborhood Pres. Code Violations
	Late Payments	10% per month	10% per month	480020	35-100	1516	Neighborhood Pres. Code Violations

Fire Code Violations:

SMC Ch. 1.04	(1) First violation	\$100.00	\$100.00	479050	35-100	1517	Fire Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	\$200.00	479050	35-100	1517	Fire Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	\$500.00	479050	35-100	1517	Fire Code Violations
Reso. No. 109-02	Late Payments	10% per month	10% per month	479050	35-100	1517	Fire Code Violations

Licensing/Permitting Code Violations

SMC Ch. 1.04	(1) First violation	\$100.00	\$100.00	799583	35-100	1518	Licensing/Permitting Code Violations
SMC Ch. 1.05	(2) Second violation occurring within 12 months of the most recent citation date.	\$200.00	\$200.00	799583	35-100	1518	Licensing/Permitting Code Violations
	(3) Third violation occurring within 12 months of the most recent citation date.	\$500.00	\$500.00	799583	35-100	1518	Licensing/Permitting Code Violations

Licensing/Permitting Non-Compliance Penalties

BPC Article 4	Secondhand Dealers/Pawnbroker Permit - One Owner	\$250.00	\$250.00	477040	35-100	1371 - 2	Misc. DPS Permits & Services	Secondhand Dealer/Pawn Broker Permit
BPC Article 4	Firearms Sales	\$250.00	\$250.00	477040	35-100	1371 - 3	Misc. DPS Permits & Services	Firearm Sales Permit
SMC Ch. 5.28	Peddler/Solicitor	\$250.00	\$250.00	799583	35-100	2759	Misc. DPS Permits & Services	Peddler/Solicitor Permit
SMC Ch. 5.36	Taxicabs/Taxicab Drivers	\$250.00	\$250.00	477040	35-100	1370	Misc. DPS Permits & Services	
SMC Ch. 9.90	Alarms and Alarm Users	\$250.00	\$250.00	477040	35-100	2770	Misc. DPS Permits & Services	DPS Alarm Permit Fee
SMC Ch. 9.40	Adult Entertainment Establishments	\$250.00	\$250.00	799583	35-100	1373	Misc. DPS Permits & Services	Adult Entertainment Permits
SMC Ch. 9.41	Massage Establishments/Massage Therapists	\$500.00	\$500.00	477040	35-100	1371 - 7	Misc. DPS Permits & Services	Massage Establishments
Reso. No. 109-02	Late Payments	10% per month	10% per month	799583	35-100	1518	Licensing/Permitting Code Violations	

SECTION 7.13 ABATEMENT OF NUISANCES (SMC Ch. 9.26)

Direct cost of abatement	Actual Cost	Actual Cost	799583	35-100	1674	Reimbursement
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	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
DEPARTMENT OF PUBLIC WORKS							
* Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.							
* <u>SECTION 8.01 RIGHT OF WAY ENCROACHMENT</u>							
(All fees are per permit unless otherwise stated.)							
Each person, firm or corporation, except as hereinafter provided, making or proposing to make any encroachment as defined in Chapter 13.08 of the Sunnyvale Municipal Code, shall pay to the City at the time of issuance of the encroachment permit the following fees or charges:							
Construction in Public Right of Way							
A construction of 50 feet in length or less	<u>\$348.00</u>	<u>\$441.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
A construction of over 50 feet in length plus							
(for the first 50 feet)	<u>\$348.00</u>	<u>\$441.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
(for each additional 100 feet or fraction thereof)	<u>\$209.00</u>	<u>\$265.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
Traffic Control Plan Review Fee or Construction Management Plan Review Fee (each applicable permit)	<u>\$168.00</u>	<u>\$173.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
Refund for Permit Cancellation	<u>\$167.00</u>	<u>\$212.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
**NEW: Reinspection Fee: A re-inspection fee may be charged for each re-inspection when inspections are canceled with less than 2 working-hours' notice or the work is not ready for the inspection.							
	<u>\$167.00</u>	<u>\$212.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
Permit Extension (3 month increments)	<u>\$61.00</u>	<u>\$79.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
Permit Revision (after approval)	<u>\$143.00</u>	<u>\$181.00</u>	310250	510-000	2900 - 1	Engineering Fees	Minor and Utility Permit
<u>EXEMPTIONS:</u> The encroachment permit fee shall not be charged to those persons, firms or corporations required to perform construction in the Public Right of Way pursuant to the conditions of a general construction contract awarded to such person, firm or corporation by the City Council.							
<hr/>							
Occupancy of Public Right of Way/Public Easement and/or Encroachment/Maintenance and/or License Agreement							
Right-of-way Usage Fee (for private fiber optic/network facilities) per linear foot	<u>\$18.50</u>	<u>\$22.00</u>	310250	510-000	2900 - 3	Engineering Fees	Occupancy Encroachment
Application for private use of public right of way/ public easement (SMC 13.08.110)	<u>\$1,337.00</u>	<u>\$1,377.00</u>	310250	510-000	2900 - 3	Engineering Fees	Occupancy Encroachment
<u>RIGHT OF ENTRY</u>							
To apply and obtain entry rights for activities on a property owned by the City. (Per Lot)	<u>\$602.00</u>	<u>\$620.00</u>	310250	510-000	2900 - 3	Engineering Fees	Occupancy Encroachment

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
* SECTION 8.02 DEVELOPMENT PROJECTS							
Public Record Drawing Maintenance Fee (per Sheet)	<u>\$160.00</u>	<u>\$165.00</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
<u>SUBDIVISION MAP / LEGAL PLAN REVIEW FEE</u>							
Planning Application Reviews (per project)							
a. All planning project reviews (base fees), plus (if applicable)	<u>\$423.00</u>	<u>\$436.00</u>	310210	510-000	2900 - 8	Engineering Fees	Planning Application Review
b. Project reviews with a Tentative Parcel Map (4 lots or less), or	<u>\$946.00</u>	<u>\$974.00</u>	310210	510-000	2900 - 8	Engineering Fees	Planning Application Review
Project reviews with a Tentative Map (5 lots or more),							
plus (if applicable)	<u>\$2,912.00</u>	<u>\$2,999.00</u>	310210	510-000	2900 - 8	Engineering Fees	Planning Application Review
c. Project reviews associated with major planning applications							
(such as projects with General Plan Amendment, Development							
Agreement, EIR, or projects within a Specific Plan or ITR areas, etc.)	<u>\$5,827.00</u>	<u>\$6,002.00</u>	310210	510-000	2900 - 8	Engineering Fees	Planning Application Review
Parcel Map Plan Check Fee (per Map)	<u>\$5,879.00</u>	<u>\$6,055.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Tract/Final Map Plan Check (per Map)							
Low (1-parcel condo with 5 units or more)	<u>\$6,365.00</u>	<u>\$6,556.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Medium (5-10 lots)	<u>\$6,896.00</u>	<u>\$7,103.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
High (11 - 50 lots)	<u>\$8,010.00</u>	<u>\$8,250.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Complex (>50 lots)	<u>\$10,609.00</u>	<u>\$10,927.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
<i>NOTES: Three plan checks are included in the map fees. For each additional review, a 10% surcharge fee will apply and be paid at the time of each additional submittal.</i>							
Certificate of Compliance Fee (per certificate)	<u>\$664.00</u>	<u>\$684.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Certificate of Correction/Amendment of Map (SMC 18.30, per certificate/amendment)	<u>\$527.00</u>	<u>\$527.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Lot Line or Lot Merger Adjustment Fee (SMC 18.24, per application)	<u>\$1,962.00</u>	<u>\$1,962.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
plus per lot	<u>\$56.00</u>	<u>\$57.50</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Public Easement Review Fee (such as Easement Deed for sidewalk or public utilities, etc., per easement)	<u>\$935.00</u>	<u>\$935.00</u>	310230	510-000	2900 - 5	Engineering Fees	Subdivision Map Review
Assessment District Apportionment Fee	<u>Actual Cost</u>	<u>Actual Cost</u>	310230	510-000	2900 - 7	Engineering Fees	Assessment Administration

* Per Government Code §66017, certain development processing fees and development impact fees are effective 60 days after adoption.

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>BUILDING PERMIT CLEARANCE FEE</u>							
Building Permit related to subdivision or major planning permit	<u>\$3,089.00</u>	<u>\$3,182.00</u>	310220	510-000	2900 - 4	Engineering Fees	Building Plan Review
Building Permit - all other Building Permit Plan Reviews	<u>\$526.00</u>	<u>\$542.00</u>	310220	510-000	2900 - 4	Engineering Fees	Building Plan Review
<u>STREET TREES</u>							
The sum per tree shall be collected from the owner or developer of each property at the time the Development Permit, Subdivision Agreement, or Building Permit is issued for required street trees.							
If installed/planted by City	<u>\$313.00</u>	<u>\$322.00</u>	219600	35-100	2904 - 1	Street Tree Fees	Tree Planting (Staff)
If installed/planted by Owner/Developer	<u>\$31.00</u>	<u>\$32.00</u>	219600	35-100	2904 - 2	Street Tree Fees	Tree Planting (Developer)
<u>PUBLIC IMPROVEMENT ENGINEERING PLAN CHECK AND INSPECTION FEES</u>							
(All Costs are per project unless otherwise noted)							
Public Improvement construction costs up to \$10,000	<u>\$4,656.00</u>	<u>\$5,586.00</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
	<u>\$4,656.00</u>	<u>\$5,586.00</u>					
Public Improvement construction costs from \$10,001 to \$50,000	<u>plus 35% of cost > \$10,000</u>	<u>plus 35% of cost > \$10,000</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
	<u>\$18,656.00</u>	<u>\$19,586.00</u>					
Public Improvement construction costs from \$50,001 to \$1,000,000	<u>plus 4% of cost > \$50,000</u>	<u>plus 5% of cost > \$50,000</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
	<u>\$56,656.00</u>	<u>\$57,586.00</u>					
Public Improvement construction costs \$1,000,001 and up	<u>plus 1% of cost > \$1,000,000</u>	<u>plus 2% of cost > \$1,000,000</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
After hours plan check	<u>Actual Cost</u>	<u>Actual Cost</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
After Hours inspection	<u>Actual Cost</u>	<u>Actual Cost</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit
Third Party Plan Check (For Expedited Review)	<u>Actual Cost</u>	<u>Actual Cost</u>	310250	510-000	2900 - 2	Engineering Fees	Major and Subdivision Permit

NOTES:

1. For all development projects, a minimum fee (Based on Public Improvement construction costs up to \$10,000) will be charged at the time of the first plan check submittal. The review process will not begin until the submittal is complete and the minimum fee is paid.

2. Three plan checks are included in the fees. For each additional review, a 4% surcharge fee will apply and be paid at the time of each additional submittal.

3. Projects determined to be large, complex, unusual and/or time-consuming which require service above and beyond the standard will be subject to additional fees in order to cover the actual cost of service.

	Fiscal Year 2019/20	Fiscal Year 2020/21	Charge Code	Fund	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
<u>PUBLIC RIGHT-OF-WAY AND EASEMENT ABANDONMENT FEE</u>							
(Based upon CA Streets and Highways Code)							
Summary Vacation Per Process	<u>\$2,229.00</u>	<u>\$2,296.00</u>	310230	510-000	2900 - 6	Engineering Fees	Street/Easement Vacation
Standard Vacation Per Process	<u>\$3,480.00</u>	<u>\$3,584.00</u>	310230	510-000	2900 - 6	Engineering Fees	Street/Easement Vacation
Summary Vacation of Public Service Easement (per easement) (SMC Chap 18.50) (Ordinance 16-0860)	<u>\$4,069.00</u>	<u>\$1,101.00</u>	310230	510-000	2900 - 10	Engineering Fees	Easement Vacation
<u>SECTION 8.03 TRANSPORTATION / TRAFFIC FEES</u>							
(California Code of Regulations, Title 21, Chapter 4, Subchapter 7, Section 1411.3)							
For each single Transportation Permit issued by the Department of Public Works authorizing the operation on certain City streets of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle Code of the State of California.	<u>\$67.50</u>	<u>\$16.00</u>	799636	35-100	1368	Permit - Transportation	
For each annual/repetitive permit, paid in its entirety with no provisions for transfer, proration and/or refund.	<u>\$101.00</u>	<u>\$90.00</u>	799636	35-100	1368	Permit - Transportation	
Residential Parking Permit Parking Fee	<u>\$22.00</u>	<u>\$22.00</u>	119010	35-100	1368	Permit - Transportation	
Traffic Directional Signs or Markings Actual cost of the signs or markings, which shall be provided by the City, and the cost of its installation.	<u>Actual Cost</u>	<u>Actual Cost</u>	799106	35-100	1364	Permit - Sign	
Consultant Preparation of Transportation Study	<u>Actual Cost</u>	<u>Actual Cost</u>	799000	35-100		Deposits and Passthroughs	
Staff Review of Transportation Study prepared by consultant	<u>10% of actual consultant cost</u>	<u>10% of actual consultant cost</u>	119440	510-000	1654	Environ. Review Fees	
<u>TRANSPORTATION / TRAFFIC FEES (cont'd)</u>							
<u>Transportation Impact Fee</u>							
A. Impact Fee--Area South of Route 237							
Single Family detached, per dwelling unit	<u>\$3,239.00</u>	<u>\$3,336.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Multi-family attached, per dwelling unit	<u>\$2,008.00</u>	<u>\$2,068.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Office, per 1,000 square feet	<u>\$4,826.00</u>	<u>\$4,971.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Retail, per 1,000 square feet	<u>\$6,007.00</u>	<u>\$6,187.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Industrial, per 1,000 square feet	<u>\$3,142.00</u>	<u>\$3,236.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
TRANSPORTATION / TRAFFIC FEES (cont'd)							
Research and Development, per 1,000 square feet	<u>\$3,465.00</u>	<u>\$3,569.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Hotel, per room	<u>\$1,943.00</u>	<u>\$2,001.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
Uses not enumerated, per trip	<u>\$3,239.00</u>	<u>\$3,336.00</u>	799058	385-960	1649 - 2	Transportation Impact Fee	South
B. Impact Fee--Industrial Area North of Route 237							
Industrial, per 1,000 square feet	<u>\$6,010.00</u>	<u>\$6,190.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
Research and Development, per 1,000 square feet	<u>\$6,630.00</u>	<u>\$6,829.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
Destination Retail, per 1,000 square feet	<u>\$11,494.00</u>	<u>\$11,839.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
Neighborhood Retail, per 1,000 square feet	<u>\$5,747.00</u>	<u>\$5,919.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
Hotel, per room	<u>\$3,718.00</u>	<u>\$3,830.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
Uses not enumerated, per trip	<u>\$6,196.00</u>	<u>\$6,382.00</u>	799058	385-960	1649 - 1	Transportation Impact Fee	North
<u>SECTION 8.04 TRAFFIC CONTROL FEES</u>							
The fee for traffic control for planned and unplanned events shall be:							
A. Neighborhood Block Parties							
Simple block parties that require minimal traffic control. <i>Example</i> : Specifically limited to neighborhood block parties. All other events requiring temporary traffic control will fall into one of the other categories listed below.							
Refundable deposit for use of traffic control devices	<u>\$30.00</u>	<u>\$30.00</u>	121730	35-100	2909	Temporary Traffic Controls	
City pick-up or delivery of traffic control devices	<u>\$30.00</u>	<u>\$30.00</u>	121730	35-100	2909	Temporary Traffic Controls	
B. Type 1							
One day events, minimum material delivered, no set up of traffic control by City staff. <i>Example</i> : Events on private property, small events at Baylands Park requiring close of parking area(s), etc.							
	<u>\$127.00</u>	<u>\$131.00</u>	121730	35-100	2909	Temporary Traffic Controls	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
TRAFFIC CONTROL FEES (cont'd)							
C. Type 2 City Staff closing less than two minor low traffic volume streets. <i>Example</i> : small parades, large business affairs, organized athletic events, multi-cultural fairs, etc.	<u>\$339.00</u>	<u>\$349.00</u>	121730	35-100	2909	Temporary Traffic Controls	
The Lakewood Parade in December is defined as a Type 2 function. This event is also limited to a fee of \$100 if a representative picks up and returns the traffic control devices without the need for City forces to perform those tasks.							
D. Type 3 City staff closing less than two minor low traffic volume streets, minor sign work involved, set ups requiring staff overtime. <i>Example</i> : small parades	<u>\$681.00</u>	<u>\$701.00</u>	121730	35-100	2909	Temporary Traffic Controls	
E. Type 4 Requires staff to close major arterial or collector streets, staff overtime necessary, sign work and equipment needed, multiple days. <i>Example</i> : Festivals, large parades, etc.	\$672.00 <u>\$6,734.00</u>	\$692.00 - <u>\$6,936.00</u>	- 121730	35-100	2909	Temporary Traffic Controls	
<u>SECTION 8.05 STREET TREES</u>							
A. Liquidambar Tree Removal Permit	<u>\$30.00</u>	<u>\$30.00</u>	219120	35-100	1372	Permit - Liquidambar Street Tree Removal	

Weekday

Weekday Twilight/Replay

Sunken Gardens - all fees paid after 3 pm are for unlimited golf

Weekend/Holiday

Sunken Gardens - all fees paid after 3 pm are for unlimited golf

Weekend/Holiday - Twilight/Replay

Sunken Gardens - all fees paid after 3 pm are for unlimited golf

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
MUNICIPAL GOLF COURSE GREEN FEES (cont'd)							
<u>School Team Play</u>							
Sunnyvale - Sunnyvale Schools (18 Holes)	<u>\$600.00</u>	<u>\$650.00</u>	647500	525-100	1952	School Group Play	
Sunnyvale - Non-Sunnyvale Schools (18 Holes)	<u>\$700.00</u>	<u>\$750.00</u>	647500	525-100	1952	School Group Play	
Sunken Gardens (9 Holes)	<u>N/A</u>	<u>N/A</u>					
<u>Sunnyvale Advantage Card (Residents Only)*</u>							
Sunnyvale (18 Holes)	<u>\$185.00</u>	<u>\$200.00</u>	647500	525-100	1950 - 15	S'vale Green Fees	Advantage Cards
Sunken Gardens (9 Holes)	<u>\$140.00</u>	<u>\$125.00</u>	647510	525-100	1963 - 17	SG Green Fees	Advantage Cards
<u>Resident Golf Discount Card (Seniors, Juniors, Disabled Only)*</u>							
Sunnyvale (18 Holes)	<u>\$160.00</u>	<u>\$175.00</u>	647500	525-100	1950 - 16	S'vale Green Fees	Golf Discount Cards
Sunken Gardens (9 Holes)	<u>\$99.00</u>	<u>\$110.00</u>	647510	525-100	1963 - 16	SG Green Fees	Golf Discount Cards
* Starting July 1, 2016, days are M-F							
<u>Non-Resident Monthly Card</u>							
M-F Sunnyvale (18 Holes)	<u>\$249.00</u>	<u>\$235.00</u>	647500	525-100	1950	S'vale Green Fees	
M-Su Sunnyvale (18 Holes)	<u>\$309.00</u>	<u>N/A</u>	647500	525-100	1950	S'vale Green Fees	
<u>Tournament Fee</u>							
Sunnyvale - Cart Fee Per Person (18 Holes)	<u>\$15.00</u>	<u>\$16.00</u>	647500	525-100	1954 - 1	S'vale Green Fees	Tournament
Sunken Gardens - (9 Holes)	<u>\$1.50</u>	<u>\$2.00</u>	647510	525-100	1954 - 2	SG Green Fees	Tournament
A. Persons claiming eligibility to be charged fees as residents of the City must present evidence to the starter of such residency in the form of a valid California driver's license or valid identification card issued by the Department of Motor Vehicles of the State of California.							
B. Adjustments to Green Fee Rates: The Director of Public Works may adjust green fee amounts for marketing and promotional activities as is necessary to encourage optimum play of the municipal golf courses.							
C. Dates Holiday Fee Rates Will Be In Effect:							
<u>Date Observed</u>							
Friday, July 03, 2020							
Monday, September 07, 2020							
Thursday, November 26, 2020							
Friday, November 27, 2020							
Thursday, December 24, 2020							
12/25/2020 COURSE CLOSED							
Thursday, December 31, 2020							
Friday, January 01, 2021							
Monday, January 18, 2021							
Monday, February 15, 2021							
Monday, May 31, 2021							

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 8.07 SHOPPING CART CONTAINMENT ORDINANCE FEES (SMC Ch. 9.30)</u>							
A. Shopping Cart Retrieval Fee	<u>\$132.00</u>	<u>\$136.00</u>	121700	35-100	2910 - 2	Shopping Cart Fee	Retrieval Fee
B. Citation for failure to retrieve abandoned shopping cart(s)	<u>\$67.50</u>	<u>\$69.50</u>	121700	35-100	2910 - 4	Shopping Cart Fee	Fail to Retrieve Abandoned Cart
C. Containment Plan Review	<u>\$266.00</u>	<u>\$274.00</u>	121700	35-100	2910 - 3	Shopping Cart Fee	Containment Plan Review Fee
<u>SECTION 8.08 PUBLIC WORKS MISCELLANEOUS</u>							
A. Stop Notice Statutory Fee	<u>\$2.60</u>	<u>\$2.70</u>	799000	35-100	4100	Miscellaneous Revenues	
<u>SECTION 8.09 COPIES OF PRINTED MATERIAL</u>							
A. Maps, Plans and Aerials (plus postage, if mailed)							
1000' Scale City (26" x 38")	<u>\$8.70</u>	<u>\$9.00</u>	310230	510-000	2900 - 9	Engineering Fees	Printed Materials
Miscellaneous (24" x 36")	<u>\$6.30</u>	<u>\$6.50</u>	310230	510-000	2900 - 9	Engineering Fees	Printed Materials
Miscellaneous (18" x 24")	<u>\$5.70</u>	<u>\$5.90</u>	310230	510-000	2900 - 9	Engineering Fees	Printed Materials
Utility Block Maps (11" x 17")	<u>\$5.70</u>	<u>\$5.90</u>	310230	510-000	2900 - 9	Engineering Fees	Printed Materials
B. Standard Specs & Details	<u>\$26.00</u>	<u>\$27.00</u>	799939	510-000	2900 - 9	Engineering Fees	Printed Materials

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge Code	Fund	Object Level <u>3 & 4</u>	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
SECTION 8.10. TRANSPORTATION DEMAND MANAGEMENT							
(SMC Ch. 10.60)							
A. <u>Administrative Data Collection Fee</u>							
Fee per driveway	<u>\$2,672.00</u>	<u>\$2,752.00</u>	119460	510-000	2914	TDM Data Collection Fee	
Late Payment on Invoice:	<u>40%</u>	<u>10%</u>	119460	510-000	1523	TDM Late Payment Penalty	
Any property owner who fails to pay the amount due on the administrative data collection fee invoice amount within sixty (60) days of the invoice date, shall be charged a percentage per month on the amount of the invoice.							
B. <u>Non-compliance penalty*</u>							
Fee per trip penalty	<u>\$3,206.00</u>	<u>\$3,302.00</u>	799000	35-100	1524 - 1	TDM Non-Compliance Penalty	Per Trip
Penalty Maximum (per annum):							
Tier 1 (less than 500,000 SF)	<u>\$320,652.00</u>	<u>\$330,273.00</u>	799000	35-100	1524 - 2	TDM Non-Compliance Penalty	Tier 1
Tier 2 (500,000 SF to 1,000,000 SF)	<u>\$534,422.00</u>	<u>\$550,455.00</u>	799000	35-100	1524 - 3	TDM Non-Compliance Penalty	Tier 2
Tier 3 (greater than 1,000,000 SF)	<u>\$748,191.00</u>	<u>\$770,637.00</u>	799000	35-100	1524 - 4	TDM Non-Compliance Penalty	Tier 3
Late Payment on Invoice:	<u>40%</u>	<u>10%</u>	799000	35-100	1525	TDM Non-Compliance Late Payment Penalty	
Any property owner who fails to pay the amount due on the non-compliance penalty fee invoice amount within sixty (60) days of the invoice date, shall be charged a percentage per month on the amount of the invoice.							
Penalty Fee for failure to submit Annual Status Report:	<u>2%</u>	<u>2%</u>	799000	35-100	1524 - 5	TDM Non-Compliance Penalty	Annual Status Report
Any property owner who fails to submit the annual status report as required by the City's TDM Program guidelines, shall be charged a percentage of the amount of the annual non-compliance penalty maximum per month.							

SECTION 8.10. TRANSPORTATION DEMAND MANAGEMENT (cont'd)
(SMC Ch. 10.60)

Non-compliance Penalty Calculation Detail:

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval
- Both AM and PM peak hour trips will be surveyed; the penalty is based on the highest deficiency of the two
- Reduction factors:
 - o Level 0: project is compliant, penalties are not applicable
 - o Level 1: Achieve a 0%-9.9% reduction - Pay full penalty (\$3,000 per trip in excess of maximum allowable trips)
 - o Level 2: Achieve a 10%-19.9% reduction - Pay 75 % penalty (\$2,250 per trip in excess of maximum allowable trips)
 - o Level 3: Achieve 20%-29.9% reduction - Pay 50% penalty (\$1,500 per trip in excess of maximum allowable trips)
 - o Level 4: Achieve 30% or more - Pay 25% of penalty (\$750 per trip in excess of maximum allowable trips)

*The fees and penalties will be adjusted annually based on the Consumer Price Index (CPI) with the adoption of the City-wide fee schedule each fiscal year.

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
DEPARTMENT OF ENVIRONMENTAL SERVICES							
<u>DEVELOPMENT RELATED FEES</u>							
A. For Water, Sewer and Refuse User Fees, see Utility Fee Schedule Section							
B. Recycled Water Permit. This fee is assessed to any contractor or property owner who wishes to procure recycled water from the City for use at approved sites. The permit is for construction sites and other approved uses. Any recycled water permit holder must pay for any water received from the City at the recycled water rate as published in the Utility Fee Schedule Section.	<u>\$287.00</u>	<u>\$296.00</u>	799918	460-100	3092	Recycled Water Permit Fee	
C. <u>WATER HYDRAULIC MODELING FEE.</u> Fee is assessed when a owner or developer is required to conduct a fire flow analysis (fee is per model run).	<u>\$1,527.00</u>	<u>\$1,573.00</u>	799918	460-100	3095	Water Modeling Fee	
<u>SECTION 9.01 STORM DRAINAGE FEES</u>							
Collected from the owner or developer of property either (1) prior to original development or redevelopment with incremental impact of such property, or (2) in the event the uses being made of the property presently served by the storm drainage system are enlarged, added to, or further structures are constructed on the property. The storm drainage fees are based upon the lot gross acreage. Lot gross acreage includes the tributary public street area.							
A. <u>Residential Development:</u> Charge per gross acre	<u>\$7,722.00</u>	<u>\$7,954.00</u>	799921	465-100	2902	Storm Drain Fees	
Provided, however, that the minimum charge per lot shall not be less than	<u>\$1,594.00</u>	<u>\$1,642.00</u>	799921	465-100	2902	Storm Drain Fees	
B. <u>Commercial, Industrial and Institutional Development:</u> First 5 gross acres	<u>\$10,097.00 per gross acre</u>	<u>\$10,400.00 per gross acre</u>	799921	465-100	2902	Storm Drain Fees	
6 - 10 gross acres	<u>\$44,851.00+ \$8,041.00 per gross acre over 5</u>	<u>\$46,196.00+ \$8,282.00 per gross acre over 5</u>	799921	465-100	2902	Storm Drain Fees	
11 - 20 gross acres	<u>\$85,057.00+ \$6,733.00 per gross acre over 10</u>	<u>\$87,608.00+ \$6,935.00 per gross acre over 10</u>	799921	465-100	2902	Storm Drain Fees	
Over 20 gross acres	<u>\$152,387.00+ \$4,486.00 per gross acre over 20</u>	<u>\$156,959.00+ \$4,621.00 per gross acre over 20</u>	799921	465-100	2902	Storm Drain Fees	
Provided, however, that the minimum charge per lot shall not be less than	<u>\$2,329.00</u>	<u>\$2,399.00</u>	799921	465-100	2902	Storm Drain Fees	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
STORM DRAINAGE FEES (cont'd)							
C. <u>Construction Credits.</u>							
Upon completion and acceptance of improvements installed in conjunction with a Subdivision Agreement or Development Permit, a construction credit, as shown in the following schedule, shall be allowed to the owner or developer of property, who at no expense to the City of Sunnyvale has installed, as required by the City, a storm drainage line of 12 inches or larger in diameter in public right-of-way or public easement and which serves property not owned by the developer.							
Credit:							
12" Reinforced Concrete Pipe (Per lineal foot)	<u>\$44.00</u>	<u>\$45.00</u>	799921	465-100	2902	Storm Drain Fees	
15" Reinforced Concrete Pipe (Per lineal foot)	<u>\$51.50</u>	<u>\$53.00</u>	799921	465-100	2902	Storm Drain Fees	
18" Reinforced Concrete Pipe (Per lineal foot)	<u>\$59.50</u>	<u>\$61.00</u>	799921	465-100	2902	Storm Drain Fees	
21" Reinforced Concrete Pipe (Per lineal foot)	<u>\$67.50</u>	<u>\$70.00</u>	799921	465-100	2902	Storm Drain Fees	
24" Reinforced Concrete Pipe (Per lineal foot)	<u>\$83.00</u>	<u>\$85.00</u>	799921	465-100	2902	Storm Drain Fees	
27" Reinforced Concrete Pipe (Per lineal foot)	<u>\$92.50</u>	<u>\$95.00</u>	799921	465-100	2902	Storm Drain Fees	
30" Reinforced Concrete Pipe (Per lineal foot)	<u>\$104.00</u>	<u>\$107.00</u>	799921	465-100	2902	Storm Drain Fees	
33" Reinforced Concrete Pipe (Per lineal foot)	<u>\$111.00</u>	<u>\$114.00</u>	799921	465-100	2902	Storm Drain Fees	
36" Reinforced Concrete Pipe (Per lineal foot)	<u>\$119.00</u>	<u>\$123.00</u>	799921	465-100	2902	Storm Drain Fees	
Inlets (24") (Credit each)	<u>\$1,684.00</u>	<u>\$1,735.00</u>	799921	465-100	2902	Storm Drain Fees	
Inlets (36") (Credit each)	<u>\$2,178.00</u>	<u>\$2,243.00</u>	799921	465-100	2902	Storm Drain Fees	
Manholes (Credit each)	<u>\$2,731.00</u>	<u>\$2,813.00</u>	799921	465-100	2902	Storm Drain Fees	
Special Drainage Facilities	<u>Amount- Approved by City</u>	<u>Amount Approved by City</u>	799921	465-100	2902	Storm Drain Fees	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund <u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
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SECTION 9.02 WATER AND SEWER CONNECTION FEES

Pursuant to Section 66001 of the Government Code, the City Council hereby determines:

- (1) The purpose of the water and sewer connection charges is to assure payment by developers of their pro rata share of the escalated cost of the City's water and sanitary sewer system.
- (2) The charge will be used to reimburse the City for the owner or developer's fair share of the use of the water system and sanitary sewer systems.
- (3) There is a reasonable relationship between the use of the fees, the need for a water system, a wastewater treatment plant, and the types of development projects upon which the fee is imposed. All development projects create varying needs for the consumption of water which cannot be fulfilled unless the project is connected to the municipal water system to assure an adequate supply of water to each project. Plus, each project creates a need for sewage conveyance, disposal and treatment. The degree to which each project is charged is based upon factors related to the degree of potential usage, such as: type and size of projects, number of units, and calculations of the escalated cost of the City's sanitary sewer system; the current system capacity; the cost of conveyance, treatment and disposal per equivalent single-family dwelling unit; and the estimated daily discharge for each facility to be connected to the sanitary sewer system, taking into account proportionate average daily discharge of sewage, total organic carbon, sewage, suspended solids, and ammonia nitrogen. The fees or charges shall be collected from the owner or developer of property either (1) prior to approval of the original connection of the property to the water or sanitary sewer system, or a redevelopment with incremental impact, or (2) in the event the uses being made of the property presently connected to the system are enlarged, added to, or further structures are constructed on the property.

A. Water Connection Fees.

The following definitions shall be used for the purpose of determining the connection fee in this section:

- (a) A residential "unit" shall mean one or more rooms used for living purposes by one family.
- (b) A commercial, industrial, or institutional "unit" shall mean each one hundred (100) gallons of expected daily water demand.
- (c) commercial, industrial, or institutional purposes. "Institutional property" shall mean property used only for the erection and maintenance of church, school, hospital, or public buildings.
- (d) A hotel "unit" shall mean a room in a hotel that is intended or designed for dwelling, lodging or sleeping purposes by transient occupants. Units in a hotel that contain facilities for cooking and washing dishes shall be classified as low occupancy residential units.

The connection fee to be paid for each parcel or property served through the same water lateral by the owner or developer of residential, commercial, industrial, or industrial property shall be computed as follows:

<u>Residential Units</u>						
Standard Occupancy Unit (with 3 or more bedrooms)	<u>\$6,365.00</u>	<u>\$6,556.00</u>	799918	460-100	3050	Water Connection Fees
Low Occupancy Unit (with 1 or 2 bedrooms, 2 bedrooms and den)	<u>\$3,607.00</u>	<u>\$3,715.00</u>	799918	460-100	3050	Water Connection Fees
Hotel Occupancy Unit	<u>\$2,060.00</u>	<u>\$2,122.00</u>	799918	460-100	3050	Water Connection Fees
<u>Commercial, Industrial and Institutional Units:</u>						
Per Unit	<u>\$2,122.00</u>	<u>\$2,186.00</u>	799918	460-100	3050	Water Connection Fees

WATER AND SEWER CONNECTION FEES (cont'd)

B. Water Service Lateral Fee. The water service lateral fee to be paid by the owner or developer of property whenever it is necessary for the City to install a water service lateral from the water main to the water meter location shall be the costs of installation including the cost of labor, material, equipment, and overhead costs as determined by the City.

	Fiscal Year 2019/20	Fiscal Year 2020/21	Charge Code	Fund	Object Level 3 & 4	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
	<u>Actual Cost</u>	<u>Actual Cost</u>	799918	460-100	3050	Water Connection Fees	

C. Water Service Abandonment Fee. The water service abandonment fee to be paid by the owner or developer whenever it is necessary for the City to abandon a water service lateral.

2" Lateral or smaller	<u>\$3,512.00</u>	<u>\$3,617.00</u>	799918	460-100	3093 - 2	Development Water Fees	Abandonment Fee
4" to 8" Lateral	<u>\$6,205.00</u>	<u>\$6,391.00</u>	799918	460-100	3093 - 2	Development Water Fees	Abandonment Fee
Larger than 8" Lateral	<u>\$6,345.00</u>	<u>\$6,535.00</u>	799918	460-100	3093 - 2	Development Water Fees	Abandonment Fee
12" Lateral	<u>\$6,713.00</u>	<u>\$6,914.00</u>	799918	460-100	3093 - 3	Development Water Fees	Abandonment Fee

D. Water Meters.

Installation Fee. The water meter installation fee to be paid by the owner or developer of property prior to the installation of a water meter by the City of Sunnyvale shall be computed as follows:

Radio Read Meters

3/4" Meter	<u>\$939.00</u>	<u>\$967.00</u>	799918	460-100	3054	Water Meter Sales	
1" Meter	<u>\$1,019.00</u>	<u>\$1,050.00</u>	799918	460-100	3054	Water Meter Sales	
1-1/2" Meter	<u>\$1,288.00</u>	<u>\$1,327.00</u>	799918	460-100	3054	Water Meter Sales	
2" Meter	<u>\$1,467.00</u>	<u>\$1,511.00</u>	799918	460-100	3054	Water Meter Sales	
	<u>Per Current</u>	<u>Per Current</u>					
All other meters not listed	<u>Actual Cost List</u>	<u>Actual Cost List</u>					

Fire Service 5/8" Meter for DCDA (Double Check Detector Assembly/Reduced Pressure Detector Assembly)

	<u>\$917.00</u>	<u>\$945.00</u>	799918	460-100	3054	Water Meter Sales	
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Large Meters and Vaults - the costs of installation including labor, materials, equipment and overhead as determined by the City shall be paid by the owner or developer.

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund <u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
WATER AND SEWER CONNECTION FEES (cont'd)							
E. <u>Water Main Tapping Fee.</u> The water main tapping fee to be paid by the owner or developer of property prior to the tapping into a main by the City shall be computed as follows:							
Tap Size							
1" and 2" (Per tap)	<u>\$1,562.00</u>	<u>\$1,609.00</u>	799918	460-100	3093 - 1	Development Water Fees	Tapping Fee
4", 6", 8", and 10" (Per tap)	<u>\$2,268.00</u>	<u>\$2,336.00</u>	799918	460-100	3093 - 1	Development Water Fees	Tapping Fee
Over 10-inch size -- The costs of installation including labor, materials, equipment and overhead as determined by the City shall be paid by owner or developer.	<u>Actual Cost</u>	<u>Actual Cost</u>					
F. <u>Cut-In Tee Fee.</u> The cut in tee fee to be paid by the owner or developer of a property when a cut-in tee is necessary to install water services.							
4" Main	<u>\$6,484.00</u>	<u>\$6,679.00</u>	799918	460-100	3093 - 3	Development Water Fees	Cut-In Tee Fee
6" Main	<u>\$7,101.00</u>	<u>\$7,314.00</u>	799918	460-100	3093 - 3	Development Water Fees	Cut-In Tee Fee
8" Main	<u>\$7,654.00</u>	<u>\$7,884.00</u>	799918	460-100	3093 - 3	Development Water Fees	Cut-In Tee Fee
10" Main	<u>\$7,946.00</u>	<u>\$8,184.00</u>	799918	460-100	3093 - 3	Development Water Fees	Cut-In Tee Fee
12" Main	<u>\$8,746.00</u>	<u>\$9,008.00</u>	799918	460-100	3093 - 4	Development Water Fees	Cut-In Tee Fee
<u>Tie-In Fee.</u> The tie-in fee is to be paid by the owner or developer of a property when a tie-in is necessary to install or connect water services.							
6" Main	<u>\$11,096.00</u>	<u>\$11,429.00</u>	799918	460-100	3093 - 5	Development Water Fees	Tie-In Fee
8" Main	<u>\$12,466.00</u>	<u>\$12,840.00</u>	799918	460-100	3093 - 5	Development Water Fees	Tie-In Fee
10" & Larger Mains	<u>Actual Cost</u>	<u>Actual Cost</u>	799918	460-100	3093 - 5	Development Water Fees	Tie-In Fee
<u>Water Service Inspection Fee.</u> The fee is to be paid by the owner or developer of a property when they request an inspection of a water service.	<u>\$213.00</u>	<u>\$219.00</u>	799918	460-100	3093 - 6	Development Water Fees	Water Service Inspection Fee
<u>Water Main Offset Fee.</u> The water offset fee is to be paid by the owner or developer when the offset of a water main is required in order to provide water service.	<u>Actual Cost</u>	<u>Actual Cost</u>	799918	460-100	3093 - 7	Development Water Fees	Water Main Offset Fee

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund <u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
WATER AND SEWER CONNECTION FEES (cont'd)								
G.	<u>Water Main Construction Credits.</u>							
1.	Upon completion and acceptance of improvements installed in conjunction with a Subdivision Agreement or Development Permit, a construction credit per lineal foot of frontage shall be allowed to the owner or developer of property, who at no expense to the City has installed a sewer main in a subdivision boundary line street or in a street on the periphery of a subdivision which (a) will serve only one side of the street, namely, the side being developed by the installing owner or developer, or (b) will serve the property on the other side of the street which is owned by a different person.	<u>\$51.00</u>	<u>\$53.00</u>	799918	460-100	3050	Water Connection Fees	
2.	A construction credit equal to the difference in the cost of water main pipe eight (8) inches in nominal diameter and the size of the pipe required to be installed shall be allowed to the owner or developer when such oversizing is required by the City to serve contiguous areas developed, or to be developed, by other developers.							
H.	<u>Sewer Lateral Fee.</u> The sewer lateral fee to be paid by the owner or developer of property whenever it is necessary for the City to install a sewer lateral from main sewer to the property line shall be the costs of installation including labor, materials, equipment, and overhead as determined by the City.	<u>Actual Cost</u>	<u>Actual Cost</u>	799921	465-100	3068	Sewer Connection Fees	
I.	<u>Sewer Connection Charges.</u> The charges, payable in advance, for sewer connections shall be as follows:							
	<u>Residential</u>							
1.	Standard Occupancy Unit (with 3 bedrooms and up)	<u>\$8,408.00</u>	<u>\$8,744.00</u>	799921	465-100	3068	Sewer Connection Fees	
2.	Low Occupancy Unit (with 1 or 2 bedrooms, 2 bedrooms and den)	<u>\$5,466.00</u>	<u>\$5,685.00</u>	799921	465-100	3068	Sewer Connection Fees	
3.	Hotel Occupancy Unit* *as defined in Section 9.02A(d) of this fee schedule	<u>\$4,276.00</u>	<u>\$4,447.00</u>	799921	465-100	3068	Sewer Connection Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
WATER AND SEWER CONNECTION FEES (cont'd)								
<u>Commercial</u>								
Commercial users shall pay shall pay a fee per connection calculated as follows:								
1.	Standard Strength per Public Works estimated discharge (gpd) / 100	<u>\$4,177.00</u>	<u>\$4,344.00</u>	799921	465-100	3068	Sewer Connection Fees	
2.	Low Strength per Public Works estimated discharge (gpd) / 100	<u>\$3,862.00</u>	<u>\$4,018.00</u>	799921	465-100	3068	Sewer Connection Fees	
3.	High Strength per Public Works estimated discharge (gpd) / 100	<u>\$6,082.00</u>	<u>\$6,325.00</u>	799921	465-100	3068	Sewer Connection Fees	
4.	Minimum Charge per unit	<u>\$5,466.00</u>	<u>\$5,685.00</u>	799921	465-100	3068	Sewer Connection Fees	
All significant industrial users pay based on the following characteristics of the waste collected:								
1.	For each gallon of average daily discharge of sewage plus:	<u>\$30.00</u>	<u>\$31.00</u>	799921	465-100	3068	Sewer Connection Fees	
2.	For each thousand pounds per year of discharge of "total organic carbon," plus	<u>\$15,656.00</u>	<u>\$16,282.00</u>	799921	465-100	3068	Sewer Connection Fees	
3.	For each thousand pounds per year of discharge of "suspended solids," plus	<u>\$4,448.00</u>	<u>\$4,626.00</u>	799921	465-100	3068	Sewer Connection Fees	
4.	For each thousand pounds per year of discharge of "ammonia nitrogen."	<u>\$36,623.00</u>	<u>\$38,088.00</u>	799921	465-100	3068	Sewer Connection Fees	
J. <u>Sewer Main Construction Credits</u>								
1.	Upon completion and acceptance of improvements installed in conjunction with a Subdivision Agreement or Development Permit, a construction credit per lineal foot of frontage shall be allowed to the owner or developer of property, who at no expense to the City has installed a sewer main in a subdivision boundary line street or in a street on the periphery of a subdivision which (a) will serve only one side of the street, namely, the side being developed by the installing owner or developer, or (b) will serve the property on the other side of the street which is owned by a different person.	<u>\$40.00</u>	<u>\$42.00</u>	799921	465-100	3068	Sewer Connection Fees	
2.	A construction credit equal to the difference in the cost of sewer main pipe (8) inches in diameter for residential use or (10) inches in diameter from commercial/industrial/institutional uses and the size of the pipe required to be installed shall be allowed to the owner or developer when such oversizing is required by the City to serve contiguous areas developed, or to be developed, by other developers.							

	<u>Fiscal Year 2019/20</u>	<u>Fiscal Year 2020/21</u>	<u>Charge Code</u>	<u>Fund</u>	<u>Object Level 3 & 4</u>	<u>Title (Obj. Lvl. 3)</u>	<u>Title (Obj. Lvl. 4)</u>
<u>SECTION 9.03 CROSS-CONNECTION CONTROL</u>							
A. <u>Backflow Testing Permit</u> . This is an annual fee assessed to qualified contractors who wish to conduct backflow testing in the City.	<u>\$208.00</u>	<u>\$222.00</u>	799918	460-100	3094 - 1	Cross-Connection Control	Permit
B. <u>Backflow Tag</u> - to be attached to a backflow upon passing inspection.	<u>\$12.00</u>	<u>\$19.00</u>	799918	460-100	3094 - 2	Cross-Connection Control	Tag
C. <u>Backflow Field Inspection</u> . Backflow Installation Permit. This fee is assessed when a field inspection is required by City staff in accordance with the Cross Connection Control Program Policies and Regulations. The Permit expires after 180-days from issuance.	<u>\$239.00</u>	<u>\$450.00</u>	799918	460-100	3094 - 3	Cross-Connection Control	Field Inspection
D. <u>Backflow Fire Service Field Inspection</u> . This fee is assessed when a field inspection is required on fire lines by City staff in accordance with the Cross-Connection Control Program Policies & Regs. The fee includes the costs for a required City-approved 5/8" meter and electronic remote transmitter. The Permit expires after 180-days from issuance.	<u>\$662.00</u>	<u>delete</u>	799918	460-100	3094 - 4	Cross-Connection Control	Fire Field Inspection

SECTION 9.04 FIRE HYDRANTS

The following definitions shall apply to this section:

- (1) Hydrant service area shall be defined as the area that a hydrant will serve the normal fire protection needs as determined by the City, taking into account the street pattern, type of development, size of water service mains, and all other factors bearing on plans for fire prevention and suppression.
- (2) Frontage shall be defined as (a) that side of the lot on which the water service is installed to serve the lot for one-family or two-family residential corner lots, (b) the frontage measured along all public rights-of-way of the parcel being developed or improved for commercial, institutional, industrial, or multiple family property.
- (3) Development or "Improvement" shall be deemed to occur when a Building Permit, Development Permit or Subdivision Agreement is required, except when the additional floor space is less than one additional residential unit or less than 1,000 square feet of additional gross floor area. In the case of developments other than residential, "development" or "improvement" shall also be deemed to occur whenever a parcel of property is redeveloped under a different zoning classification.

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund <u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
FIRE HYDRANTS (cont'd)							
A. FIRE HYDRANT SERVICE. The following fees shall be collected from the owner or developer of property at the time of the development or improvement of original property or additional development or improvement of the property; provided, however, such fees will be payable only for the hydrant service area of a hydrant previously installed or to be installed at no other direct expense to the owner or developer.							
<u>Type of Property</u>							
Per front foot for each side of the street							
Industrial, Commercial Institutional, Multiple Family and all others except 1-2 family	<u>\$12.50</u>	<u>\$13.00</u>	799918	460-100	3052 - 1	Water Hydrant Fees	Service
1-2 Family Properties	<u>\$8.10</u>	<u>\$8.00</u>	799918	460-100	3052 - 1	Water Hydrant Fees	Service
B. CONSTRUCTION CREDITS. The following construction credits shall be allowed to the owner or developer of property for fire hydrant(s) installed at owner/developer's expense within a public right-of-way in conformity with City standards, and who has relinquished the fire hydrant(s) to the City, provided that such credits shall apply only for that frontage distance in the hydrant service area where the hydrant(s) serve undeveloped properties, or properties under a separate ownership:							
<u>Credits</u>							
Per front foot for each side of the street							
Industrial, Commercial Institutional, Multiple Family and all others except 1-2 family	<u>\$10.20</u>	<u>\$11.00</u>	799918	460-100	3093 - 1	Development Water Fees	Tapping Fee
1-2 Family Properties	<u>\$6.70</u>	<u>\$7.00</u>	799918	460-100	3093 - 1	Development Water Fees	Tapping Fee
C. FIRE FLOW TESTING FEE. This fee will be assessed when a private party requests a fire flow test.							
	<u>\$984.00</u>	<u>\$1,014.00</u>	799918	460-100	3093 - 4	Development Water Fees	Fire Flow Testing Fee
<u>SECTION 9.05. CONSTRUCTION HYDRANT METERS</u>							
A. <u>WITHDRAWAL PERMIT FEE.</u> An annual nonrefundable permit fee is established as the charge for a permit to withdraw water from any fire hydrant in the City when a permit is issued. The permit fee covers a 12-month period, and after that period the hydrant meter device shall be recertified. After the new withdrawal permit fee, water usage fees, and service charges are paid in full a new device will be issued for use. Failure to recertify and pay all fees shall result in the termination of water service per the Municipal Code Chapter 12.50.							
	<u>\$334.00</u>	<u>\$344.00</u>	799918	460-100	3052 - 2	Water Hydrant Fees	Permit

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	<u>Fund</u>	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
CONSTRUCTION HYDRANT METERS (cont'd)								
B.	<u>Hydrant Meter Deposit.</u> The amount of the deposit for the hydrant meter is required to cover the costs of damages or loss of the device.	<u>\$3,096.00</u>	<u>\$3,189.00</u>	799918	460-100		Deposits and Passthroughs	
	The cost for any consumption as measured by the meter shall be charged using the commercial rate block per the Utility Fee Schedule.							
C.	<u>Water Use Deposit.</u> This deposit amount is for water consumption use.	<u>\$1,500.00</u>	<u>\$1,500.00</u>	799918	460-100		Deposits and Passthroughs	
12.28.290	Tampering with the hydrant meter backflow device is strictly prohibited.							
D.	<u>Water Meter Service Charge</u> (per month). This is based on the commercial rate for a 3" meter.	<u>\$338.00</u>	<u>\$338.00</u>	799918	460-100	3055	Water Meter Use Fees	
E.	<u>Hydrant Meter Unreported Consumption Late Fee</u> (monthly) RTC 16-0662 The monthly fee shall be imposed on any person taking water through a hydrant meter who fails to report their water consumption by the tenth day of the month.	<u>\$250.00</u>	<u>\$250.00</u>	799918	460-100	3052 - 3	Water Hydrant Fees	Unreported Consumption
<u>SECTION 9.06</u> GROUNDWATER TO SEWER DISCHARGE								
A.	<u>Annual Discharge Permit</u> Per gallons discharged:							
	Up to 10,000 gallons	<u>\$1,131.00</u>	<u>\$1,176.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 50,000 gallons	<u>\$1,384.00</u>	<u>\$1,439.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 100,000 gallons	<u>\$1,701.00</u>	<u>\$1,769.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 200,000 gallons	<u>\$2,335.00</u>	<u>\$2,428.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 300,000 gallons	<u>\$2,969.00</u>	<u>\$3,088.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 400,000 gallons	<u>\$3,602.00</u>	<u>\$3,746.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 500,000 gallons	<u>\$4,236.00</u>	<u>\$4,405.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	More than 500,000 gallons	<u>Calculated to Actual Volume</u>	<u>Calculated to Actual Volume</u>	799921	465-100	1367	Permit - Waste Discharge	
B.	<u>One-Time Discharge Permit</u> Per gallons discharged:							
	Up to 10,000 gallons	<u>\$730.00</u>	<u>\$759.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 50,000 gallons	<u>\$983.00</u>	<u>\$1,022.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 100,000 gallons	<u>\$1,300.00</u>	<u>\$1,352.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 200,000 gallons	<u>\$1,934.00</u>	<u>\$2,011.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 300,000 gallons	<u>\$2,567.00</u>	<u>\$2,670.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 400,000 gallons	<u>\$3,201.00</u>	<u>\$3,329.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	Up to 500,000 gallons	<u>\$3,835.00</u>	<u>\$3,988.00</u>	799921	465-100	1367	Permit - Waste Discharge	
	More than 500,000 gallons	<u>Calculated to Actual Volume</u>	<u>Calculated to Actual Volume</u>	799921	465-100	1367	Permit - Waste Discharge	

	Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 9.07 SOLID WASTE ENFORCEMENT FEES</u>							
A. Collection and Disposal Fee for Impounded Receptacles	<u>\$1,029.00</u>	<u>\$1,029.00</u>	799924	485-100	1519	Solid Waste Code Violation	
B. Third-party costs	<u>Actual Costs</u>	<u>Actual Costs</u>	799924	485-100	1519	Solid Waste Code Violation	
C. Administrative Fee	<u>15% of Total Enforcement Costs</u>	<u>15% of Total Enforcement Costs</u>	799924	485-100	1519	Solid Waste Code Violation	
D. Regulatory Compliance Costs and/or fines incurred by the City for regulatory requirements, violations or special disposal costs incurred due to quantity or characteristics of receptacle contents.	<u>Actual Cost</u>	<u>Actual Cost</u>	799924	485-100	1519	Solid Waste Code Violation	
<u>SECTION 9.08 DELINQUENCY PROCESSING FEES AND TURNING ON AND RESTORING WATER SERVICE FEES</u>							
A. Initializing water service for new accounts between 8:00 a.m. and 4:00 p.m., Monday through Friday, one day notice required.	<u>No Charge</u>	<u>No Charge</u>					
B. Administrative fee for processing delinquent accounts which qualify for shut-off.	<u>\$50.00</u>	<u>\$50.00</u>	799918	460-100	3058	Water Turn On Fees	
C. Restoring water service once all unpaid amounts of delinquent accounts have been paid, between 8:00 a.m. and 4:00 p.m., Monday through Friday, if necessary.	<u>\$50.00</u>	<u>\$50.00</u>	799918	460-100	3058	Water Turn On Fees	
D. Restoring water service once all unpaid amounts of delinquent accounts have been paid, between 4:00 p.m. and 8:00 a.m., Monday through Friday, Saturdays, Sundays, and holidays.	<u>\$95.00</u>	<u>\$100.00</u>	799918	460-100	3058	Water Turn On Fees	
E. Turning on water service for new accounts between 8:00 a.m. and 4:00 p.m., Monday through Friday (same day service).	<u>\$50.00</u>	<u>\$50.00</u>	799918	460-100	3058	Water Turn On Fees	
F. Turning on water service for new accounts between 4:00 p.m. and 8:00 a.m., Monday through Friday, Saturdays, Sundays, and holidays.	<u>\$95.00</u>	<u>\$100.00</u>	799918	460-100	3058	Water Turn On Fees	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
<u>SECTION 9.09 ADMINISTRATIVE CITATION FINE SCHEDULE FOR SEWER USE VIOLATIONS</u>								
A.	Wastewater Discharge without Wastewater Discharge Permit							
12.12.180	IU unaware of requirement; harm to POTW/environment	<u>\$100.00</u>	<u>\$100.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.180	IU aware of requirement; no harm to POTW/environment	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.180	IU aware of requirement; harm to POTW/environment	<u>\$1,000.00</u>	<u>\$1,000.00</u>	799921	465-100	1520	Wastewater Code Violation	
B.	Wastewater Discharge Permit Application Required							
12.12.160	Continued failure to submit wastewater discharge permit application 45 days after notice	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
C.	Effluent Limitations or General Discharge Prohibitions							
12.12.120	Severe Violation of Limitations or Prohibitions	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.014	Recurring Violation of Limitations or Prohibitions	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.020								
12.12.025	Discharge causes damage to the collection system or city property, or causes							
12.12.050	pass through or interference at the wastewater treatment plant, or causes the							
12.18.060	plant to violate its' NPDES Permit discharge limits.	<u>\$1,000.00 or actual cost recovery</u>	<u>\$1,000.00 or actual cost recovery</u>	799921	465-100	1520	Wastewater Code Violation	
D.	Notification of Noncompliance							
12.18.030	Failure to provide a written response as required by an enforcement action.	<u>\$200.00</u>	<u>\$200.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.190								
12.12.300	Failure to notify of changed conditions for discharge, impact to POTW present	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
	Failure to immediately report any slug load, spill, or discharge that could cause							
	interference or pass-through.	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
E.	Reporting Requirements							
12.12.150	Failure to submit any required report (more than 45 days)	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.310	Falsification of required report in lieu of compliance	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
F.	Monitoring							
12.12.200								
12.12.240								
or								
12.12.254	Failure to conduct self-monitoring as required in permit.	<u>\$200.00</u>	<u>\$200.00</u>	799921	465-100	1520	Wastewater Code Violation	
G.	Best Management Practices							
12.12.278	Failure to implement required Best Management Practices	<u>\$200.00</u>	<u>\$200.00</u>	799921	465-100	1520	Wastewater Code Violation	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge <u>Code</u>	Fund	Object Level <u>3 & 4</u>	Title <u>(Obj. Lvl. 3)</u>	Title <u>(Obj. Lvl. 4)</u>
ADMINISTRATIVE CITATION FINE SCHEDULE FOR SEWER USE VIOLATIONS (cont'd)								
H.	Pre-Treatment Facilities and Monitoring Equipment							
12.12.012	Failure to install required pretreatment equipment	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.026	Failure to maintain required pretreatment equipment	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.030	Failure to install monitoring equipment	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.200	Failure to maintain monitoring equipment	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.250	Failure to meet, within ninety days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.04.030		<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
I.	Protection from Accidental and Slug Discharges							
12.12.290	Failure to provide protection from accidental discharge of prohibited materials or other wastes.	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
12.12.290	Failure to provide protection from accidental discharge of prohibited materials or other wastes, harm to POTW or environment.	<u>\$1,000.00</u>	<u>\$1,000.00</u>	799921	465-100	1520	Wastewater Code Violation	
J.	Denial of Access							
12.12.260	Entry denied or consent withdrawn, copies of records denied	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
K.	Prohibition of use of Dilution Waters							
12.12.060	Use of diluting waters as a partial or complete substitute for adequate treatment.	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
<u>SECTION 9.10</u> ADMINISTRATIVE CITATION FINE SCHEDULE FOR STORMWATER MANAGEMENT VIOLATIONS								
A.	Discharge Prohibited							
12.60.070 (a) and (b)	Failure to prohibit discharge to the storm drain, resulting in discharge to the storm drain system.	<u>\$500 or actual cost recovery</u>	<u>\$500 or actual cost recovery</u>	799921	465-100	1520	Wastewater Code Violation	
B.	Best Management Practices							
12.60.230	Failure to implement minimum best management practices	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	
	Negligent gross failure to implement BMPs;	<u>\$500.00</u>	<u>\$500.00</u>	799921	465-100	1520	Wastewater Code Violation	
C.	Maintenance of Stormwater Treatment Facilities							
12.60.260	Failure to maintain installed stormwater treatment facilities, hydromodification management facilities and/or source control best management practices on the owner's property.	<u>\$250.00</u>	<u>\$250.00</u>	799921	465-100	1520	Wastewater Code Violation	

		Fiscal Year <u>2019/20</u>	Fiscal Year <u>2020/21</u>	Charge Code	Fund	Object Level <u>3 & 4</u>	Title (Obj. Lvl. 3)	Title (Obj. Lvl. 4)
<u>SECTION 9.11 ADMINISTRATIVE CITATION FINE SCHEDULE FOR WATER</u>								
A.	Cross-Connection Control & Backflow Code Violations							
12.28.290	First Violation	<u>\$100.00</u>	<u>\$100.00</u>	799918	460-100	1521 - 1	Water Code Violation	Cross-Connection & Backflow
	Second Violation within 12 months of most recent citation date.	<u>\$200.00</u>	<u>\$200.00</u>	799918	460-100	1521 - 1	Water Code Violation	Cross-Connection & Backflow
	Third Violation within 12 months of most recent citation date.	<u>\$500.00</u>	<u>\$500.00</u>	799918	460-100	1521 - 1	Water Code Violation	Cross-Connection & Backflow
<u>SECTION 9.12 ADMINISTRATIVE FINES FOR VIOLATION OF DROUGHT RESTRICTIONS (Expired April 30, 2016)</u>								
Drought Restriction Violation Fines (12.34.020)								
	First Violation: Written Warning	<u>No Fine</u>	<u>No Fine</u>					
	Second Violation: Written Warning	<u>No Fine</u>	<u>No Fine</u>					
	Third Violation	<u>No Fine</u>	<u>No Fine</u>	799918	460-100	1521 - 2	Water Code Violation	Drought Restriction
	Fourth and Subsequent Violations	<u>No Fine</u>	<u>No Fine</u>	799918	460-100	1521 - 2	Water Code Violation	Drought Restriction
<u>SECTION 9.13 SMaRT STATION PUBLIC HAUL GATE RATES</u>								
The Director of Environmental Services is authorized to administratively establish SMaRT Station Public Haul Gate Rates for materials not otherwise specified in this document. Schedules shall be established based upon market conditions and City Council adopted policies to ensure fairness and accessibility while attaining fiscal self-sufficiency. Schedules shall be published and available to the public.								
<u>SECTION 9.14 WATER THEFT PENALTY</u>								
<u>Water Theft Fine</u> (RTC 16-0662)								
12.24.115	Theft of potable or recycled water from the City This penalty shall be imposed for any unlawful use of City potable or recycled water per municipal code.	<u>\$1,000.00</u>	<u>\$1,000.00</u>	799918	460-100	1522	Water Theft Fine	

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE**

Section 1.01 - Water Service Fees

Service Charges: The service charges for each customer class who are billed monthly and bi-monthly shall be based on meter size. In mobile home developments where dwelling units are served by a common meter, the single family residential water service rate shall apply.

Meter Size	Single Family		Multi Family/Commercial		Mobile Home Park		Landscape		Fire Line	
	Monthly	Bi-monthly	Monthly	Bi-monthly	Monthly	Bi-monthly	Monthly	Bi-monthly	Monthly	Bi-monthly
5/8" x 3/4"	\$14.05	\$28.10	\$23.55	\$47.10						
3/4"	\$19.81	\$39.62	\$34.04	\$68.08						
1"	\$31.31	\$62.62	\$55.02	\$110.04					\$3.59	\$7.18
1-1/2"	\$60.06	\$120.12	\$107.47	\$214.94					\$4.62	\$9.24
2"	\$94.55	\$189.10	\$170.44	\$340.88					\$5.87	\$11.74
3"			\$338.30	\$676.60					\$9.80	\$19.60
4"			\$527.17	\$1,054.34					\$17.02	\$34.04
6"				\$1,051.77					\$35.64	\$71.28
8"				\$1,681.31					\$60.46	\$120.92
10"				\$8,818.54					\$93.53	\$187.06

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

Charge Code	Object Level 3	Title (Obj. Lvl. 3)
799918	3055	Water Meter Use Fees

Section 1.02 - Water Within City Limits

Water sold to consumers within the corporate limits of the City of Sunnyvale shall be sold at the rates specified. All users shall pay a water charge for each one-hundred cubic feet (equal to 748 gallons), or part thereof, of water as follows. In residential developments where two (2) or more dwelling units are served by a common meter, the upper limit (in cubic feet) of each rate block shall be multiplied by the dwelling units served by the common meter in calculating the rates to be applied to water usage monitored by the common meter. In such case, the lower limit of each rate block shall be one (1) cubic foot over the upper limit of the next lower rate block.

Single Family Residential/Mobile Home	Tiered Rate Thresholds (CCF)		Volume Rates by Tier (per CCF)	
	Tier 1	Tier 2	Tier 1	Tier 2
Monthly	0-5	6 +	\$4.39	\$5.36
Bi-monthly	0-10	11 +	\$4.39	\$5.36

All Other Customer Classes	Rate/CCF
Multi-Family Residential	\$4.85
Commercial	\$4.85
Landscape	\$4.85
Institutional	\$4.85
Recycled Water	
Landscape	\$4.37
Institutional	\$4.37

799918	3056	Water Sales - Metered
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Section 1.03 - Water Outside the City Limits

The charges for all water, except reclaimed water, delivered through water meters to consumers outside the corporate limits of the City shall be equal to the charges set forth in Sections 1.01 and 1.02.

799918	3056	Water Sales - Metered
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Section 1.04 - Tampering with Equipment Prohibited

No person or persons shall, without a written permit from the city, open or in any way tamper with or make any addition or alteration whatever to any street main, service connection, meter, stopcock, valve or aircock connected with the water mains. A charge for associated costs of labor, materials for repair or replacement, as the case may be, plus a 15% administrative charge may be included with the water service bill and collected under the same rules and regulations.

799918	4102	Damage to City Property
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**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE**

Section 1.05 - Residential Wastewater Fees

The monthly rate for wastewater service for residential users shall be the following charge for each dwelling unit.

Customer Class		
	Monthly	Bi-monthly
Single Family	\$53.38	\$106.76
All other residential	\$36.96	\$73.92

Section 1.06 - Commercial Wastewater

The monthly rate for commercial user shall be the following charge per 100 cubic feet or fraction thereof of sanitary sewage and waste discharge from the premises.

Customer Class	Per 100 cubic feet
Low Strength	\$5.13
Standard Strength	\$5.67
High Strength	\$9.80

Section 1.07 - Significant Industrial User Sewer Charges*

The monthly rate for wastewater service for all significant industrial users for each one hundred (100) cubic feet or fraction thereof, of sanitary sewage and waste discharge from the premises shall be the annual total flow in hundred cubic feet divided into the sum of the following:

Wastewater Characteristics	
Per 1,000,000 gallons of sewage discharged	\$5,331.76
Per 1,000 pounds of suspended solids discharged	\$1,921.46
Per 1,000 pounds of total organic carbon discharged	\$2,530.68
Per 1,000 pounds of ammonia nitrogen discharged	\$7,611.04

Section 1.08 - Wastewater Outside the City Limits

The charges for all wastewater services provided to consumers outside the corporate limits of the City shall be equal to the charges set forth in Sections 1.04, 1.05 and 1.06.

* Minimum charge per 100 cubic feet for charges calculated in Section 1.07 is equivalent to the Standard Strength rate in Section 1.06

Charge Code	Object Level 3	Title (Obj. Lvl. 3)
799921	3066	City Sewer Fees

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

799921	3066	City Sewer Fees
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799921	3066	City Sewer Fees
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799921	3066	City Sewer Fees
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CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE

Charge Code Object Level 3 Title (Obj. Lvl. 3)

Section 1.09 Collection and Disposal Within the City Limits

799924 3061 Refuse Service Fees

Single Family Residential Food Cycle Split Cart Service Rates

Monthly rate for each living unit for one day a week curbside collection service. Single-family rates apply to one to three units. Single-family property with an accessory dwelling unit (ADU) must subscribe to a minimum service level of one medium cart. Duplex or Triplex properties must maintain separate cart service for each unit. FoodCycle split carts have two compartments; one for garbage and the other for food scraps. Rates are based on garbage capacity only. One no-charge cart exchange per calendar year. Single-family rear yard collection service available for qualifying disabled customers only. Limit of one cart for each living unit provided by franchise. Single-family rates include recycling, food scraps and yard waste services.

Cart Size	Single Family		Mobile Home	
	Monthly	Bi-monthly	Monthly	Bi-monthly
Minimum Charge per Unit	\$37.36	\$74.72	\$30.12	\$60.24
Small (27-gallon) Cart	\$37.36	\$74.72	\$30.12	\$60.24
Medium (43-gallon) Cart	\$41.47	\$82.94	\$34.23	\$68.46
Large (64-gallon) Cart	\$46.67	\$93.34	\$39.44	\$78.88

Extra Garbage Tag	\$ 6.00 (all customer classes)
Cart Exchange Fee	\$ 20.00 (all customer classes)

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

Multi Family Residential Cart Service Rates

799924 3061 Refuse Service Fees

Monthly rate for each living unit for one day a week curbside collection service. Multi-family Rates apply to 4 units or more. One no-charge cart exchange per calendar year. Limit of one cart for each living unit provided by franchise holder. Fees include multi-family recycling and yard waste services. Multi-family dwellings with cart service must pay the minimum charge for each dwelling unit.

Cart Size	Curbside		Rear Yard	
	Monthly	Bi-monthly	Monthly	Bi-monthly
Minimum Charge per Unit	\$49.84	\$99.68	\$64.35	\$128.70
65-gallon cart or medium split cart	\$49.84	\$99.68	\$64.35	\$128.70
95-gallon cart or large split cart	\$57.80	\$115.60	\$72.31	\$144.62

Monthly rate for collection services. Carts provided by franchise holder. Two cart limit.

FoodCycle split cart rates become effective with implementation of a commercial food scraps collection program. Split carts have two compartments; one side for garbage/refuse and the other for food scraps. Carts are provided by franchise holder. Two cart limit. Monthly rate for

Monthly rate for collection services. Carts provided by firm. Two cart limit. Weight limits apply and are based on the size of the container. Customers must meet market-based quantity and quality standards to qualify for service.

[illegible]

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE**

<u>Charge</u> <u>Code</u>	<u>Object</u> <u>Level 3</u>	<u>Title</u> <u>(Obj. Lvl. 3)</u>
799924	3061	Refuse Service Fees

Commercial/Multi-Family Bin Service Rates

Monthly rate for customer or company provided containers. One no charge bin cleaning/repaint per calendar year for company provided containers upon request. Lock service fees monthly in addition to collection charges. 1, 2, 3, 4, and 6 cubic yard containers are available for either refuse or source separated clean green waste. 15, 20, 30 and 40-cubic yard on-call containers are available for general debris, source-separated clean wood, and clean green waste.

Bin Size	Monthly Rental	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week	
1 Cubic Yard	\$16.58	\$156.21	\$312.43	\$468.64	\$624.85	\$781.06	\$937.27	\$1093.48
1.5 Cubic Yard	N/A	\$219.93	\$439.85	\$659.78	\$879.70	\$1,099.62	\$1,319.54	\$1,539.46
2 Cubic Yard	\$17.61	\$283.64	\$567.28	\$850.91	\$1,134.55	\$1,418.18	\$1,701.83	\$1,985.46
3 Cubic Yard	\$18.31	\$411.06	\$822.12	\$1,233.18	\$1,644.24	\$2,055.30	\$2,466.37	\$2,877.43
4 Cubic Yard	\$19.45	\$538.49	\$1,076.97	\$1,615.46	\$2,153.94	\$2,692.43	\$3,230.92	\$3,769.40
6 Cubic Yard	\$21.21	\$791.28	\$1,582.56	\$2,373.84	\$3,165.12	\$3,956.40	\$4,747.68	\$5,538.96
8 Cubic Yard	\$27.86	N/A	N/A	N/A	N/A	N/A	N/A	\$430.64
Credit for 8 Cubic Yard Bin containing only clean asphalt and concrete								\$92.44
15 Cubic Yard			\$6,882.80	\$7,324.20	\$9,765.61	\$12,207.01	N/A	\$563.40
20 Cubic Yard			\$6,095.80	\$9,143.69	\$12,191.59	\$15,239.49	N/A	\$703.37
30 Cubic Yard		\$4,260.89	\$8,521.78	\$12,782.67	\$17,043.56	\$21,304.45	N/A	\$983.29
40 Cubic Yard	\$50.37	\$5,523.85	\$11,047.69	\$16,571.54	\$22,095.38	\$27,619.23	N/A	\$1,274.74
Lock Service Fees		\$4.39	\$8.78	\$13.17	\$17.56	\$21.95	\$26.34	
Lock Installation Fee (One-time charge per bin)		\$92.45						

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE**

Charge Code	Object Level 3	Title (Obj. Lvl. 3)
799924	3061	Refuse Service Fees

Commercial Food Scraps Bin Service Rates

Monthly rate for customer or company provided containers. One no charge bin cleaning/repaint per calendar year for company provided containers upon request. Lock service fees monthly in addition to collection charges.

Bin Size	Monthly Rental	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week	On
1 Cubic Yard	\$16.58	\$156.21	\$312.43	\$468.64	\$624.85	\$781.07		
2 Cubic Yard	\$17.61	\$283.64	\$567.28	\$850.91	\$1,134.55	\$1,418.19		
3 Cubic Yard	\$18.31	\$411.06	\$822.12	\$1,233.19	\$1,644.25	\$2,055.31		\$201.86
Lock Service Fees		\$4.39	\$8.78	\$13.17			\$26.34	
Lock Installation Fee (One-time charge per bin)		\$92.45						

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

Push Out Service Fees

Monthly rate for collection services requiring container push out of distances. The surface must be smooth and level (slope ≤ 2%).

799924	3061	Refuse Service Fees
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Bin Size	Monthly Rental	1x/week	3x/week	4x/week	5x/week	6x/week
35-Gallon Small Food Scrap Cart	\$11.03	\$22.07	\$33.10	\$44.13	\$55.17	\$66.20
1 Cubic Yard	\$12.07	\$24.14	\$36.22	\$48.29	\$60.36	\$72.43
1.5 Cubic Yard	\$12.07	\$24.14	\$36.22	\$48.29	\$60.36	\$72.43
2 Cubic Yard	\$12.07	\$24.14	\$36.22	\$48.29	\$60.36	\$72.43
3 Cubic Yard	\$19.31	\$38.63	\$57.94	\$77.26	\$96.57	\$115.89

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
UTILITY FEE SCHEDULE**

Charge **Object** **Title**
Code **Level 3** **(Obj. Lvl. 3)**

799924 3061 Refuse Service Fees

Compacted Garbage Service Fees

Monthly rates for collection services. Rates for unlisted sizes shall be calculated based on the cost of providing service.

Compactor Size	1x/week	2x/week	3x/week	4x/week	5x/week	6x/week	On-call
1.5 Cubic Yard	\$263.43	\$526.86	\$790.30	\$1,053.73	\$1,317.16	\$1,580.59	\$186.58
2 Cubic Yard	\$341.65	\$683.29	\$1,024.94	\$1,366.58	\$1,708.23	\$2,049.88	\$208.36
2.5 Cubic Yard	\$417.80	\$835.61	\$1,253.41	\$1,671.21	\$2,089.01	\$2,506.81	\$230.12
3 Cubic Yard	\$498.07	\$996.15	\$1,494.22	\$1,992.30	\$2,490.37	\$2,988.45	\$262.30
4 Cubic Yard	\$654.30	\$1,309.01	\$1,963.51	\$2,618.01	\$3,272.52	\$3,934.63	\$344.58
6 Cubic Yard	\$965.30	\$1,930.61	\$2,895.91	\$3,861.22	\$4,826.52	\$5,791.82	\$516.87
7 Cubic Yard	\$2,049.71	\$4,099.42	\$6,149.13	\$8,198.84	\$10,248.55	\$12,298.26	\$1,073.02
10 Cubic Yard	\$2,661.62	\$5,323.24	\$7,984.86	\$10,646.48	\$13,308.10	\$15,969.72	\$1,414.46
15 Cubic Yard	\$3,681.48	\$7,362.95	\$11,044.43	\$14,725.90	\$18,407.37	\$22,088.86	\$1,932.25
16 Cubic Yard	\$3,885.45	\$7,770.89	\$11,656.34	\$15,541.78	\$19,417.23	\$23,312.68	\$2,026.39
18 Cubic Yard	N/A	N/A	N/A	N/A	N/A	N/A	\$990.81
20 Cubic Yard	\$4,701.33	\$9,402.66	\$14,103.99	\$18,805.32	\$23,506.65	\$28,207.98	\$1,084.96
25 Cubic Yard	\$5,731.66	\$11,463.32	\$17,194.98	\$22,884.74	\$28,605.92	\$34,327.11	\$1,320.31
27 Cubic Yard	\$6,266.19	\$12,532.38	\$18,387.38	\$24,516.50	\$30,645.63	\$36,774.76	\$1,414.46
28 Cubic Yard	\$6,466.19	\$12,932.38	\$18,999.29	\$25,332.39	\$31,665.48	\$37,998.58	\$1,461.53
29 Cubic Yard	\$6,666.19	\$13,332.38	\$19,611.20	\$26,148.27	\$32,685.34	\$39,222.41	\$1,508.60
30 Cubic Yard	\$6,741.04	\$13,482.08	\$20,223.12	\$26,964.15	\$33,705.19	\$40,446.23	\$1,555.67
31 Cubic Yard	\$6,945.01	\$13,890.02	\$20,835.03	\$27,780.04	\$34,725.05	\$41,670.06	\$1,602.75
32 Cubic Yard	\$7,148.98	\$14,297.96	\$21,446.94	\$28,595.92	\$35,744.90	\$42,893.88	\$1,649.82
34 Cubic Yard	\$7,556.92	\$15,113.84	\$22,670.77	\$30,227.69	\$37,784.61	\$45,341.53	\$1,743.96
35 Cubic Yard	\$7,760.89	\$15,521.79	\$23,282.68	\$31,043.57	\$38,804.46	\$46,565.36	\$1,791.03
36 Cubic Yard	\$7,964.86	\$15,929.73	\$23,894.59	\$31,859.45	\$39,824.32	\$47,789.18	\$1,838.10
38 Cubic Yard	\$8,372.81	\$16,745.61	\$25,118.42	\$33,491.22	\$41,864.03	\$50,236.83	\$1,932.25
40 Cubic Yard	\$8,780.75	\$17,561.49	\$26,342.24	\$35,122.29	\$43,903.74	\$52,684.48	\$2,026.39
42 Cubic Yard	\$9,188.69	\$18,377.38	\$27,566.07	\$36,754.76	\$45,943.44	\$55,132.13	\$2,120.53
45 Cubic Yard	\$9,800.60	\$19,601.20	\$29,401.80	\$39,202.41	\$49,003.01	\$58,803.61	\$2,261.75

Subject to FY 2020/21 Utility Fees Hearing on 06/23/2020

Special On-Call Service

Service available to any customer utilizing containers supplied by the user or franchise holder and applies to service in addition to regularly scheduled pick ups. Labor rates are per quarter hour on the job site.

Truck and Driver	\$121.25
Each additional personnel unit	\$75.36
Fee per cubic yard or fraction thereof	\$29.91

Return Trip Fee Per Container

For truck and driver to return to location to provide service due to blocked access, overloaded bin, contamination, etc.

Truck and Driver	\$121.25
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Maintenance of Containers Supplied by Franchise Holder

Standard containers supplied by the franchise holder may require cleaning and/or painting at customer request, as ordered by the health department, or due to damage. If cleaning and/or painting is beyond the one no charge bin cleaning/repaint per calendar year, fee will be based on the actual cost of cleaning and/or painting provided.

Commercial Corrugated Cardboard Collection

Monthly Fee for Service

Customers must meet market-based quantity and quality standards to qualify for service.

3 Cubic Yard Bin Rental	\$18.31
6 Cubic Yard Bin Rental	\$21.21
15 Cubic Yard Bin Rental	\$33.09
20 Cubic Yard Bin Rental	\$42.11
30 Cubic Yard Bin Rental	\$45.85
40 Cubic Yard Bin Rental	\$50.37

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE**

BUILDING PERMIT FEE TABLE

TOTAL VALUATION		BUILDING PERMIT FEES*	
\$	1 to \$ 2,000	\$ 113.62	\$ 117.03 for the first \$2,000 of value
\$	2,001 to \$ 25,000	\$ 188.72	\$ 194.38 for the first \$2,000 of value, plus \$ 22.97 \$ 23.66 for each additional \$1,000 of value or fraction thereof
\$	25,001 to \$ 50,000	\$ 717.13	\$ 738.65 for the first \$25,000 of value, plus \$ 16.57 \$ 17.07 for each additional \$1,000 of value or fraction thereof
\$	50,001 to \$ 100,000	\$ 1,131.36	\$ 1,165.31 for the first \$50,000 of value, plus \$ 11.49 \$ 11.83 for each additional \$1,000 of value or fraction thereof
\$	100,001 to \$ 500,000	\$ 1,705.73	\$ 1,756.90 for the first \$100,000 of value, plus \$ 9.19 \$ 9.47 for each additional \$1,000 of value or fraction thereof
\$	500,001 to \$ 1,000,000	\$ 5,381.68	\$ 5,543.13 for the first \$500,000 of value, plus \$ 7.80 \$ 8.04 for each additional \$1,000 of value or fraction thereof
\$	1,000,001 and up	\$ 9,283.62	\$ 9,562.13 for the first \$1,00,000 of value, plus \$ 5.18 \$ 5.34 for each additional \$1,000 of value or fraction thereof

*Permit fees (except for the minimum fees) are based on Table A-1 of the 2001 California Building Code plus annual inflation.

CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE

CONSTRUCTION VALUATION DATA

OCCUPANCY AND TYPE	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.
	New	Remodel	New	Remodel
1 Apartment Houses				
Type I or II F.R.	135	50	139	52
Type V-Masonry or Type III	109	41	112	42
Type V-Wood Frame	101	38	104	39
Type I-Basement Garage	45	23	46	24
2 Auditoriums				
Type I or II F.R.	130	52	134	54
Type II - 1-Hour	94	42	97	43
Type II - N	88	42	91	43
Type III - 1-Hour	99	42	102	43
Type III - N	94	42	97	43
Type V - 1-Hour	95	42	98	43
Type V - N	88	42	91	43
3 Banks				
Type I or II F.R.	182	66	187	68
Type II - 1-Hour	135	66	139	68
Type II - N	130	66	134	68
Type III - 1-Hour	148	66	152	68
Type III - N	143	66	147	68
Type V - 1-Hour	135	64	139	66
Type V - N	129	64	133	66
4 Bowling Alleys				
Type II - 1-Hour	63	42	65	43
Type II - N	59	42	61	43
Type III - 1-Hour	68	42	70	43
Type III - N	64	42	66	43
Type V - 1-Hour	45	42	46	43
5 Churches				
Type I or II F.R.	122	48	126	49
Type II - 1-Hour	92	42	95	43
Type II - N	87	42	90	43
Type III - 1-Hour	100	42	103	43
Type III - N	96	42	99	43
Type V - 1-Hour	94	42	97	43
Type V - N	88	42	91	43
6 Convalescent Hospitals				
Type I or II F.R.	171	66	176	68
Type II - 1-Hour	118	48	122	49
Type III - 1-Hour	122	48	126	49
Type V - 1-Hour	114	48	117	49
7 Dwellings				
Type V - Masonry	118	64	122	66

CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE

CONSTRUCTION VALUATION DATA

OCCUPANCY AND TYPE	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.
	New	Remodel	New	Remodel
Type V - Wood Frame	118	64	122	66
Basement - Semi-Finished	29	24	30	25
Basement - Unfinished	23	24	24	25
8 Fire Stations				
Type I or II F.R.	141	54	145	56
Type II - 1-Hour	93	42	96	43
Type II - N	87	42	90	43
Type III - 1-Hour	102	42	105	43
Type III - N	98	42	101	43
Type V - 1-Hour	96	42	99	43
Type V - N	91	42	94	43
9 Homes for the Elderly				
Type I or II F.R.	128	50	132	52
Type II - 1-Hour	104	42	107	43
Type II - N	99	42	102	43
Type III - 1-Hour	108	42	111	43
Type III - N	104	42	107	43
Type V - 1-Hour	104	42	107	43
Type V - N	101	42	104	43
10 Hospitals				
Type I or II F.R.	201	80	207	82
Type III - 1-Hour	167	66	172	68
	160	63	165	65
11 Hotels and Motels				
Type I or II F.R.	125	50	129	52
Type III - 1-Hour	108	47	111	48
Type III - N	103	42	106	43
Type V - 1-Hour	94	42	97	43
Type V - N	93	42	96	43
12 Industrial Plants				
Type I or II F.R.	70	42	72	43
Type II - 1-Hour	48	42	49	43
Type II - N	44	42	45	43
Type III - 1-Hour	55	42	57	43
Type III - N	50	42	52	43
Tilt-Up	37	42	38	43
Type V - 1-Hour	50	42	52	43
Type V - N	46	42	47	43
13 Jails				
Type I or II F.R.	197	75	203	77
Type III - 1-Hour	179	70	184	72
Type V - 1-Hour	135	58	139	60

CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE

CONSTRUCTION VALUATION DATA

OCCUPANCY AND TYPE	Per Sq. Ft. New	Per Sq. Ft. Remodel	Per Sq. Ft. New	Per Sq. Ft. Remodel
14 Libraries				
Type I or II F.R.	143	59	147	61
Type II - 1-Hour	105	42	108	43
Type II - N	100	42	103	43
Type III - 1-Hour	110	42	113	43
Type III - N	105	42	108	43
Type V - 1-Hour	104	42	107	43
Type V - N	100	42	103	43
15 Medical Offices				
Type I or II F.R.	147	69	151	71
Type II - 1-Hour	113	50	116	52
Type II - N	108	50	111	52
Type III - 1-Hour	123	50	127	52
Type III - N	114	50	117	52
Type V - 1-Hour	111	50	114	52
Type V - N	107	50	110	52
16 Offices				
Type I or II F.R.	132	63	136	65
Type II - 1-Hour	88	42	91	43
Type II - N	83	42	85	43
Type III - 1-Hour	96	42	99	43
Type III - N	92	42	95	43
Type V - 1-Hour	90	42	93	43
Type V - N	83	42	85	43
17 Private Garages				
Wood Frame	30	21	31	22
Masonry	34	21	35	22
Open Carports	21	13	22	13
18 Public Buildings				
Type I or II F.R.	151	72	156	74
Type II - 1-Hour	123	54	127	56
Type II - N	117	54	121	56
Type III - 1-Hour	128	54	132	56
Type III - N	123	54	127	56
Type V - 1-Hour	116	54	119	56
Type V - N	112	54	115	56
19 Public Garages				
Type I or II F.R.	61	30	63	31
Type I or II Open Parking	45	30	46	31
Type II - N	34	30	35	31
Type III - 1-Hour	45	30	46	31
Type III - N	40	30	41	31

**CITY OF SUNNYVALE
FISCAL YEAR 2020/21
RECOMMENDED FEE SCHEDULE**

CONSTRUCTION VALUATION DATA

OCCUPANCY AND TYPE	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.	Per Sq. Ft.
	New	Remodel	New	Remodel
Type V - 1-Hour	41	30	42	31
20 Restaurants				
Type III - 1-Hour	119	80	123	82
Type III - N	115	80	118	82
Type V - 1-Hour	109	72	112	74
Type V - N	105	66	108	68
21 Schools				
Type I or II F.R.	137	80	141	82
Type II - 1-Hour	94	59	97	61
Type III - 1-Hour	100	59	103	61
Type III - N	97	54	100	56
Type V - 1-Hour	94	54	97	56
Type V - N	90	54	93	56
22 Service Stations				
Type II - N	82	42	84	43
Type III - 1-Hour	85	42	88	43
Type V - 1-Hour	73	42	75	43
Canopies	34	21	35	22
23 Stores				
Type I or II F.R.	102	48	105	49
Type II - 1-Hour	62	44	64	45
Type II - N	61	44	63	45
Type III - 1-Hour	75	44	77	45
Type III - N	71	44	73	45
Type V - 1-Hour	64	44	66	45
Type V - N	59	44	61	45
24 Theaters				
Type I or II F.R.	135	63	139	65
Type III - 1-Hour	99	45	102	46
Type III - N	94	44	97	45
Type V - 1-Hour	93	42	96	43
Type V - N	90	42	93	43
25 Residential Additions				
Patio Covers		21		22
Decks		19		20
26 Warehouses				
Type I or II F.R.	61	44	63	45
Type II or V - 1-Hour	36	22	37	23
Type II - V - N	34	22	35	23
Type III - 1-Hour	41	22	42	23
Type III - N	39	22	40	23

**2020 & 2021 BUSINESS LICENSE TAX STRUCTURE**

Amount due = 2020 Tax + 2021 Tax + \$4.00 State CASp Fee

To determine the tax due, look up the # of Employees / # of Rental Units in Sunnyvale (which ever one is higher). The amount due is the total found in the column **2020 + 2021 + CASp**. Sunnyvale collects on a 2 year cycle and the base year amounts are listed for reference purposes only. If you have any questions, please contact our office at BusinessLicense@sunnyvale.ca.gov or 408-730-7620.

TWO-YEAR BUSINESS LICENSE TAX TABLE

# of Employees or Rental Units	2020 + 2021 + CASp	2020 Tax	2021 Tax	# of Employees or Rental Units	2020 + 2021 + CASp	2020 Tax	2021 Tax	# of Employees	2020 + 2021 + CASp	2020 Tax	2021 Tax	# of Employees	2020 + 2021 + CASp	2020 Tax	2021 Tax
1	\$ 82.84	\$ 38.89	\$ 39.95	241-245	\$ 6,611.65	\$ 3,259.48	\$ 3,348.17	481-485	\$ 13,084.45	\$ 6,452.44	\$ 6,628.01	726-730	\$ 19,692.10	\$ 9,711.92	\$ 9,976.18
2-5	\$ 138.85	\$ 66.52	\$ 68.33	246-250	\$ 6,746.50	\$ 3,326.00	\$ 3,416.50	486-490	\$ 13,219.30	\$ 6,518.96	\$ 6,696.34	731-735	\$ 19,826.95	\$ 9,778.44	\$ 10,044.51
6-10	\$ 273.70	\$ 133.04	\$ 136.66	251-255	\$ 6,881.35	\$ 3,392.52	\$ 3,484.83	491-495	\$ 13,354.15	\$ 6,585.48	\$ 6,764.67	736-740	\$ 19,961.80	\$ 9,844.96	\$ 10,112.84
11-15	\$ 408.55	\$ 199.56	\$ 204.99	256-260	\$ 7,016.20	\$ 3,459.04	\$ 3,553.16	496-500	\$ 13,489.00	\$ 6,652.00	\$ 6,833.00	741-745	\$ 20,096.65	\$ 9,911.48	\$ 10,181.17
16-20	\$ 543.40	\$ 266.08	\$ 273.32	261-265	\$ 7,151.05	\$ 3,525.56	\$ 3,621.49	501-505	\$ 13,623.85	\$ 6,718.52	\$ 6,901.33	746-750	\$ 20,231.50	\$ 9,978.00	\$ 10,249.50
21-25	\$ 678.25	\$ 332.60	\$ 341.65	266-270	\$ 7,285.90	\$ 3,592.08	\$ 3,689.82	506-510	\$ 13,758.70	\$ 6,785.04	\$ 6,969.66	751-755	\$ 20,366.35	\$ 10,044.52	\$ 10,317.83
26-30	\$ 813.10	\$ 359.12	\$ 409.98	271-275	\$ 7,420.75	\$ 3,658.60	\$ 3,758.15	511-515	\$ 13,893.55	\$ 6,851.56	\$ 7,037.99	756-760	\$ 20,501.20	\$ 10,111.04	\$ 10,386.16
31-35	\$ 947.95	\$ 465.64	\$ 478.31	276-280	\$ 7,555.60	\$ 3,725.12	\$ 3,826.48	516-520	\$ 14,028.40	\$ 6,918.08	\$ 7,106.32	761-765	\$ 20,636.05	\$ 10,177.56	\$ 10,454.49
36-40	\$ 1,082.80	\$ 532.16	\$ 546.64	281-285	\$ 7,690.45	\$ 3,791.64	\$ 3,894.81	521-525	\$ 14,163.25	\$ 6,984.60	\$ 7,174.65	766-770	\$ 20,770.90	\$ 10,244.08	\$ 10,522.82
41-45	\$ 1,217.65	\$ 598.68	\$ 614.97	286-290	\$ 7,825.30	\$ 3,858.16	\$ 3,963.14	526-530	\$ 14,298.10	\$ 7,051.12	\$ 7,242.98	771-775	\$ 20,905.75	\$ 10,310.60	\$ 10,591.15
46-50	\$ 1,352.50	\$ 665.20	\$ 683.30	291-295	\$ 7,960.15	\$ 3,924.68	\$ 4,031.47	531-535	\$ 14,432.95	\$ 7,117.64	\$ 7,311.31	776-780	\$ 21,040.60	\$ 10,377.12	\$ 10,659.48
51-55	\$ 1,487.35	\$ 731.72	\$ 751.63	296-300	\$ 8,095.00	\$ 3,991.20	\$ 4,099.80	536-540	\$ 14,567.80	\$ 7,184.16	\$ 7,379.64	781-785	\$ 21,175.45	\$ 10,443.64	\$ 10,727.81
56-60	\$ 1,622.20	\$ 798.24	\$ 819.96	301-305	\$ 8,229.85	\$ 4,057.72	\$ 4,168.13	541-545	\$ 14,702.65	\$ 7,250.68	\$ 7,447.97	786-790	\$ 21,310.30	\$ 10,510.16	\$ 10,796.14
61-65	\$ 1,757.05	\$ 864.76	\$ 888.29	306-310	\$ 8,364.70	\$ 4,124.24	\$ 4,236.46	546-550	\$ 14,837.50	\$ 7,317.20	\$ 7,516.30	791-795	\$ 21,445.15	\$ 10,576.68	\$ 10,864.47
66-70	\$ 1,891.90	\$ 931.28	\$ 956.62	311-315	\$ 8,499.55	\$ 4,190.76	\$ 4,304.79	551-555	\$ 14,972.35	\$ 7,383.72	\$ 7,584.63	796-800	\$ 21,580.00	\$ 10,643.20	\$ 10,932.80
71-75	\$ 2,026.75	\$ 997.80	\$ 1,024.95	316-320	\$ 8,634.40	\$ 4,257.28	\$ 4,373.12	556-560	\$ 15,107.20	\$ 7,450.24	\$ 7,652.96	801-805	\$ 21,714.85	\$ 10,709.72	\$ 11,001.13
76-80	\$ 2,161.60	\$ 1,064.32	\$ 1,093.28	321-325	\$ 8,769.25	\$ 4,323.80	\$ 4,441.45	561-565	\$ 15,242.05	\$ 7,516.76	\$ 7,721.29	806-810	\$ 21,849.70	\$ 10,776.24	\$ 11,069.46
81-85	\$ 2,296.45	\$ 1,130.84	\$ 1,161.61	326-330	\$ 8,904.10	\$ 4,390.32	\$ 4,509.78	566-570	\$ 15,376.90	\$ 7,583.28	\$ 7,789.62	811-815	\$ 21,984.55	\$ 10,842.76	\$ 11,137.79
86-90	\$ 2,431.30	\$ 1,197.36	\$ 1,229.94	331-335	\$ 9,038.95	\$ 4,456.84	\$ 4,578.11	571-575	\$ 15,511.75	\$ 7,649.80	\$ 7,857.95	816-820	\$ 22,119.40	\$ 10,909.28	\$ 11,206.12
91-95	\$ 2,566.15	\$ 1,263.88	\$ 1,298.27	336-340	\$ 9,173.80	\$ 4,523.36	\$ 4,646.44	576-580	\$ 15,646.60	\$ 7,716.32	\$ 7,926.28	821-825	\$ 22,254.25	\$ 10,975.80	\$ 11,274.45
96-100	\$ 2,701.00	\$ 1,330.40	\$ 1,366.60	341-345	\$ 9,308.65	\$ 4,589.88	\$ 4,714.77	581-585	\$ 15,781.45	\$ 7,782.84	\$ 7,994.61	826-830	\$ 22,389.10	\$ 11,042.32	\$ 11,342.78
101-105	\$ 2,835.85	\$ 1,396.92	\$ 1,434.93	346-350	\$ 9,443.50	\$ 4,656.40	\$ 4,783.10	586-590	\$ 15,916.30	\$ 7,849.36	\$ 8,062.94	831-835	\$ 22,523.95	\$ 11,108.84	\$ 11,411.11
106-110	\$ 2,970.70	\$ 1,463.44	\$ 1,503.26	351-355	\$ 9,578.35	\$ 4,722.92	\$ 4,851.43	591-595	\$ 16,051.15	\$ 7,915.88	\$ 8,131.27	836-840	\$ 22,658.80	\$ 11,175.36	\$ 11,479.44
111-115	\$ 3,105.55	\$ 1,529.96	\$ 1,571.59	356-360	\$ 9,713.20	\$ 4,789.44	\$ 4,919.76	596-600	\$ 16,186.00	\$ 7,982.40	\$ 8,199.60	841-845	\$ 22,793.65	\$ 11,241.88	\$ 11,547.77
116-120	\$ 3,240.40	\$ 1,596.48	\$ 1,639.92	361-365	\$ 9,848.05	\$ 4,855.96	\$ 4,988.09	601-605	\$ 16,320.85	\$ 8,048.92	\$ 8,267.93	846-850	\$ 22,928.50	\$ 11,308.40	\$ 11,616.10
121-125	\$ 3,375.25	\$ 1,663.00	\$ 1,708.25	366-370	\$ 9,982.90	\$ 4,922.48	\$ 5,056.42	606-610	\$ 16,455.70	\$ 8,115.44	\$ 8,336.26	851-855	\$ 23,063.35	\$ 11,374.92	\$ 11,684.43
126-130	\$ 3,510.10	\$ 1,729.52	\$ 1,776.58	371-375	\$ 10,117.75	\$ 4,989.00	\$ 5,124.75	611-615	\$ 16,590.55	\$ 8,181.96	\$ 8,404.59	856-860	\$ 23,198.20	\$ 11,441.44	\$ 11,752.76
131-135	\$ 3,644.95	\$ 1,796.04	\$ 1,844.91	376-380	\$ 10,252.60	\$ 5,055.52	\$ 5,193.08	616-620	\$ 16,725.40	\$ 8,248.48	\$ 8,472.92	861-865	\$ 23,333.05	\$ 11,507.96	\$ 11,821.09
136-140	\$ 3,779.80	\$ 1,862.56	\$ 1,913.24	381-385	\$ 10,387.45	\$ 5,122.04	\$ 5,261.41	621-625	\$ 16,860.25	\$ 8,315.00	\$ 8,541.25	866-870	\$ 23,467.90	\$ 11,574.48	\$ 11,889.42
141-145	\$ 3,914.65	\$ 1,929.08	\$ 1,981.57	386-390	\$ 10,522.30	\$ 5,188.56	\$ 5,329.74	626-630	\$ 16,995.10	\$ 8,381.52	\$ 8,609.58	871-875	\$ 23,602.75	\$ 11,641.00	\$ 11,957.75
146-150	\$ 4,049.50	\$ 1,995.60	\$ 2,049.90	391-395	\$ 10,657.15	\$ 5,255.08	\$ 5,398.07	631-635	\$ 17,129.95	\$ 8,448.04	\$ 8,677.91	876-880	\$ 23,737.60	\$ 11,707.52	\$ 12,026.08
151-155	\$ 4,184.35	\$ 2,062.12	\$ 2,118.23	396-400	\$ 10,792.00	\$ 5,321.60	\$ 5,466.40	636-640	\$ 17,264.80	\$ 8,514.56	\$ 8,746.24	881-885	\$ 23,872.45	\$ 11,774.04	\$ 12,094.41
156-160	\$ 4,319.20	\$ 2,128.64	\$ 2,186.56	401-405	\$ 10,926.85	\$ 5,388.12	\$ 5,534.73	641-645	\$ 17,399.65	\$ 8,581.08	\$ 8,814.57	886-890	\$ 24,007.30	\$ 11,840.56	\$ 12,162.74
161-165	\$ 4,454.05	\$ 2,195.16	\$ 2,254.89	406-410	\$ 11,061.70	\$ 5,454.64	\$ 5,603.06	646-650	\$ 17,534.50	\$ 8,647.60	\$ 8,882.90	891-895	\$ 24,142.15	\$ 11,907.08	\$ 12,231.07
166-170	\$ 4,588.90	\$ 2,261.68	\$ 2,323.22	411-415	\$ 11,196.55	\$ 5,521.16	\$ 5,671.39	651-655	\$ 17,669.35	\$ 8,714.12	\$ 8,951.23	896-900	\$ 24,277.00	\$ 11,973.60	\$ 12,299.40
171-175	\$ 4,723.75	\$ 2,328.20	\$ 2,391.55	416-420	\$ 11,331.40	\$ 5,587.68	\$ 5,739.72	656-660	\$ 17,804.20	\$ 8,780.64	\$ 9,019.56	901-905	\$ 24,411.85	\$ 12,040.12	\$ 12,367.73
176-180	\$ 4,858.60	\$ 2,394.72	\$ 2,459.88	421+	\$ 11,466.25	\$ 5,654.20	\$ 5,808.05	661-665	\$ 17,939.05	\$ 8,847.16	\$ 9,087.89	906-910	\$ 24,546.70	\$ 12,106.64	\$ 12,436.06
181-185	\$ 4,993.45	\$ 2,461.24	\$ 2,528.21	Rental Unit Cap				666-670	\$ 18,073.90	\$ 8,913.68	\$ 9,156.22	911-915	\$ 24,681.55	\$ 12,173.16	\$ 12,504.39
186-190	\$ 5,128.30	\$ 2,527.76	\$ 2,596.54	426-430	\$ 11,601.10	\$ 5,720.72	\$ 5,876.38	671-675	\$ 18,208.75	\$ 8,980.20	\$ 9,224.55	916-920	\$ 24,816.40	\$ 12,239.68	\$ 12,572.72
191-195	\$ 5,263.15	\$ 2,594.28	\$ 2,664.87	431-435	\$ 11,735.95	\$ 5,787.24	\$ 5,944.71	676-680	\$ 18,343.60	\$ 9,046.72	\$ 9,292.88	921-925	\$ 24,951.25	\$ 12,306.20	\$ 12,641.05
196-200	\$ 5,398.00	\$ 2,660.80	\$ 2,733.20	436-440	\$ 11,870.80	\$ 5,853.76	\$ 6,013.04	681-685	\$ 18,478.45	\$ 9,113.24	\$ 9,361.21	926-930	\$ 25,086.10	\$ 12,372.72	\$ 12,709.38
201-205	\$ 5,532.85	\$ 2,727.32	\$ 2,801.53	441-445	\$ 12,005.65	\$ 5,920.28	\$ 6,081.37	686-690	\$ 18,613.30	\$ 9,179.76	\$ 9,429.54	931-935	\$ 25,220.95	\$ 12,439.24	\$ 12,777.71
206-210	\$ 5,667.70	\$ 2,793.84	\$ 2,869.86	446-450	\$ 12,140.50	\$ 5,986.80	\$ 6,149.70	691-695	\$ 18,748.15	\$ 9,246.28	\$ 9,497.87	936-940	\$ 25,355.80	\$ 12,505.76	\$ 12,846.04
211-215	\$ 5,802.55	\$ 2,860.36	\$ 2,938.19	451-455	\$ 12,275.35	\$ 6,053.32	\$ 6,218.03	696-700	\$ 18,883.00	\$ 9,312.80	\$ 9,566.20	941-945	\$ 25,490.65	\$ 12,572.28	\$ 12,914.37
216-220	\$ 5,937.40	\$ 2,926.88	\$ 3,006.52	456-460	\$ 12,410.20	\$ 6,119.84	\$ 6,286.36	701-705	\$ 19,017.85	\$ 9,379.32	\$ 9,634.53	946+	\$ 25,625.50	\$ 12,638.80	\$ 12,982.70
221-225	\$ 6,072.25	\$ 2,993.40	\$ 3,074.85	461-465	\$ 12,545.05	\$ 6,186.36	\$ 6,354.69	706-710	\$ 19,152.70	\$ 9,445.84	\$ 9,702.86	Employee Cap			
226-230	\$ 6,207.10	\$ 3,059.92	\$ 3,143.18	466-470	\$ 12,679.90	\$ 6,252.88	\$ 6,423.02	711-715	\$ 19,287.55	\$ 9,512.36	\$ 9,771.19				
231-235	\$ 6,341.95	\$ 3,126.44	\$ 3,211.51	471-475	\$ 12,814.75	\$ 6,319.40	\$ 6,491.35	716-720	\$ 19,422.40	\$ 9,578.88	\$ 9,839.52				
236-240	\$ 6,476.80	\$ 3,192.96	\$ 3,279.84	476-480	\$ 12,949.60	\$ 6,385.92	\$ 6,559.68	721-725	\$ 19,557.25	\$ 9,645.40	\$ 9,907.85				



City of Sunnyvale

Agenda Item

20-0534

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency, and Find that the Action is Exempt from the California Environmental Quality Act

BACKGROUND

Permits issued under Title 19 of the Sunnyvale Municipal Code (SMC), and comparable provisions of the Moffett Park Specific Plan and the Peery Park Specific Plan, expire if the entitlements granted by the permit are not exercised within two years from the date of decision (except that miscellaneous plan permits and tree removal permits expire after one year). To “exercise” a permit is defined in SMC Section 19.12.060(9) as completion of a building foundation or walls, dedication of land or easements to a public entity, actual commencement of the authorized use, or completion of significant improvements to the property. SMC Section 19.98.120 allows the Director of Community Development to extend this period of time for a maximum of one year.

Additionally, SMC Section 19.98.110 provides that permits authorizing a use of property will expire if the use is discontinued for more than one year and SMC Section 19.50.100 provides that the right to continue a legal non-conforming use is extinguished if the non-conforming use is abandoned for either six months (in the case of unenclosed uses) or one year (in the case of a use of a building).

On March 16, 2020, in response to the spread of COVID-19, the Health Officer of the County of Santa Clara released an order directing all individuals living in the County to shelter at their place of residence except to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and government services. Further, the order directed all businesses and governmental agencies to cease non-essential operations at physical locations in the County, including non-essential construction activities.

The County’s March 16 order has been updated in response to the flattening of the curve of COVID infections, and as of May 4, 2020, construction activity is allowed to continue. This aids projects already under construction, but it is still expected that projects not yet in construction may experience delays due to funding issues and that some projects under construction may also be delayed due to funding issues.

SUMMARY OF COMMISSION ACTION

The Planning Commission considered this item on May 11, 2020.

After some discussion, including clarification that the permit extension starts from the expiration of each planning permit, not the effective date of this ordinance, the Planning Commission voted 7-0 to recommend adoption of the ordinance in accordance with the staff recommendation. An excerpt of

the meeting minutes can be found in Attachment 6.

EXISTING POLICY

Sunnyvale General Plan

CHAPTER 3 - LAND USE AND TRANSPORTATION ELEMENT

Goal LT-11 - Supportive Economic Development Environment

Facilitate an economic development environment that supports a wide variety of businesses and promotes a strong economy within existing environmental, social, fiscal, and land use constraints.

CHAPTER 2 - COMMUNITY VISION

Policy CV - 1.2 - Provide accurate and thorough information in a timely manner to ensure that community members have an opportunity to respond effectively.

ENVIRONMENTAL REVIEW

The action being considered is not a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

DISCUSSION

The financial impacts of the COVID-19 emergency are uncertain; the shut-down has already resulted in widespread unemployment and many experts are predicting a period of global economic recession. This situation may lead to loss of financing for some developers (which may have otherwise been in place prior to the shelter-in-place order), or the necessity to delay the start of construction on an entitled project. These financial hardships may also cause some businesses operating as legal non-conforming or with a Use Permit to close temporarily or permanently and it may take longer than the one-year period for a replacement business to open. In the case of projects with approved Use Permits, under the existing ordinance, if the property was vacant beyond the time allowed a new Use Permit would be required prior to the tenant occupying the vacant space.

Additionally, the Order has instituted restrictions on what is considered essential business. Examples for the City include:

- Reduced functionality of the One Stop Permit Center, including a hiatus in the issuance of new building permits;
- Cancellation of Planning Commission and Heritage Preservation Commission meetings in March and early April;
- Postponed development application hearings scheduled for the City Council; and
- Paused intake of major development planning permit applications (now being accepted again electronically).

Under these circumstances, it may prove difficult for applicants with entitled projects to exercise their entitlement permit within the two years allowed for exercising a planning permit. The shelter-in-place orders essentially halted all construction activity within the City with limited exceptions for essential public works projects, repairs and maintenance necessary for health and safety, and multifamily residential projects that have at least 10% affordable units. The April 29, 2020 Santa Clara County

Order permits construction, but only pursuant to Construction Safety Protocols included in appendices to the Order.

Expiration of permits for a discontinued use and the need to apply for a new permit to re-establish operations would require staff resources and could present a potential time and financial hardship on the applicant to go through the public hearing process. Therefore, extending the time during which a use may be discontinued would allow businesses flexibility in occupying previously approved spaces, and give the City additional time to process associated tenant improvement permits. Staff is recommending an automatic extension of one additional year for any non-exercised permit valid during the COVID-19 emergency, and the option of one additional one-year extension by the Director of Community Development if conditions warrant.

The Zoning Code allows legal non-conforming uses to continue; however, if the use is abandoned or is discontinued (for specified time frames), subsequent use of that land needs to comply with the provisions of the Zoning Code. The rationale is for small gaps in time in the continuity of legal non-conforming uses with the expectation that eventually a non-conforming use can be abated. The extra burden of the shelter in place order may prematurely close these uses. Staff recommends, in the case of the legal non-conforming uses, if discontinued after March 16, 2020 (the date of the first Santa Clara County shelter-in-place order), the time periods stated in SMC Section 19.50.100 (six months for an unenclosed use and one year for uses within a building) will be tolled until the termination of the local COVID-19 state of emergency or one year, whichever is shorter.

The proposed ordinance is similar to an ordinance that the Sunnyvale City Council adopted in 2009 during the last economic recession. The action extended all land use permit entitlements for an additional one year following the date of decision (two years total) and allowed the Director of Community Development to grant permit extensions for up to one additional year beyond any other extensions. Finally, the proposed ordinance will also give businesses and property owners more time to maintain their existing permit for a previously permitted or legal non-conforming use.

FISCAL IMPACT

Adoption of the proposed ordinance as described in this report will have no direct fiscal impact on the City. Extension of the expiration dates will facilitate development projects to proceed more quickly without having to go through the Planning entitlement process if a permit expires.

PUBLIC CONTACT

Public contact was made by publishing the Notice of the Planning Commission and City Council Public Hearing in the *Sun* newspaper, by posting the Council agenda on the City's official notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety and by making the agenda and report available at the Office of the City Clerk and on the City's website.

ALTERNATIVES

1. Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).
2. Introduce an Uncodified Ordinance with modifications, and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061

(b)(3).

3. Do not introduce the ordinance.

STAFF RECOMMENDATION

Alternative 1: Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

The adoption of the proposed ordinance to extend land use entitlements and the duration of time that a property with a valid Use Permit can be vacant is key in showing that the City is being responsive to the community, and permit expirations. Adopting the proposed ordinance to extend the expiration duration of entitlement permits allows the City to issue building permits at the speed that is possible under the circumstances and provides additional time for property owners to respond to changing conditions. If the project is no longer viable, they can choose to abandon the permit and submit a new application. The extension on the timeline for which a Use Permit or legal non-conforming use remains valid for a property in vacancy will help to maintain occupancy even if turnover occurs due to financial hardships.

Prepared by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Ordinance
2. Link to the March 16, 2020 Order
3. Link to the March 31, 2020 Order
4. Link to the April 29, 2020 Order

Additional Attachments for Report to Council

5. Report to Planning Commission 20-0436, May 11, 2020 (without attachments)
6. Excerpt of Minutes of the Planning Commission Meeting of May 11, 2020

ORDINANCE NO. _____

**AN UNCODIFIED ORDINANCE OF THE CITY OF
SUNNYVALE TO AUTHORIZE ONE-YEAR EXTENSIONS
OF LAND USE ENTITLEMENTS AND LEGAL NON-
CONFORMING USES DUE TO THE COVID-19
EMERGENCY.**

WHEREAS, Title 19 (Zoning) of the Sunnyvale Municipal Code establishes permit types, specific plan districts and general procedures including approval process, life of permit and extensions; and

WHEREAS, Section 19.98.110 of the Sunnyvale Municipal Code provides that permits shall become null and void if not exercised within two (2) years from the date of approval by the final review authority except that Miscellaneous Plan Permits and Tree Removal Permits shall become null and void if not exercised within one (1) year; and

WHEREAS, Section 19.98.120 of the Sunnyvale Municipal Code allows the director of community development to approve extensions of time up to one (1) year to exercise any permit initially considered at a public hearing if requests for an extension of time are received and approved prior to the expiration of the original permit; and

WHEREAS, Section 19.98.110 of the Sunnyvale Municipal Code provides that any use that requires a permit that is discontinued for more than a year shall expire and become null and void; and

WHEREAS, Chapter 19.27 of the Sunnyvale Municipal Code incorporates the Peery Park Specific Plan, which contains provisions Book 2, Section 2.7(9)(b) that permits expire if not exercised within two (2) years of the final decision date, or if the use, activity or structure authorized by the permit is discontinued for more than one (1) year; and

WHEREAS, Chapter 19.29 the Sunnyvale Municipal Code includes provisions for the Moffett Park Specific Plan zoning district and the Moffett Park Specific Plan development reserve and provides that permits for entitlement to development reserve square footage shall be valid for two years from the date of final approval by the approval authority and that two separate one-year extensions may be requested through the filing of a miscellaneous plan permit prior to the permit's expiration. The extension may be granted at the discretion of the director of community development; and

WHEREAS, Chapter 19.29 of the Sunnyvale Municipal Code also includes provisions for the Moffett Park Specific Plan zoning district and the Moffett Park Specific Plan development reserve and provides that an applicant may obtain an extended, seven-year entitlement by a non-refundable prepayment of a portion of the transportation impact fee applicable to the project; and

WHEREAS, Section 19.50.100 of the Sunnyvale Municipal Code provides that if a legal non-conforming use is abandoned or discontinued for six months or more in the case of an unenclosed

use, or one year in the case of a use in a building or part of a building, the right to continue the legal non-conforming use is extinguished; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 16, 2020, the Health Officer of Santa Clara County issued the first in a series of orders requiring all businesses and governmental agencies within the county to cease non-essential operations at physical locations, and requiring all persons to remain home except when engaged in certain essential activities as defined by the order; and

WHEREAS, on March 12, 2020, the City Manager acting as the Director of Emergency Services proclaimed the existence of a local emergency within the City, which was confirmed by the City Council on March 17, 2020, by Resolution No. 979-20; and

WHEREAS, the City of Sunnyvale has approved numerous permits of varying scale pursuant to Title 19 of the Municipal Code. Such permits have been reviewed and approved by the director of community development, planning commission or city council. Current timelines established by Title 19 will result in the expiration of such permits within the near future or they have expired in the recent past; and

WHEREAS, as a result of the suspension of non-essential construction and development activities for periods of time during the COVID-19 pandemic crisis, and the effect of the crisis on the wider economy, the current timeline established for these permits is an undue hardship on applicants and property owners, and the City Council finds that it is desirable to extend the life of such permits.

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

SECTION 1.

Permit extensions and legal non-conforming uses - Uncodified Ordinance

(a) All permits, approved pursuant to the provisions of the City of Sunnyvale Municipal Code, Title 19, that are valid as of March 16, 2020, through March 15, 2021, are granted an additional one (1) year in which to exercise the permit.

(b) In addition to the provisions in (a) above and all other extensions of time that are available pursuant to Title 19 of the Sunnyvale Municipal Code, any permit that was initially considered at a public hearing (administrative hearing, planning commission, heritage preservation commission or city council) and is valid as of March 16, 2020, through March 15, 2021, may be granted up to an additional one (1) year extension by the Director of Community Development if approved before the pending expiration date of the permit.

(c) All uses that have been legally established by permit pursuant to Title 19 and that have been discontinued for a period of one (1) year, with any portion of that year occurring between March 16, 2020, through March 15, 2021, and that would otherwise expire and become null and void, are hereby authorized to re-establish within two (2) years from date of the discontinuance of the use to maintain the validity of the permit.

(d) If a use of property was a legal non-conforming use pursuant to Section 19.50.060 of the Sunnyvale Municipal Code on March 16, 2020, and the use is abandoned or discontinued after March 16, 2020, the period of abandonment or discontinuance shall not be counted for purposes of Section 19.50.100 until the locally declared COVID-19 emergency is terminated, or one (1) year after the first day of the abandonment or discontinuance, whichever is shorter.

(e) Nothing in this ordinance shall affect other performance or time requirements imposed or associated with the subject permit (Conditions of Approval).

SECTION 2. CEQA - EXEMPTION. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment.

SECTION 3. CONSTITUTIONALITY; SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. POSTING AND PUBLICATION. The City Clerk is directed to cause copies of this ordinance to be posted in three (3) prominent places in the City of Sunnyvale and to cause publication once in The Sun, the official publication of legal notices of the City of Sunnyvale, of a notice setting forth the date of adoption, the title of this ordinance, and a list of places where copies of this ordinance are posted, within fifteen (15) days after adoption of this ordinance.

Introduced at a regular meeting of the City Council held on _____, 2020, and adopted
as an ordinance of the City of Sunnyvale at a regular meeting of the City Council held on
_____, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
RECUSAL:

ATTEST:

APPROVED:

City Clerk

Date of Attestation: _____

Mayor

(SEAL)

APPROVED AS TO FORM:

City Attorney



RTC #: 20-0436

Document Title: County of Santa Clara Health Officer March 16, 2020 Order

Link: <https://bit.ly/3dgEORi>



RTC #: 20-0436

Document Title: County of Santa Clara Health Officer March 31, 2020 Order

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



RTC #: 20-0436

Document Title: County of Santa Clara Health Officer April 29, 2020 Order

Link: <https://bit.ly/3dhqG9s>



City of Sunnyvale

Agenda Item

20-0436

Agenda Date: 5/11/2020

REPORT TO PLANNING COMMISSION

SUBJECT

Recommend that the City Council Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency, and Find that the Action is Exempt from the California Environmental Quality Act

BACKGROUND

Permits issued under Title 19 of the Sunnyvale Municipal Code (SMC), and comparable provisions of the Moffett Park Specific Plan and the Peery Park Specific Plan, expire if the entitlements granted by the permit are not exercised within two years from the date of decision (except that miscellaneous plan permits and tree removal permits expire after one year). To “exercise” a permit is defined in SMC Section 19.12.060(9) as completion of a building foundation or walls, dedication of land or easements to a public entity, actual commencement of the authorized use, or completion of significant improvements to the property. SMC Section 19.98.120 allows the Director of Community Development to extend this period of time for a maximum of one year.

Additionally, SMC Section 19.98.110 provides that permits authorizing a use of property will expire if the use is discontinued for more than one year and SMC Section 19.50.100 provides that the right to continue a legal non-conforming use is extinguished if the non-conforming use is abandoned for either six months (in the case of unenclosed uses) or one year (in the case of a use of a building).

On March 16, 2020, in response to the spread of COVID-19, the Health Officer of the County of Santa Clara released an order directing all individuals living in the County to shelter at their place of residence except to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and government services. Further, the order directed all businesses and governmental agencies to cease non-essential operations at physical locations in the County, including non-essential construction activities.

The County’s March 16 order has been updated in response to the flattening of the curve of COVID infections, and as of May 4, 2020, construction activity is allowed to continue. This aids projects already under construction, but it is still expected that projects not yet in construction may experience delays due to funding issues and that some projects under construction may also be delayed due to funding issues.

EXISTING POLICY

Sunnyvale General Plan

CHAPTER 3 - LAND USE AND TRANSPORTATION ELEMENT

Goal LT-11 - Supportive Economic Development Environment

Facilitate an economic development environment that supports a wide variety of businesses and promotes a strong economy within existing environmental, social, fiscal, and land use constraints.

CHAPTER 2 - COMMUNITY VISION

Policy CV - 1.2 - Provide accurate and thorough information in a timely manner to ensure that community members have an opportunity to respond effectively.

ENVIRONMENTAL REVIEW

The action being considered is not a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

DISCUSSION

The financial impacts of the COVID-19 emergency are uncertain; the shut-down has already resulted in widespread unemployment and many experts are predicting a period of global economic recession. This situation may lead to loss of financing for some developers (which may have otherwise been in place prior to the shelter-in-place order), or the necessity to delay the start of construction on an entitled project. These financial hardships may also cause some businesses operating as legal non-conforming or with a Use Permit to close temporarily or permanently and it may take longer than the one-year period for a replacement business to open. In the case of projects with approved Use Permits, under the existing ordinance, if the property was vacant beyond the time allowed a new Use Permit would be required prior to the tenant occupying the vacant space.

Additionally, the Order has instituted restrictions on what is considered essential business. Examples for the City include:

- Reduced functionality of the One Stop Permit Center, including a hiatus in the issuance of new building permits;
- Cancellation of Planning Commission and Heritage Preservation Commission meetings in March and early April;
- Postponed development application hearings scheduled for the City Council; and
- Paused intake of major development planning permit applications (now being accepted again electronically).

Under these circumstances, it may prove difficult for applicants with entitled projects to exercise their entitlement permit within the two years allowed for exercising a planning permit. The shelter-in-place orders essentially halted all construction activity within the City with limited exceptions for essential public works projects, repairs and maintenance necessary for health and safety, and multifamily residential projects that have at least 10% affordable units. The April 29, 2020 Santa Clara County Order permits construction, but only pursuant to Construction Safety Protocols included in appendices to the Order.

Expiration of permits for a discontinued use and the need to apply for a new permit to re-establish operations would require staff resources and could present a potential time and financial hardship on the applicant to go through the public hearing process. Therefore, extending the time during which a use may be discontinued would allow businesses flexibility in occupying previously approved spaces, and give the City additional time to process associated tenant improvement permits. Staff is recommending an automatic extension of one additional year for any non-exercised permit valid

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during the COVID-19 emergency, and the option of one additional one-year extension if conditions warrant.

The Zoning Code allows legal non-conforming uses to continue; however, if the use is abandoned or is discontinued (for specified time frames), subsequent use of that land needs to comply with the provisions of Zoning Code. The rationale is for small gaps in time in the continuity of legal non-conforming uses with the expectation that eventually a non-conforming use can be abated. The extra burden of the shelter in place order may prematurely close these uses. Staff recommends, in the case of the legal non-conforming uses, if discontinued after March 16, 2020 (the date of the first Santa Clara County shelter-in-place order), the time periods stated in SMC Section 19.50.100 (six months for an unenclosed use and one year for uses within a building) will be tolled until the termination of the local COVID-19 state of emergency or one year, whichever is shorter.

The proposed ordinance is similar to an ordinance that the Sunnyvale City Council adopted in 2009 during the last economic recession. The action extended all land use permit entitlements for an additional one year following the date of decision (two years total) and allowed the Director of Community Development to grant permit extensions for up to one additional year beyond any other extensions. Finally, the proposed ordinance will also give businesses and property owners more time to maintain their existing permit for a previously permitted or legal non-conforming use.

FISCAL IMPACT

Adoption of the proposed ordinance as described in this report will have no direct fiscal impact on the City. Extension of the expiration dates will facilitate development projects to proceed more quickly without having to go through the Planning entitlement process if a permit expires.

PUBLIC CONTACT

Notice of the Planning Commission and City Council Public Hearing is published in the *Sun* newspaper, the Agenda is posted on the City's official notice bulletin board, and the Staff Report and Agenda are posted on the City of Sunnyvale's Web site.

ALTERNATIVES

Recommend that the City Council:

1. Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).
2. Introduce an Uncodified Ordinance with modifications.
3. Do not introduce the ordinance.

STAFF RECOMMENDATION

Recommend that the City Council Choose Alternative 1: Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3).

The adoption of the proposed ordinance to extend land use entitlements and the duration of time that a property with a valid Use Permit can be vacant is key in showing that the City is being responsive

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to the community, and permit expirations. Adopting the proposed ordinance to extend the expiration duration of entitlement permits allows the City to issue building permits at the speed that is possible under the circumstances and provides additional time for property owners to respond to changing conditions. If the project is no longer viable, they can choose to abandon the permit and submit a new application. The extension on the timeline for which a Use Permit or legal non-conforming use remains valid for a property in vacancy will help to maintain occupancy even if turnover occurs due to financial hardships.

Prepared by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Ordinance
2. Link to the March 16, 2020 Order
3. Link to the March 31, 2020 Order
4. Link to the April 29, 2020 Order

PUBLIC HEARINGS/GENERAL BUSINESS

2. [20-0436](#) Recommend that the City Council Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency, and Find that the Action is Exempt from the California Environmental Quality Act

Assistant Director Andrew Miner presented the staff report.

Commissioner Weiss asked for clarification about when the permit extension would begin. Senior Assistant City Attorney Rebecca Moon answered that the one year extension would begin when the permit would normally expire and not from the effective date of the ordinance. Assistant Director Miner added that staff can clarify the City Council staff report.

Commissioner Harrison asked if staff has received notification about any projects negatively affected by their permit expirations. Assistant Director Miner responded that staff is not aware of any and the proposed ordinance is an effort to prevent any issues for permit holders.

Vice Chair Simons asked staff if a similar ordinance in the late 2000s helped a significant number of projects. Assistant Director Miner stated that it benefitted some smaller projects and that this ordinance is different because it would apply to all permit types and could benefit a wider range of permit holders.

Commissioner Howe added that the ordinance in the late 2000s excluded some permit types which resulted in the City Council individually considering extending permits for some projects. He further remarked that this ordinance is the right thing to do so that projects that have already received approval but are possibly experiencing delays for various reasons as a result of the COVID-19 emergency do not experience further delays.

Chair Howard opened the Public Hearing.

There were no public speakers for this agenda item.

Chair Howard closed the Public Hearing.

MOTION: Commissioner Howe moved and Vice Chair Simons seconded the motion for Alternative 1 - Introduce an Uncodified Ordinance to Authorize One-Year Extensions of Land Use Entitlements and Legal Non-Conforming Uses Due to the COVID-19 Emergency (Attachment 1 to the report), and Find that the Action is Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) with the following modification:

1. Clarify that the permit extension starts from the expiration date of each planning permit and not from the effective date of the ordinance.

Commissioner Howe stated that it is in the City's interest to support this ordinance in these uncertain economic times and the ordinance is well written and can be improved by clarifying when the permit extension would begin. He encouraged the Commissioners to support the motion.

Vice Chair Simons stated that he fully supports the ordinance and that it is a good

idea to help projects that might encounter this issue in the future.

The motion carried by the following vote:

Yes: 7 - Chair Howard
Commissioner Howe
Commissioner Harrison
Commissioner Olevson
Commissioner Rheaume
Vice Chair Simons
Commissioner Weiss

No: 0

Chair Howard stated that this recommendation will be forwarded to the City Council for consideration at the Tuesday, June 9, 2020 meeting.



City of Sunnyvale

Agenda Item

20-0599

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Approve Participation in the Santa Clara County Contact Tracer Efforts by Providing Staff Support

BACKGROUND

The COVID-19 pandemic has had an impact on economic prosperity in our community, the County, State and Nation. Santa Clara County Board of Supervisors, with the recommendation of the County Health Officer, Dr. Sara Cody, has developed indicators that determine our ability to ease our Shelter in Place (SIP) orders. Contact tracing is one of the five key indicators.

The County has launched an effort to recruit community volunteers to support this vital function (Attachment 1). This will ensure that the County can quickly contain Coronavirus infections to small clusters and prevent widespread transmission that leads to exponential case growth and an overwhelmed healthcare system. In addition to volunteers, the County has reached out to all local agencies and requested support by providing staff to serve in this role.

Contact tracers will be part of the Public Health Department staff and be responsible to interview members of the public who test positive, call people that the infected person potentially contacted, enter and manage data, and identify resources needed to ensure appropriate follow up and compliance with isolation and quarantine. Staff will be trained by the County and their non-profit partner, Heluna Health.

EXISTING POLICY

Council Policy 5.1.1 - Goal 5.1H - Identify pressing health and social needs of the Sunnyvale community, encouraging appropriate agencies to address these needs in an adequate and timely manner.

Administrative Policy Chapter 1 - Article 21 - Employee Volunteer and Charitable Activities Subd. 1 City Philosophy - Sunnyvale is an engaged, concerned and contributing organization. Employee volunteer activities have a variety of potential benefits for individual staff members, for work groups, for the City as a whole and for the Community.

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

Case investigation and contact tracing is designed to identify people who may have been exposed to

COVID-19 through close contact with someone that has tested positive. The goal is to interrupt chains of transmission by helping to ensure the safe and effective quarantine of potential contacts, slowing the spread of the virus through our County. This is one containment strategy among many that will allow for far fewer restrictions to be placed on the community. The level of resources needed for this effort is unprecedented and includes not only new technologies and substantial staffing, but also the availability of those critical resources that the community might need in order to safely isolate or quarantine.

Early in the outbreak of the Novel Coronavirus, the County's Public Health Department engaged in extensive case and contact investigations, with the assistance of staff from the Centers for Disease Control and Prevention (CDC), to identify and interrupt all chains of transmission. As the number of cases of COVID-19 began to rapidly increase, this initial containment strategy had to give way to the population-based mitigation strategy of Shelter in Place (SIP). While the County continues to use SIP to broadly slow the spread of the virus, the expansion and rapid scaling of contact tracing is essential as restrictions associated with the orders to SIP are eased.

The County's goal to build on existing protocols and deploy new technology has significantly increased its' capacity to investigate current cases. The Health Department is now able to investigate 25 new cases per day, including communicating with each of those individual's contacts. As shelter-in-place restrictions are rolled back the number of people each newly infected person comes into contact with increases. Public Health anticipates it will need capacity to conduct detailed case investigation and contact tracing for approximately 50 to 75 new cases per day, with an average of 40 contacts per case.

The number of staff needed to fulfill these roles is substantial. The County anticipates that intensive case investigation and contact tracing will need to remain operational for at least a year. The County has asked for volunteers from local agencies to improve contact tracing in order to make progress in the five key indicators that are currently monitored by the Bay Area Health Officers. Staff reached out to the Sunnyvale Community Emergency Response Team (CERT) Program volunteers and received thirteen volunteers that have been submitted to the County for consideration.

City staff were also queried for interest in volunteering for this assignment. Interest was received from 24 employees. Of the twenty-four employees, seven are proposed to move forward for consideration. These seven employees were identified by requesting information about availability and service impacts from department directors. Directors confirmed that employee participation would not create the need for use of casual employees or overtime hours if these employees are removed from their current work assignments for up to three months.

In an effort to support the County achieve the five key indicators to reopen the community and the County of Santa Clara, providing staff to assist the contact tracing work is a positive step for the City. While the County initially requested staff support from six months to one year, they have recently modified their request to a three to four-month period. The City Manager is recommending seven positions, one of which is a casual employee and would be limited to 900 hours in a fiscal year, and five regular employees, four full-time and one part-time for Council consideration (Attachment 1).

FISCAL IMPACT

These positions are currently budgeted in their respective operating programs and all positions are funded in the General Fund. Therefore, no new appropriation is required. Total cost of salary and

benefits for the three-month assignment is approximately \$120,000. Staff will establish an account for employees to charge their time to while working as contact tracers to capture the total cost of providing this support to the County of Santa Clara. The County is not offering to reimburse the City for its costs unless a new outside source of grant funding is identified.

PUBLIC CONTACT

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

ALTERNATIVES

1. Approve Participation in the Santa Clara County Contact Tracer Efforts by Providing the Support of Seven Staff for an initial three months with the ability of the City Manager to extend the assignment for up to an additional three months.
2. Approve Participation in the Santa Clara County Contact Tracer Efforts by Providing the Support of staff, at a Number Less Than Seven, for an initial three months with the ability of the City Manager to extend the assignment for up to an additional three months.
3. Do not approve the use of Sunnyvale employees as contact tracers.
4. Take other action as directed by Council.

STAFF RECOMMENDATION

Alternative 1: Approve Participation in the Santa Clara County Contact Tracer Efforts by Providing the Support of Seven Staff for an initial three months with the ability of the City Manager to extend the assignment for up to an additional three months.

Supporting the County's efforts to complete contact tracing will help protect community members from the spread of Coronavirus and ultimately lead to a more timely and effective reduction in the restrictions included in the current Shelter in Place Orders. Based on contact made with department directors that are impacted by the participating employees, accommodations can be made in the workplace to continue to meet work demands and performance expectations without additional costs.

Prepared by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. County of Santa Clara Letter Requesting Volunteers
2. Identified Positions with Total Cost

County of Santa Clara

Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-5105



May 7, 2020

Dear Government and Community Partners,

The County of Santa Clara is in the process of rapidly expanding infrastructure for Case Investigation and Contact Tracing, designed to identify people who have COVID-19 or who have been exposed to COVID-19. This work will ensure that we can interrupt chains of transmission, slowing the spread of the virus through our county. When we identify cases and contacts, we will be working with our partners in the cities where those community members live to ensure they can safely isolate or quarantine with housing, food, or financial assistance that they may need to so.

To ensure we have the workforce needed to conduct case and contact investigations, the County is seeking your help in identifying a large pool of people who can commit to this work. Team members will interview cases, call potential contacts, enter and manage data, and identify resources needed to ensure appropriate follow up and compliance with isolation and quarantine. We are asking you and other partners to identify any individuals that your organization is willing to send to be volunteer members of the team we are building. Individuals must be willing to serve as a Disaster Service Worker with the County for 32 to 40 hours a week for a minimum of six months, ideally one year.

Qualifications and Skills:

- Able to work 32-40 hours per week for a minimum of 6 months, and ideally one year;
- Access to reliable high speed internet and a computer;
- Knowledge of health coaching and medical terminology is preferred;
 - Ideal candidates will have health related experience (RNs, LVNs, medical assistants, nursing students, MDs, medical students, paramedics, health coaches or health educators, EMTs);
- Excellent customer service/interpersonal skills;
- Strong typing and word processing skills;
- Data entry skills;
- Strong written and verbal communication;
 - We particularly need individuals who are fluent in Spanish, Vietnamese, and Chinese;
- Excellent attention to detail; and
- Able to work independently and remotely with minimal direct supervision.

If you have current employees who may meet these qualifications, and you are willing to reassign them to this effort for at least six months, please provide an aggregated list of employees willing, available, and approved to be redirected. Please use the attached Excel template to provide the following information:

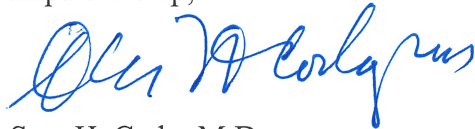
- Organization Name:
- Organization Point of Contact (Name, Position, Phone, E-mail):

Detailed Table of Available Individuals Approved to be Redeployed to the County's Contact Tracing Effort:

- Last Name
- First Name
- Current Position
- Email Address
- Y/N Available for a minimum of 6 months for at least 32 hours/week
- Y/N Meets all other requirements listed above
- Y/N Medical- or health-related experience
- Qualified bilingual, and which language
- Date available to begin training

Please send this information and any questions to ContactTracing@eoc.sccgov.org. As a community, we can together achieve the goal of expanding this critical infrastructure. While this effort is unprecedented, we are fully confident that we can find the workforce needed to take on this critical task. Thank you all so much for your assistance.

In partnership,



Sara H. Cody, M.D.
Health Officer and Public Health Director



Jeffrey V. Smith, M.D., J.D.
County Executive

Attachment 2
Page 1 of 1

					Total Compensation per	
Department	Position	Status	Bargaining Unit	Hourly Rate	Bilingual	Pay Period
DPW	Parks Worker 2	Regular	SEA/Local 21	\$37.7373		\$3,018.98
DPW	Casual Service Maintenance 4	Casual	n/a	\$30.2300	Spanish	\$1,511.50
LCS	Administrative Aide	Regular	SEA/Local 21	\$46.2196		\$3,697.57
LCS	Library Specialist 3	Regular P/T	SEIU	\$26.3636		\$1,740.00
LCS	Librarian	Regular	SEA/Local 21	\$38.6278		\$3,090.22
LCS	Library Assistant	Regular	SEA/Local 21	\$36.4642		\$2,917.14
LCS	Community Service Coordinator	Regular	SEA/Local 21	\$49.9740	Spanish	\$3,997.92
Total per pay period						\$19,973.33
Total for three month assignment						\$119,839.98



City of Sunnyvale

Agenda Item

20-0498

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Discussion of Impacts of COVID-19 on Administrative Issues for the November 3, 2020 Regular Municipal Election, and Consideration of Adoption of a Resolution Waiving the Signature Gathering Requirement in Sunnyvale Municipal Code Section 2.28.030 and Providing for the City to Cover Publication Costs of City Council Candidate Statements for the November 2020 General Municipal Election due to the COVID-19 Emergency

BACKGROUND

At the March 3, 2020 election, Sunnyvale voters approved Measure B, changing the Sunnyvale electoral system from seven at-large Councilmembers to a system with six district-based Councilmembers and a Mayor elected at-large. The November 3, 2020 Election will be the first election held under the new system, with voters registered in Districts 2, 4 and 6 eligible to vote for a candidate from their respective district and all Sunnyvale voters eligible to vote for Mayor.

The State of California has been operating under a state of emergency since March 4, 2020, due to the COVID-19 Pandemic. The City of Sunnyvale and Santa Clara County also declared states of emergency, which are anticipated to continue into the Summer months as the state and local jurisdictions continue implementing measures to address the COVID-19 Pandemic. Staff has received questions about how “social distancing” requirements and recommendations may impact the local elections process, including signature requirements, appointments to submit nomination paperwork, and other similar candidacy issues.

This report provides an overview of how the Office of City Clerk will be addressing some of these issues for November 2020 City Council candidates and provides an option for the Council to suspend signature requirements set forth in Sunnyvale Municipal Code (SMC) section 2.28.030 that allow candidates for City Council to receive either a partial or full subsidy from the City for the cost to publish a Candidate Statement of Qualifications.

EXISTING POLICY

California Elections Code Section 8028.

Sunnyvale City Charter Section 1404 (Initiative, Referendum, and Recall).

Sunnyvale Municipal Code Chapter 2.28 (Elections).

ENVIRONMENTAL REVIEW

The adoption of a resolution eliminating the signature gathering requirement for in lieu petitions for the cost of candidate’s statements for the November 3, 2020 Election does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and 15378(b)(5) in that it is a fiscal and governmental organizational or administrative activity that will not result in direct or indirect changes in the environment and does

not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION

The nomination period for City Council and Mayoral candidates running for election in November 2020 will begin on July 13, and the City Clerk has already received several candidate statements of intention to run for City Council and Mayor. The City Clerk has also received several questions about modifications to the typical process for running for City Council in light of the closures and social distancing requirements related to COVID-19.

1. Administrative Modifications for City Candidates Related to COVID-19

a. Appointments to Issue and Submit Candidate Election Forms

The Office of the City Clerk will accept appointments with potential Council candidates to issue nomination paperwork and for the submittal of nomination paperwork during the Nomination Period for the November 3, 2020 Election. These appointments can be accommodated in-person in conference rooms to allow for social distancing as required by state and/or local regulations or at the request of the potential candidate. The Office of the City Clerk will accept written requests for appointments in alternate formats as provided for by Elections Code section 8028 and detailed in Secretary of State Memorandum No. 20085 (Attachment 3 to the report). Staff plans to publicize these provisions on the City's website and other appropriate channels.

b. Appointments to Issue and Submit Candidate Nomination Paperwork

In order for a candidate to have their name included on the ballot, the Office of the City Clerk issues nomination paperwork that includes forms required by the Elections Code and the Registrar of Voters (ROV). Nomination paperwork is typically issued during an in-person appointment with the City Clerk or Deputy City Clerk. Completed nomination paperwork is filed with the Office of the City Clerk at a subsequent in-person appointment. Each of these meetings must take place during the Nomination Period as outlined in the Elections Code that runs from 113 days prior to the election through 88 days prior to the election. For the November 3, 2020 Election, the Nomination Period is July 13, 2020 through August 7, 2020.

Secretary of State Memorandum No. 20085 (Attachment 3 to the report) provides guidance to Elections Officials regarding alternatives to in-person appointments that can be facilitated under Elections Code section 8028. At the written request of a potential candidate, nomination paperwork can be made available to the potential candidate via mail, via email, or via a website using an encrypted internet security protocol. Regardless of the method used to issue nomination paperwork, the original nomination paperwork, including original signatures, must be received by the Office of the City Clerk prior to the close of the nomination period.

2. City Subsidy of Candidate Statement of Qualification Publication Costs

The City's subsidy of the cost to publish Candidate Statements of Qualifications (SMC section 2.28.030) has been used by nearly all candidates in the last three City Council elections. Under the current Code, candidates that gather 250 valid signatures receive a full subsidy and a prorated amount for less than 250 signatures. During the August 2016 Special Council Election, the City subsidized 100% of the \$4,198 cost to publish two candidate statements. During the November 2016 Council Election, the City subsidized 63% of the \$16,281 cost to publish nine candidate statements. During the November 2018 Council Election, the City subsidized 95% of the \$11,964 cost to publish

six candidate statements.

Under normal circumstances, the City would likely subsidize a significant portion of the costs to publish candidate statements for the November 3, 2020 Election.

The subsidy for the cost to publish a Candidate Statement of Qualifications is available in several other municipalities in Santa Clara County. See Attachment 4 to the report for details of the various subsidies for candidate statements available to council candidates in Santa Clara County.

The COVID-19 Pandemic presents challenges to candidates wishing to utilize the Petition-in-Lieu process. Social distancing requirements and prohibitions on large gatherings are likely to continue into the Summer and make it more difficult for candidates to gather signatures needed for a full or partial subsidy of the cost to publish a candidate statement. In recognition of the challenges presented by the COVID-19 response, a draft Resolution (Attachment 1 to the report) has been prepared to waive the signature gathering requirements of SMC section 2.28.030 (in lieu petitions for cost of candidate's statement) for the November 3, 2020 Election and approve the City covering the full cost to publish candidate statements without requiring candidates to collect signatures.

If the Council chooses not to waive the requirements of SMC section 2.28.030 for the November 2020 election, the Office of the City Clerk has determined that it is possible to make modifications to the existing in-lieu forms to help mitigate the COVID-19 challenges described above and better promote social distancing and health recommendations. Currently, the City Clerk provides potential candidates with Petition-in-Lieu of Payment for Candidate's Statement of Qualifications forms that contain 30 signatures each, which candidates use to gather signatures to submit for verification. If Council does not adopt a Resolution waiving the signature requirement, the Office of the City Clerk will revise the forms so that fewer signatures are required on each form, reducing the number of people required to touch the same sheet of paper.

3. Other Issues for Future Council Consideration Regarding Local Elections

Staff recognizes that there are other issues of interest to the public and the Council related to local elections, including whether to amend SMC section 2.28.030 to reduce the number of signatures required to obtain the candidate statement subsidy because of the new district election structure, and local campaign finance regulations in advance of AB 571 (Political Reform Act of 1974: contribution limits) going into effect on January 1, 2021. This report is only intended to address issues immediately impacted by the COVID-19 Pandemic, and staff plans to return to Council at a later date with potential amendments to SMC section 2.28.030 and Council's consideration of potential local campaign finance regulations.

FISCAL IMPACT

Waiving the signature gathering requirement associated with SMC section 2.28.030 (in lieu petitions for cost of candidate's statement) so that the City covers the cost for all candidate statements in 2020 due to the COVID-19 Pandemic is not anticipated to have a significant fiscal impact. The Biannual Elections Costs project in the FY 2020/21 Budget is recommended to include \$773,059. This amount was recommended to cover the cost of three District Councilmember elections and the Mayoral election, including a full subsidy of all Candidate Statements of Qualifications and potential for up to two ballot measures. Modifications to the Petition-in-Lieu form and the format for appointments with the Office of the City Clerk are anticipated to be accomplished within the recommended budget amount.

PUBLIC CONTACT

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

ALTERNATIVES

1. Adopt a Resolution Waiving the Signature Gathering Requirement in Sunnyvale Municipal Code Section 2.28.030 and providing for the City to cover publication costs of City Council Candidate Statements for the November 2020 General Municipal Election due to the COVID-19 Emergency.
2. Do not adopt a resolution Waiving the Signature Gathering Requirements in Sunnyvale Municipal Code section 2.28.030.
3. Other discussion or direction as provided by Council related to issues impacting the November 2020 local election as a result of the COVID-19 Emergency.

STAFF RECOMMENDATION

Staff makes no recommendation. This report is developed to facilitate conversation for the public hearing and for consideration and action by the City Council.

Prepared by: David Carnahan, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Resolution
2. Sunnyvale Municipal Code Section 2.28.030 In lieu petitions for cost of candidate's statement
3. Secretary of State Memorandum No. 20085
4. Cities and Towns in Santa Clara County: Subsidy of Council/Mayor Candidate Statements

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE WAIVING THE SIGNATURE
GATHERING REQUIREMENT IN SUNNYVALE
MUNICIPAL CODE SECTION 2.28.030 AND PROVIDING
FOR THE CITY TO COVER PUBLICATION COSTS OF
CITY COUNCIL CANDIDATE STATEMENTS FOR THE
NOVEMBER 2020 GENERAL MUNICIPAL ELECTION DUE
TO THE COVID-19 EMERGENCY**

WHEREAS, Sunnyvale Municipal Code (SMC) section 2.28.030 (In-Lieu Petitions for Costs of Candidate Statements) contains a process that allows candidates for City Council to receive either a partial or full subsidy, determined based on the number of voter signatures gathered, up to 250 for a full subsidy, from the City for the cost to publish a Candidate Statement of Qualifications in the voter pamphlet; and

WHEREAS, the State of California, Santa Clara County, and City of Sunnyvale have been operating under a state of emergency since early March 2020, due to the COVID-19 outbreak. The State and Santa Clara County have issued public health orders designed to limit the spread of COVID-19 that prohibit gatherings and require, among other things, that non-essential workers stay home and that all individuals maintain a “social distance” from others of at least six feet and observe a variety of other conduct-related health measures such as wearing facial coverings, washing or cleansing hands frequently, and avoiding sharing personal items; and

WHEREAS, although jurisdictions throughout the state, including Santa Clara County, are in the process of a phased reopening, it is anticipated that measures such as limitations on gatherings, social distancing, and conduct-related health measures are likely to stay in place at various levels well into the summer months; and

WHEREAS, to promote the health, safety and welfare of the community, the City of Sunnyvale encourages its residents to comply with all health orders and recommendations to reduce the spread of COVID-19; and

WHEREAS, the City of Sunnyvale has an interest in promoting policies that encourage residents to comply with public health orders and recommendations to further the public health, safety, and welfare during the COVID-19 emergency; and

WHEREAS, the COVID-19 emergency presents challenges to candidates for the office of mayor and the office of the city council positions who wish to utilize the Petition-in-Lieu process described in SMC 2.28.030 because social distancing requirements and prohibitions on large gatherings are likely to make it more difficult for candidates to gather signatures needed for a full or partial subsidy of the cost to publish a candidate statement; and

WHEREAS, the November 2020 General Municipal Election is also the first election under Sunnyvale's new City Council district system, and the City consequently has a strong interest in promoting voter and candidate participation and information to the fullest extent possible. The City Council is concerned that costs to candidates associated with gathering the signatures would be greater during the COVID-19 emergency, therefore making it more challenging for some potential candidates considering running for office of the city council under the new district election system. By eliminating this potential increased cost to candidates, the City Council would be supporting the possibility that the COVID-19 situation would not deter potential candidates from deciding to run for office; and

WHEREAS, the City Council further finds that covering the full cost to publish all mayor and city council candidate statements for the November 2020 General Municipal Election is not likely to be a significant cost to the City beyond the amount currently budgeted; and

WHEREAS, the City Council therefore finds that waiving the requirements of SMC 2.28.030 and providing for the City to pay the cost of publishing any candidate statement appropriately submitted by candidates for mayor or city council for the November 2020 General Municipal Election is desirable and appropriate in light of the COVID-19 emergency and the City's interest in promoting public health and slowing the spread of COVID-19.

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

1. The requirements of Sunnyvale Municipal Code section 2.28.030 (In-Lieu Petitions for Costs of Candidate Statements) are hereby waived and suspended for candidates for City Council and Mayor positions for the November 2020 General Municipal Election.
2. For the November 2020 General Municipal Election, the City of Sunnyvale shall pay the full cost to publish all candidate statements timely and appropriately submitted by any candidate for the office of the mayor or office of the city council, without regard to whether such candidates have submitted signatures as required by Sunnyvale Municipal Code section 2.28.030.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

RECUSAL:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM:

City Attorney

2.28.030. In lieu petitions for cost of candidate's statement.

Each candidate filing a statement must pay in advance his or her estimated pro rata share of the total cost of printing, handling, translating, and mailing the candidate's statement as a condition of having his or her statement included in the voter's pamphlet. A candidate for the office of the city council may submit a petition containing signatures of registered voters in lieu of paying all or a portion of the costs of the candidate's statement assessed pursuant to Section 13307 of the [Elections Code](#) of the state of California as follows:

(a) In the event a candidate submits a petition containing not less than two hundred fifty valid signatures, then the city shall assume the entire cost of that candidate's statement and the candidate shall not be liable for payment of any of the costs thereof assessed pursuant to Section 13307 of the [Elections Code](#). In the event a candidate submits a petition containing less than two hundred fifty valid signatures, that candidate shall be given a credit toward the cost of the candidate's statement assessed pursuant to Section 13307 of the [Elections Code](#) of a pro rata amount for each valid signature contained in the petition. The pro rata amount shall be approximately 1/250th of the cost of the candidate's statement, rounded to the nearest whole dollar amount. In the event the total credit allowed to a candidate is less than the cost of the candidate's statement assessed pursuant to Section 13307 of the [Elections Code](#), then the candidate shall be responsible for the remainder of the cost. In the event the total credit allowed equals or exceeds the actual cost of the statement, whether or not two hundred fifty valid signatures have been obtained, the candidate shall be relieved of any obligation for the cost of the statement. In no event shall the city make any payment to a candidate or in any way become obligated to a candidate by reason of the fact that the credit calculated may exceed the actual cost of the statement.

(b) Except as otherwise provided in this section, any registered voter may sign an in lieu petition for any candidate for whom he or she is eligible to vote.

(c) A registered voter may not sign in lieu petitions for more than one candidate for any city council seat. A registered voter may sign in lieu petitions for more than one city council candidate; provided that they are not candidates for the same city council seat. If a registered voter signs in lieu petitions for more than one candidate for any city council seat, the voter's signature shall be valid only on the petition which is filed first in time with the city clerk.

(d) A registered voter may, but is not obligated, to sign both a candidate's nomination papers and an in lieu petition for that candidate. Any voter desiring to sign both a candidate's nomination papers and in lieu petition shall be obligated to sign each separately. The signing of one by a voter shall not be deemed automatically to constitute the signing of the other.

(e) A candidate may only obtain nomination papers for one council seat at a time. If papers are obtained for one council seat and they decide to run for a different council seat, the papers obtained for the initial seat must be returned before the other papers are obtained. The city clerk shall furnish to each candidate, upon request, and without charge therefor, forms for securing signatures. The city clerk shall fill in the name of the candidate, the election date, and the office being filed for on all pertinent election forms. The forms may be issued at the time a candidate is issued nomination papers for the office of city council, or at any time after such issuance and before such nomination papers are filed with the city clerk. The in lieu petition shall be filed by the candidate with the city clerk at the time the nomination papers for that candidate are filed. The entire in lieu petition, and all pages thereof, shall be filed at one time with the nomination papers. A candidate shall not be entitled to file additional signatures either prior to or subsequent to the time of filing of the nomination papers.

(f) The petition shall be in such form as may be prescribed by the city clerk. Candidates shall utilize the forms provided by the city clerk. No forms prepared by the city clerk shall be altered. If a form is altered, it shall not be accepted for filing. Collection of signatures is not considered to be an alteration of a form.

(g) As soon as is practicable following filing of in lieu petitions, the city clerk shall examine such petitions, or cause such petitions to be examined, for the purpose of determining the number of valid signatures thereon. Upon completing examination of all petitions for the various candidates, the city clerk shall give written notice to each candidate of the number of valid signatures contained in the petition submitted by that candidate and the total credit which the candidate

will be allowed toward the cost of the statement. Each candidate may submit more than two hundred fifty signatures to allow for subsequent losses due to invalidity of some signatures. The clerk shall not be required to determine the validity of more than two hundred fifty signatures. Candidates shall not be allowed additional time in which to collect supplemental signatures in the event the number of valid signatures is less than two hundred fifty.

(h) For the purposes of this section, the requisite number of signatures shall be computed from the latest registration figures forwarded to the Secretary of State pursuant to Section 2187 of the [Elections Code](#) prior to the first day on which petitions are available.

(i) If the number of signatures affixed to an in lieu petition filed pursuant to this section is one hundred or more, the city clerk may use a random sampling technique for the verification of signatures as set out in Section 8084 of the [Elections Code](#). (Ord. 3152-19 § 1; Ord. 2691-02 § 1; Ord. 2065-83 § 1).

View the [mobile version](#).



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

1500 11th Street, 5th Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | www.sos.ca.gov

May 5, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20085

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jana M. Lean
Chief, Elections Division

RE: Presidential General: County Local/Candidate Filing

In light of COVID-19 and the stay at home order issued by the Governor, several counties have inquired about county and local candidate filing that will take place during the summer for the November 2020 election. The purpose of this CCROV is to provide guidance and options for candidates and county elections officials to maintain health and safety during the candidate filing process.

Issuing Candidate Documents

Elections officials may issue candidate documents in person during available business hours or by appointment, via mail, via email, or via a website using an encrypted internet security protocol. If a candidate elects to receive the candidate documents via mail, email, or a website using an encrypted internet security protocol, to meet the requirements of Elections Code section 8028(b), the candidate must provide a written request to receive the documents in that manner.

Prior to issuing candidate documents, elections officials shall follow normal procedures and guidelines, such as verification of eligibility for the office sought and collecting the appropriate filing fee. The elections official shall determine the available method(s) for the candidate to submit the applicable filing fee for the office sought.

County and local election officials should provide information regarding these processes on their website and to any candidate which requests candidate documents.

Execution of Candidate Documents

Any documents that require an oath by the candidate may be executed in the presence of a notary, or in the alternative, in the office of the elections official

CC/ROV #20085
May 5, 2020
Page 2

during available business hours, by appointment, or via an online video conferencing service.

Receipt of Candidate Documents and Filing Deadlines

A candidate may electronically submit their completed documents to the elections official so that the elections official may begin the review and verification process as soon as is practicable. However, in order to be a qualified candidate for the office in which they seek, **the completed documents with original signatures must be received by the elections official by the close of the nomination period for that particular office.**

To submit the original documents, the candidate may submit those documents to the office of the elections official during available business hours, by appointment, in a drop box provided by the elections official, or via mail or other delivery service.

Reminder to Candidates

Elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official. A candidate who has elected to submit their candidate documents electronically, so the candidate filing process may begin, must be made aware that they must submit the original documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the close of the nomination period. Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot for that office.

The Secretary of State's office will send a survey to county elections officials prior to the opening of candidate filing to learn what process each county will follow.

If you have any questions, please contact Robbie Anderson at aanderso@sos.ca.gov.

Cities and Towns in Santa Clara County Subsidy of Council/Mayor Candidate Statements

Jurisdiction	City/Town Subsidy of Candidate Statements
City of Campbell	Partial subsidy; candidate pays \$300.
City of Cupertino	No subsidy.
City of Gilroy	Partial subsidy; candidate pays 50%.
City of Los Altos	No subsidy.
Town of Los Altos Hills	Full subsidy.
Town of Los Gatos	No subsidy.
City of Milpitas	No subsidy.
City of Monte Sereno	No subsidy.
City of Morgan Hill	No subsidy.
City of Mountain View	Partial subsidy, if candidate agrees to voluntary expenditure limit; candidate pays \$500.
City of Palo Alto	Full subsidy.
City of San Jose	No subsidy.
City of Santa Clara	Partial subsidy, if candidate agrees to voluntary campaign expenditure limit; candidate pays half.
City of Saratoga	No subsidy.
City of Sunnyvale	Full subsidy with 250 verified signatures or partial subsidy with fewer than 250 verified signatures.



City of Sunnyvale

Agenda Item

20-0531

Agenda Date: 6/9/2020

Tentative Council Meeting Agenda Calendar



City of Sunnyvale

Tentative Council Meeting Agenda Calendar

Tuesday, June 23, 2020 - City Council

Public Hearings/General Business

- 20-0351** City Council Adoption of the FY 2020/21 Budget, Fee Schedule, and Appropriations Limit and Sunnyvale Financing Authority Adoption of the FY 2020/21 Budget
- 20-0503** Proposed Utility Rate Increases for FY 2020/21 Rates for Water, Wastewater, and Solid Waste Utilities for Services Provided to Customers Within and Outside City Boundaries; Finding of CEQA Exemption Pursuant to Public Resource Code Section 21080(b)(8) and CEQA Guidelines Section 15273

Tuesday, June 30, 2020 - City Council

Special Order of the Day

- 20-0387** SPECIAL ORDER OF THE DAY - Parks and Recreation Month

Public Hearings/General Business

- 20-0476** Adopt a New Council Policy Establishing the City's Transition from Level of Service to Vehicle Miles Traveled as the Method for Analyzing Traffic Impacts under the California Environmental Quality Act (CEQA) and Future Procedures for Local Transportation Analysis and Find that the Action is Exempt from CEQA
- 20-0046** Results from Public Outreach and Discussion and Direction on Potential Ballot Measure to Amend Business License Tax (Study Issue)

Tuesday, July 14, 2020 - City Council

Study Session

- 20-0597** 6:15 P.M. SPECIAL COUNCIL MEETING (Study Session) Local Campaign Finance

Public Hearings/General Business

- 20-0053** Approve Art in Private Development Project - Hunter Properties/CityLine: Double Drip
- 20-0328** Adopt a Resolution to Approve the Final Engineer's Report, Confirm the Assessment, and Levy and Collect an Annual Assessment for The Downtown

Parking Maintenance District for Fiscal Year 2020/21

- 20-0471** Adoption of a Resolution of the City of Sunnyvale City Council Calling a General Municipal Election for November 3, 2020 for the Purpose of Submitting to City Voters an Ordinance to Amend Chapter 5.04 (Business License Tax) of the Sunnyvale Municipal Code; Requesting Consolidation With the Statewide General Election and Election Services From Santa Clara County; Directing the City Attorney to Prepare an Impartial Analysis; and Setting Priorities for Ballot Arguments.
- 20-0512** Adopt a Resolution Confirming the Report and Assessment List for Unpaid Administrative Citations to be Placed on the FY 2019/20 County of Santa Clara Property Tax Roll, and Find that this Action is Exempt from CEQA

Tuesday, July 28, 2020 - City Council

Study Session

- 20-0329** 5:30 P.M. SPECIAL COUNCIL MEETING (Study Session)
Review of Solid Waste Franchise Collection Proposal

Public Hearings/General Business

- 20-0233** Recommend Adoption of the Draft 2020-2025 HUD Consolidated Plan and Draft 2020 HUD Action Plan
- 20-0249** Adoption of the Active Transportation Plan
- 20-0520** Proposed Project: Related applications on a 0.82-acre site:
SPECIAL DEVELOPMENT PERMIT: To allow demolition of existing residential structures and construction of 18-unit residential subdivision consisting of three-story townhomes and associated site improvements. The project requests deviations from SMC 19.34.030 to allow for a reduced rear setback, SMC 19.48.030 to reduce the required distance between main buildings and SMC 19.38.030 (K) to exceed the maximum distance from a trash enclosure to a dwelling unit.
VESTING TENTATIVE MAP: To create 18 residential lots and one common area lot.
REZONE: To extend PD Combining District boundary to include the Columbia Avenue parcels that provide a combined area of 0.64-acres.
- Location: 475 N. Fair Oaks and 585 - 595 Columbia Ave.
File #: 2019-7415
Zoning: R-3-PD and R-3
Applicant / Owner: ADL 11 LLC (applicant) / Henry E Shepherd Trustee and Chung Tai Intl Chan Buddhist Assn (owner)
Environmental Review: Class 32 Categorical Exemption (Infill Development)
Project Planner: Cindy Hom, 408-730-7411, chom@sunnyvale.ca.gov

Tuesday, August 11, 2020 - City Council

Study Session

20-0010 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

20-0033 Agenda Items Pending - to be scheduled

Tuesday, August 25, 2020 - City Council

Study Session

20-0227 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Public Art Master Plan

Special Order of the Day

20-0389 SPECIAL ORDER OF THE DAY - Library Card Sign-Up Month

Public Hearings/General Business

20-0244 Adoption of the Roadway Safety Plan

20-0012 Appoint Applicants to Boards and Commissions (As Needed)

Tuesday, September 15, 2020 - City Council

Special Order of the Day

20-0014 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members (As Needed)

20-0390 SPECIAL ORDER OF THE DAY - Hispanic Heritage Month

20-0391 SPECIAL ORDER OF THE DAY - POW/MIA Recognition Day

Public Hearings/General Business

20-0036 Agenda Items Pending - to be scheduled

Tuesday, September 29, 2020 - City Council

Public Hearings/General Business

20-0037 Agenda Items Pending - to be scheduled

Tuesday, October 13, 2020 - City Council

Public Hearings/General Business

20-0038 Agenda Items Pending - to be scheduled

Tuesday, October 27, 2020 - City Council

Public Hearings/General Business

20-0039 Agenda Items Pending - to be scheduled

Tuesday, November 10, 2020 - City Council

Study Session

20-0011 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

20-0049 Third Quarter General Plan Initiation Request

Tuesday, November 17, 2020 - City Council

Study Session

20-0425 SPECIAL COUNCIL MEETING (Study Session)
Joint Meeting of City Council with Board and Commission Chairs and Vice
Chairs to Review and Improve Overall Effectiveness of Commission Meetings

Public Hearings/General Business

20-0013 Appoint Applicants to Boards and Commissions (As Needed)

Tuesday, December 1, 2020 - City Council

Special Order of the Day

20-0015 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members (As Needed)

Public Hearings/General Business

20-0041 Agenda Items Pending - to be scheduled

Tuesday, December 8, 2020 - City Council

Study Session

20-0022 6:30 P.M. SPECIAL COUNCIL MEETING (Study Session)

Discussion of Upcoming Selection of Vice Mayor for 2021

20-0023 Discussion of 2021 Council Intergovernmental Assignments

Public Hearings/General Business

20-0043 Agenda Items Pending - to be scheduled

Tuesday, January 5, 2021 - City Council

Special Order of the Day

21-0005 SPECIAL ORDER OF THE DAY - Recognition of Elected, Re-elected and Outgoing Councilmembers

21-0006 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Council-Elect

Public Hearings/General Business

21-0004 Certification of November 3, 2020 Election Results

21-0007 Selection of Vice Mayor for a One-Year Term Effective January 5, 2021

21-0008 Appoint Councilmembers to Intergovernmental Assignments; Ratify Appointments of Councilmembers made by Outside Agencies; Take Action to Modify, Create, or Terminate Council Subcommittees

21-0009 Determine the 2021 Seating Arrangements for City Council

Tuesday, January 12, 2021 - City Council

Special Order of the Day

21-0010 SPECIAL ORDER OF THE DAY - Recognition of Outgoing Mayor and Vice Mayor

21-0011 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Mayor and Vice Mayor

Public Hearings/General Business

21-0016 Agenda Items Pending - to be scheduled

Tuesday, January 26, 2021 - City Council

Public Hearings/General Business

21-0017 Agenda Items Pending - to be scheduled

Thursday, January 28, 2021 - City Council

Study Session

21-0018 8:30 A.M. SPECIAL COUNCIL MEETING
Strategic Planning Workshop

Tuesday, February 2, 2021 - City Council

Study Session

21-0001 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Board and Commission Interviews (as needed)

Public Hearings/General Business

21-0020 Fourth Quarter General Plan Initiation Request

Tuesday, February 23, 2021 - City Council

Public Hearings/General Business

21-0002 Appoint Applicants to Boards and Commissions (As Needed)

Thursday, February 25, 2021 - City Council

Study Session

21-0021 8:30 A.M. SPECIAL COUNCIL MEETING
Study/Budget Issues Workshop

Date to be Determined - City Council

Study Session

20-0381 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Moffett Park Specific Plan Update

20-0506 6 P.M. SPECIAL COUNCIL MEETING (Study Session)
Water Pollution Control Plant Cleanwater Center Architectural Design
Discussion

Special Order of the Day

20-0007 SPECIAL ORDER OF THE DAY - Ceremonial Oath of Office for Board and
Commission Members (As Needed)

Public Hearings/General Business

20-0314 Introduce an Ordinance to Amend Chapter 9.28 (Regulation of Smoking) of
Title 9 (Public Peace, Safety or Welfare) of the Sunnyvale Municipal Code to

	Prohibit the Sale of Flavored Tobacco Products (Study Issue)
20-0027	Consideration of Draft 2020 Housing Strategy (Study Issue)
20-0366	Introduce an Ordinance to Amend Title 2 (Administration and Personnel); Chapters 2.08 (Purchases of Goods and Services) and 2.09 (Public Works Contracting) of the Sunnyvale Municipal Code to Change Purchasing and Contract Award Thresholds
20-0047	<p>Proposed Project: General Plan Amendment Initiation to change the General Plan designation of the site from Low Density Residential to Low-Medium Density Residential.</p> <p>Location: 640 Lakehaven Drive (APN: 110-16-040)</p> <p>File #: 2020-7030</p> <p>Zoning: R-0/PD</p> <p>Applicant / Owner: GSJ &2 LLC</p> <p>Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).</p> <p>Project Planner: Aastha Vashist, (408) 730-7458, avashist@sunnyvale.ca.gov</p>
20-0293	<p>Proposed Project: General Plan Amendment Initiation to consider amending the General Plan designation from Commercial to Medium Density Residential to allow construction of a new 30-unit three-story townhomes and a stand-alone commercial building.</p> <p>Location: 1313 South Wolfe Road (APN: 309-10-026)</p> <p>File #: 2020-7031</p> <p>Zoning: C-1 (Neighborhood Business)</p> <p>Applicant / Owner: 4Terra Investments (applicant) / Desmond Family Real Estate Limited Partner (owner)</p> <p>Environmental Review: The project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(a).</p> <p>Project Planner: Mary Jeyaprakash, (408) 730-7449, mjeyaprakash@sunnyvale.ca.gov</p>
20-0319	Public Art Master Plan



City of Sunnyvale

Agenda Item

20-0532

Agenda Date: 6/9/2020

Board/Commission Meeting Minutes



City of Sunnyvale

Meeting Minutes - Draft

Bicycle and Pedestrian Advisory Commission

Thursday, May 21, 2020

6:30 PM

Telepresence Meeting: City Web Stream

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Chair Mehlinger called the meeting to order at 6:35 p.m. via teleconference.

ROLL CALL

Present 7 - Chair Richard Mehlinger
Vice Chair John Cordes
Commissioner Arwen Davé
Commissioner Dan Hafeman
Commissioner Leia Mehlman
Commissioner Timothy Oey
Commissioner Scott Swail

Lillian Tsang, Principal Transportation Engineer, Dennis Ng, Transportation and Traffic Manager and Ralph Garcia, Senior Transportation Engineer attended via teleconference.

PRESENTATION

[20-0544](#) Annual reporting on collisions involving pedestrians and cyclists

Lieutenant Dzanh Le gave the annual presentation on collisions involving pedestrians and cyclists. Lt. Le showed and explained slides on the following:

- 5 year Pedestrian and Bicycle Injury Collisions
- 5 year Primary Collision Factor by Degree of Injury
- 2016-2020 maps of Bike and Pedestrian Collisions
- The Three E"s - Engineering, Education and Enforcement

Commissioner Oey and Chair Mehlinger requested getting the data table in an excel

format rather than as a PDF.

Chair Mehlinger called for a recess at 7:10 p.m. Chair Mehlinger reconvened the meeting at 7:15 p.m.

Vice Chair Cordes asked that speed data be made available to the public and asked to have clarification about the resources that Sunnyvale employs. Lieutenant Le addressed the questions.

Commissioner Oey asked how enforcement is approached regarding stopping midway in a bicycle lane. Lieutenant Le explained the process of enforcement. Commissioner Oey asked if there is any root cause analysis so the collisions could be prevented and get to Vision Zero in the future. Lieutenant Le explained what the data shows to be the causes of the collisions.

Senior Transportation Engineer Ralph Garcia stated that the Active Transportation Plan and the Roadway Safety Plan are reviewing collisions throughout the City. Safety improvements are being considered through these plans.

Commissioner Hafeman asked about the following:

- Safety for pedestrians crossing the street when a car is making a right turn.
- Lieutenant Le stated there are pedestrians educational classes offered at the Senior Center and at the elementary schools on how to walk safely.

Vice Chair Cordes made the following comments:

- Requested quarterly reports
- The City should have pedestrian leading interval(LPI)

Commissioner Mehlman made the following comment:

- More concentration needs to be on driver behavior

Lillian Tsang, Principal Transportation Engineer, stated that the Vision Zero Plan has an engineering toolbox which is used going forward with designs and will be implemented when needed.

Commissioner Oey asked if pedestrian leading interval could be implemented at all signals. Dennis Ng, Transportation and Traffic Manager, explained that there are many factors to look into before implementing at intersections and there needs to be balance of needs for all users.

Chair Mehlinger made the following comments:

- Requested quarterly reports
- Periodic blog posts from Public Safety
- Would like updated maps
- Would like a Technical Report as a pre-presentation document
- Supports having pedestrian leading indicators

ORAL COMMUNICATIONS

The following public comment was received via email:

Cathy Switzer, member of the public, would like action to be taken on North Mary Avenue, Maude Avenue to Almanor Avenue so that it can be safe for cyclists to use. Ms. Switzer reported a car parked in the bike lane many times to City of Sunnyvale Public Safety Department .

CONSENT CALENDAR

Vice Chair Cordes moved and Commissioner Oey seconded to approve amended item 1.A.

The amendment was made by Commissioner Hafeman who changed his comment under file #20-0413 "Active Transportation Plan Draft Review" from "- No crossings on Carson or Mary Avenue near Vargas Elementary School to "There is no pedestrian crossing across Mary at Carson Avenue"

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

1.A [20-0523](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of April 16, 2020.

Approve the Bicycle and Pedestrian Commission Meeting Minutes of April 16, 2020

as amended.

PUBLIC HEARINGS/GENERAL BUSINESS

2 [20-0542](#) Review FY 2020/21 Recommended Budget.

Lillian Tsang, Principal Transportation Engineer, made the following comments about the FY 2020/21 Recommended Budget:

- Recommended Budget for FY 2020/21 can be found on the City website at www.Sunnyvale.ca.gov/government/budget.htm
- City budget alternates each year between a operating and project budget. This year the focus is on operations allocating resources, personnel, goods and services. This year is the second year of the project budget cycle. Only changes made to projects were on an exception basis.
- Staff recommends that the Commission review the City Manager's letter of transmittal and the Department of Public Works narrative in Volume 1, summary and operating budget.
- The Transportation and Traffic program is part of the DPW budget. The upcoming operating budget is expected to increase from the current FY 20/21 by 2.0% and increase for FY 21/22 by 3.3%.
- Memo from City Manager is on page 3.
- Overview of the recommended budget and the 20 year Resource Allocation Plan for FY 20/21 Recommended Budget highlights is on page 17.
- Budget supplements start on page 29
- Department of Public Safety starts on page 429, Department of Public Works starts on page 443
- Budget summary for program 119, Transportation and Traffic services is on page 451

Commissioner Mehlman made the following comments:

- Cuts seem to be permanent
- Encourage BPAC members to review the budget and attend any budget hearings or workshops and contact City Council members on specific issues

Vice Chair Cordes motioned and Commissioner Oey seconded to have BPAC send a recommendation to the City Council to make the following budget modifications:

1. Approve the 20k budget modification for bicycle parking for commercial areas.
2. Identify and prioritize projects that are intended to support the Vision Zero goal of reducing traffic fatalities and serious injuries by 50% by 2029.

3. Modify Project 832950 the Java Drive Road Diet and bike lanes to have funding increased to the appropriate amount to create Class IV bike lanes.
4. Fully fund the Bicycle Capital Improvement program to \$3,800,000.
5. Dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030.
6. Budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale ATP for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Chair Mehlinger recommended that each budget recommendation be discussed and voted on separately. None of the commissioners objected.

Commissioner Davé asked if BPAC can apply for or find grant funding for projects. Mr. Ng stated that staff would apply and obtain grants but could take suggestions from the BPAC.

1. Approve the 20k budget modification for bicycle parking for commercial areas.

Vice Chair Cordes motioned and Commissioner Oey seconded to approve the 20k budget modification for bicycle parking for commercial areas.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

2. Identify and prioritize projects that are intended to support the Vision Zero goal of reducing traffic fatalities and serious injuries by 50% by 2029.

Vice Chair Cordes motioned and Commissioner Oey seconded to identify which

projects are intended to support the Vision Zero goal of reducing fatalities by 50% by 2029.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

3. Modify Project 832950 the Java Drive Road Diet and bike lanes to have funding increased to the appropriate amount to create Class IV bike lanes.

Vice Chair Cordes motioned and Commissioner Oey seconded to have project 832950 the Java Drive Road Diet and bike lanes project description modified to match what staff is currently doing in evaluating both Class II, Class II B and Class IV bike lanes with the hope that they will implement the Class IV bike lanes as recommended in the Draft Active Transportation Plan (ATP).

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

4. Fully fund the Bicycle Capital Improvement program to \$3,800,000.

Vice Chair Cordes made the following comments:

- 8 small striping projects not currently funded shouldn't be postponed
- Roads need to be safer

Commissioner Melhman asked for clarification about the ATP existing projects that are fully funded but not yet implemented. Ms. Tsang addressed the question.

Vice Chair Cordes motioned and Commissioner Oey seconded to fully fund the Bicycle Capital and Improvement program to \$3,800,000 not \$2,800,000.

The motion failed by the following vote:

- Yes 3 -** Vice Chair Cordes
Commissioner Oey
Commissioner Swail
- No 4 -** Chair Mehlinger
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman

5. Dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030.

Vice Chair Cordes made the following comments:

- Climate change and the dramatic effects
- Effects on transportation due to Covid-19
- A completely different budget should be proposed then what is currently in the long-term plan

Commissioner Oey made the following comments:

- Decrease motor vehicle use and fuel
- Invest more in efficient forms of transportation such as bicycling and walking
- Need to shift where money is spent to be more beneficial to reduce climate change

Commissioner Mehlman made the following comments:

- Suggested asking for a larger percentage dedicated to bike and pedestrian projects

Vice Chair Cordes motioned and Commissioner Oey seconded to dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030. Commissioner Mehlman made a friendly amendment to dedicate 25% of the Total Strategic Transportation Program budget for bike and pedestrian projects. Vice Chair Cordes and Commissioner Oey accepted the friendly amendment.

Chair Mehlinger motioned and Commissioner Mehlman seconded to defer this motion to a subcommittee. Chair Mehlinger feels there is not enough adequate information to make a recommendation at this time.

Vice Chair Cordes made the following comment:

- Not in favor of deferring the motion to create a subcommittee

Commissioner Oey made the following comment:

- Not in favor of deferring the motion to create a subcommittee

The motion to defer this to a subcommittee failed by the following vote:

Yes 2 - Chair Mehlinger
Commissioner Swail

No 5 - Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey

Vice Chair Cordes motioned and Commissioner Oey seconded to dedicate 20% of \$1,009.3 million of the Total Strategic Transportation Program budget for bike and pedestrian projects to achieve a target active transportation mode share of 20% by 2030. Commissioner Mehlman made a friendly amendment to dedicate 25% of the Total Strategic Transportation Program budget for bike and pedestrian projects. Vice Chair Cordes and Commissioner Oey accepted the friendly amendment.

Chair Mehlinger and Commissioner Hafeman cannot vote in favor of this motion due to lack of specifics.

Vice Chair Cordes and Commissioner Oey both see this motion as a directional message to shift mode share more.

Commissioner Mehlman is in favor of this motion because BPAC is an advisory board and makes recommendations to City Council.

The motion carried the following vote:

- Yes 4 -** Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Oey
- No 3 -** Chair Mehlinger
Commissioner Hafeman
Commissioner Swail

6. Budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale ATP for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Vice Chair Cordes motioned and Commissioner Oey seconded to budget to implement a high quality bicycle network in the Safe Routes to School Plan as proposed in the Sunnyvale Active Transportation Plan(ATP) for a budget amount of \$6,800,000 a year for 10 years for a total of \$68,000,000.

Vice Chair Cordes commented on the following:

- City Council is able to make budget modification changes as needed

Chair Mehlinger opposes the motion due to the existing budget that may be hit hard due to the coronavirus.

Commissioner Oey is in favor of the motion because money needs to be spent more efficiently. Having Safe Routes to School reduces costs. There needs to be a shift from expensive modes of transportation to less expensive modes of transportation.

Commissioner Mehlman is in favor of the motion to encourage City Council to not fund any project which would increase vehicle miles traveled.

Commissioner Hafeman opposes the motion due to it being an operational budget year.

Vice Chair Cordes made the following comments on why to support this motion:

- It's better to upgrade the spending during hard times to get more with less
- It helps the less fortunate
- Why support ATP if your not going to fund it

Commissioner Hafeman commented on the following:

- LOS analysis cannot be used in EIR's
- This motion should be recommended during the capital budget cycle
- Future use of modes of transportation

The motion carried the following vote:

- Yes 5 -** Vice Chair Cordes
Commissioner Davé
Commissioner Mehlman
Commissioner Oey
Commissioner Swail
- No 2 -** Chair Mehlinger
Commissioner Hafeman

Vice Chair Cordes asked staff how much money should be set aside in the budget to have bigger pieces of paper for the Utility stuffers?

Ms. Tsang stated she would have to research the question and get back to BPAC.

Vice Chair Cordes motioned and Commissioner Mehlman seconded to recommend to City Council to allocate an additional \$100,000 to be able to do a much more larger 8 1/2 X 11 insert in the Utility bill for informing residents about bicycle and pedestrian safety in the next fiscal year.

Vice Chair Cordes made the following comments:

- Other cities have larger inserts every year and there is much discussion on what to include on the small piece of paper BPAC is able to use to educate the public on bicycle and pedestrian safety
- Could be funded out of the Measure B - Education Funds that the City gets from

VTa or maybe another education fund

Commissioner Mehlman made the following comments:

- More frequent public education efforts
- 8 1/2 X 11 would help get out more information and in another language

Chair Mehlinger made a friendly amendment that staff seek grant funding from Measure B or other educational sources to increase the size and frequency of fliers. Vice Chair Cordes accepts the friendly amendment.

Vice Chair Cordes motioned and Commissioner Mehlman seconded to recommend to City Council to seek grant funding of an additional \$100,000 to be able to do a much more larger 8 1/2 X 11 insert in the Utility bill for informing residents about bicycle and pedestrian safety in the next fiscal year and to increase the frequency as well.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Commissioner Hafeman made the following comments:

- Performance measurements in Department of Public Works with no word on bicycle lanes

Commissioner Hafeman motioned and Chair Mehlinger seconded to have metric measures listed in the budget report for bike lane installation.

Commissioner Oey made a friendly amendment to have metric measures listed for miles of complete street not bike lanes. Commissioner Hafeman accepted the friendly amendment.

Chair Mehlinger made a friendly amendment to have metric measures listed for miles of complete street improvements and upgrades of existing bicycle and pedestrian facilities. Commissioner Hafeman accepted the friendly amendment.

Commissioner Hafeman motioned and Chair Mehlinger seconded to have a metric measure added to the budget for miles of complete streets implemented or improved per year.

Commissioner Mehlman made a friendly amendment to add that the motion be presented annually to the BPAC. Commissioner Hafeman declined the friendly amendment.

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Oey
Commissioner Swail

No 0

Chair Mehlinger motioned and Commissioner Davé seconded to:

1. Have Complete Street Improvements prioritized for the high injury network and the low stress network as proposed by the ATP and areas currently lacking sidewalks.
2. To de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Vice Chair Cordes proposed to divide the motion. Chair Mehlinger accepted the proposal to divide the motion.

1. Have Complete Street Improvements prioritized for the high injury network and the low stress network as proposed by the ATP and areas currently lacking sidewalks.

Vice Chair Cordes made the following comments:

- This motion should not be in the budget section. Should be in the ATP

- Will be opposed the motion

Commissioner Oey made the following comments:

- Agreed with Vice Chair Cordes

Commissioner Davé feels this motion is not appropriate under the budget section

Commissioner Mehlman made a friendly amendment to drop the low stress network part of the motion and prioritize the high injury network.

Chair Mehlinger motioned and Commissioner Davé seconded to have City Council to specifically prioritize work on the high injury network and areas that lack sidewalks above other improvements.

The motion carried the following vote:

Yes 5 - Chair Mehlinger
Commissioner Davé
Commissioner Hafeman
Commissioner Mehlman
Commissioner Swail

No 1 - Vice Chair Cordes

Abstain 1 - Commissioner Oey

2. To de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Chair Mehlinger motioned and Commissioner Davé seconded to recommend to Council to de-prioritize most new Class II and Class III bicycle improvements in favor of projects that are demonstrated to improve bicycle and pedestrian safety, such as Class IV bike lanes and improved intersections.

Vice Chair Cordes does not approve of this motion because the appropriate document to prioritize projects is in the ATP not in the budget.

Commissioner Oey does not approve of this motion because the appropriate document to prioritize projects is in the ATP not in the budget.

Commissioner Hafemen does not approve of this motion because this discussion shouldn't be in the budget section.

Commissioner Mehlman does not approve of this motion because she feels it is not a feasible recommendation to bring to City Council.

Chair Mehlinger decided to withdraw the motion.

Chair Mehlinger called for a recess at 10:20 p.m. Chair Mehlinger reconvened the meeting at 10:25 p.m.

- 3 [20-0543](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

Dave Simons, VTA BPAC Representative, gave the meeting summary reports regarding the following topics:

- Covid-19 related outcomes within VTA
- Caltrans is resurfacing all of El Camino Real starting in Mountain View. Good time to do striping changes and modifications etc.
- Budget related issues. VTA will be losing \$18 million a month and around \$50 million for the Fiscal Year. However, rainy day funds will be used slowly.
- Santa Clara County has turned off all of the coordinated signals to slow down traffic.
- Data in the Bay Area 2050 project list. Climate action money is being created to go completely to TDM projects.

Chair Mehlinger called for a recess at 10:33 p.m. Chair Mehlinger reconvened the meeting at 10:34 p.m.

Vice Chair Cordes made the following comment:

- Bay Area 2050 project list website is up for input.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

- 4 [20-0545](#) Hollenbeck Avenue Bike Boulevard (Potential Study Issue)

Ms. Tsang explained the process for presenting a potential study issue.

Chair Mehlinger presented his study issue to the BPAC about turning Hollenbeck Avenue into a Bike Boulevard. This would require taking away parking on one side of the road and install Class II or Class II B bike lanes with the goal for the bicyclists to have room.

Commissioner Oey made the following comments:

- Strongly supports the proposal however it should not be a Bike Boulevard
- Having buffered bike lanes is an excellent idea for this segment of the road that is a heavily used street

Commissioner Hafeman made the following comment:

- There are bike lanes in Cupertino when continued on this street

Commissioner Davé made the following comment:

- Would like to see Hollenbeck made a safer road for bicyclist

Vice Chair Cordes made the following comments:

- Supports the potential study issue
- Should not use "Bike Boulevard". Change the name to Hollenbeck Bicycle Improvement Project
- Need clarification on the width of the travel lanes

Commissioner Mehlman made the following comment:

- Suggested bike lane moved next to the curb and parked cars shifted out towards the street

Commissioner Swail made the following comment:

- Supports the potential study issue
- Hollenbeck is dangerous for bicyclist and would like to see improvements

The following public comment was received via email:

Martin Pine, member of the public, stated that Caltopo.com has the ability to both view satellite imagery and draw lines and tracks so as to get more accurate distances.

Chair Mehlinger motioned and Vice Chair Cordes seconded to propose the potential study issue with the following amendments:

1. Re-name to Hollenbeck Bike Lane.

2. Vehicle lanes would be narrowed to a maximum of 11 feet.
3. Study Issue would consider inverting the parking and the bike lane.

Vice Chair Cordes made a friendly amendment to have in the first sentence in paragraph 2 " I propose a study issue into turning Hollenbeck into a Bike Boulevard" needs to change. Chair Mehlinger will rephrase it to say " I propose a study issue to install bike lanes on Hollenbeck from El Camino to Homestead.

Commissioner Hafeman made a formal amendment to disagree with inverting the parking and the bike lane. Too dangerous to do. Commissioner Oey seconded the formal amendment.

The formal amendment motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

Chair Mehlinger motioned and Vice Chair Cordes seconded to propose the potential study issue with the following amendments:

1. Bike lanes on Hollenbeck from El Camino to Homestead.
2. Vehicle lanes would be narrowed to a maximum of 11 feet.

The motion carried the following vote:

Yes 7 - Chair Mehlinger
Vice Chair Cordes
Commissioner Davé
Commissioner Hafeman
Commissioner Mehلمان
Commissioner Oey
Commissioner Swail

No 0

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Vice Chair Cordes made the following comments:

- Requested for staff not to schedule the budget review and Public Safety Collision Update during the same meeting
- Can staff inform the BPAC on the Annual Work Plan
- How do you get more information on the projects listed on the Annual Work Plan

Commissioner Oey made the following comments:

- The gate at Crawford at Las Palmas Park needs to be fixed. It is too narrow
- Cupertino is moving forward with a middle school bicycle skills course. Sunnyvale residents are welcome to attend.

Chair Mehlinger made the following comment:

- Form a sub-committee to bring a letter back to the BPAC for their consideration next month on the possibility of Sunnyvale establishing a slow streets program for the pandemic.
- Is there a count on how many pedestrian push button that were placed on recall?

Mr. Garcia stated they do not have a count. However, they are all noted with signs to let pedestrians know they are do not have to push the button.

Commissioner Mehlman stated she filed her FPPC Form 501 for running for district 6 for Council.

-Staff Comments

Ralph Garcia, Senior Transportation Engineer, made the following comments:

- Update on the 2016 Measure B VTA Bicycle and Pedestrian capital projects competitive grant applications. Received the capital projects grant program VTA recommended priority list. This item will be brought to the VTA Board of Directors in June for approval. City of Sunnyvale has four projects funded under this grant. These projects are as follows:

1. Bernardo Bike and Pedestrian Undercrossing for full design and construction to be managed by VTA with coordination with Mountain View and Caltrain. This project is recommended to receive \$18,000,000 in grant funding.
2. Stevens Creek Trail Extension from Dale Avenue/Heatherstone Way to

Remington Drive/Mountain View High School for full design and environmental clearance. This project is partnered with Mountain View and the recommended grant amount is \$4,800,000.

3. Stevens Creek Trail Extension from W Remington Dr to W Fremont Ave for full design and environmental clearance. This project will be managed by Sunnyvale and the recommended grant amount is \$3,500,000.

4. Homestead Road Safe Routes to School for full design and environmental clearance and construction managed by VTA, and partnered with Los Altos, Cupertino, and Santa Clara County. The recommended grant amount is \$1.17 million.

We will have 7-10 years to implement the funded projects.

Mr. Garcia stated that the Roadway Safety Plan will be brought to BPAC in July.

Mr. Garcia stated that the Transportation and Traffic Department is currently working with the Sunnyvale Downtown Association to close Murphy Avenue to facilitate outdoor dining when the County lifts the dining restrictions, and to provide curbside pick-up on Washington Avenue.

INFORMATION ONLY REPORTS/ITEMS

[20-0546](#) Bicycle and Pedestrian Advisory Commission 2020 Annual Work Plan

[20-0547](#) Active Items List - May 2020

[20-0548](#) VTA 2016 Measure B Bike and Pedestrian Competition Grant VTA Staff Recommended Priority List

ADJOURNMENT

Chair Mehlinger adjourned the meeting at 11:32 p.m.



City of Sunnyvale

Agenda Item

20-0533

Agenda Date: 6/9/2020

Information/Action Items

Information/Action Items - Council Directions to Staff

Date Requested	Directive/Action Required	Dept	Due Date	Completed
2/7/19	Produce quarterly report on staff vacancies and include, actual staff total numbers for each department, including part-time positions.	HRD	Jul 2020	
2/7/20	How do we expect costs to change and what's budgeted for Washington Pool	DPW	June 2020	
2/7/20	Research the viability of live streaming our Council meetings via social media	IT	June 2020	
3/31/20	Provide updates on staffing as the City Manager makes modifications on staffing or recruitment efforts in the next few months based on the state of the economy	OCM	June 2020	
4/7/20	Provide Council with utility delinquency data over the next several months	FIN	June 2020	
4/7/20	Provide Council with chart identifying what agencies have selected in regards to VMT levels at Citywide, Countywide or Regional	CDD	June 2020	
4/7/20	Provide Council with information on current projects and how the new VMT rules will impact these projects before the June meeting	CDD	June 2020	
4/28/20	Complete analysis on Council candidate requirements and identify potential modifications in the elections process, to include candidate statements, fees, signature collection process and Sunnyvale Municipal Code requirements due to COVID-19 and district based elections	OCM	June 2020	
5/21/20	Provide a quarterly status report of vacant positions that were frozen	OCM	Aug 2020	
5/21/20	Respond to inquiries from Budget Workshop	FIN	June 2020	

New Study/Budget Issues Sponsored by Council

Date Requested	Study/Budget Issue Topic	Requested By	Dept	Approved by City Manager
n/a				

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 6/3/2020



City of Sunnyvale

Agenda Item

20-0596

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Mayoral Announcement of Mayor-Appointed Ad Hoc Sunnyvale Cares Nonprofit Grant Program Advisory Committee

BACKGROUND

Per Council Policy 7.4.13, ad hoc advisory committees are created and appointed by the Mayor with a fixed, limited assignment for a particular purpose. No more than three Councilmembers may serve on an ad hoc advisory committee. The policy requires that any action to create or modify the committee must be placed as an item on the Council agenda.

EXISTING POLICY

Council Policy 7.3.13: Council Subcommittees and Council or Mayor-Created Advisory Task Forces

DISCUSSION

On April 14, 2020, City Council approved creation of a Sunnyvale Small Business and Nonprofit Assistance Program, called Sunnyvale Cares. Council approved \$150,000 to assist Sunnyvale nonprofits that suffered a loss due to the COVID-19 pandemic. Awarding of the non-profit assistance grants will be via a process like the one used to award the neighborhood grants. Staff began accepting applications for the Sunnyvale Cares nonprofit grants on June 3, 2020.

The Mayor will appoint three Councilmembers to form an ad hoc advisory committee to review applications and make recommendations on the non-profit grants to the City Council. Mayor Klein announces that Councilmember Russ Melton, Councilmember Mason Fong, and Mayor Klein will be the newly formed ad hoc advisory committee to review Sunnyvale Cares nonprofit grant applications. The ad hoc committee will make a recommendation to the Council for consideration at a noticed Council meeting. Upon presentation of the committee's recommendations to the full Council and the Council's action on the committee's recommendation, the term of the ad hoc committee will expire.

PUBLIC CONTACT

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

Prepared by: Connie Verceles, Assistant to the City Manager

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager



City of Sunnyvale

Agenda Item

20-0301

Agenda Date: 6/9/2020

REPORT TO COUNCIL

SUBJECT

Consolidation of the City's Design Guidelines (Information Only)

BACKGROUND

Over the years, City Council has adopted numerous design guidelines that set goals and policies for promoting development that is compatible and consistent with Sunnyvale's community character and desired architectural outcomes. These design guidelines supplement the development standards in the Sunnyvale Municipal Code and goals and policies in the Sunnyvale General Plan.

The City currently has ten adopted design guideline documents that set standards for various types of development, or that are specific to areas of the City. Additionally, individual Specific and Area Plans may contain their own unique set of design guidelines that are generalized for those locations. The following is a list of the various design guidelines that the City has adopted excluding those contained in Specific or Area Plans:

- **Citywide Design Guidelines** - Originally adopted in 1992 and last updated in 2014, includes general goals and policies that are applicable to a wide range of developments.
- **Single-Family Home Design Techniques** - Adopted in 2003, provides specific design techniques for single-family home developments in Sunnyvale including policies particularly sensitive to our residents (e.g., privacy and second-story additions).
- **Taaffe-Frances Heritage Neighborhood Design Guidelines** - Adopted in 2009, includes design recommendations for preserving this historic residential neighborhood. The policies in this document are specific to the single-family homes in this neighborhood and may be used in conjunction with the Single-Family Home Design Techniques.
- **Eichler Design Guidelines** - Adopted in 2009, contains various design suggestions and policies to maintain the unique architectural style of Eichler and Eichler-like homes and their neighborhoods.
- **Bird Safe Design Guidelines** - Adopted in 2014, provides specific design guidelines to promote a safe environment for birds for residential, office and industrial developments.
- **High-Density Residential Design Guidelines** - Adopted in 2014, contains approaches for both stand-alone high-density residential developments and high-density residential developments within mixed-use developments. These design guidelines focus on promoting high-quality architecture while promoting the best transition of higher density development into existing lower density neighborhoods.
- **Mixed-Use Development Toolkit** - Adopted in 2015, provides guidance for mixed-use developments that have both commercial/non-residential and residential uses within the same development.
- **Parking Structure Design Guidelines** - Adopted in 2015, establishes design policies and

guiding principles that ensure that parking structures complement nearby developments in terms of scale and character, inform design expectations from the community, ensure high-quality design, and guide parking structure design to promote walkability.

- **Murphy Station Heritage Landmark District Design Guidelines** - Originally adopted in 1980 and last updated in 2019, provides design policies intended to help maintain and preserve this historic commercial district. These design guidelines not only provide general guidelines that apply to the entire district, but also make building-specific recommendations to preserve the commercial district's historic characteristics.
- **Telecommunications Design Guidelines for Facilities in Right-of-Way** - Originally adopted in 2013 and updated in 2019, provides clear design criteria and thresholds for different levels of permitting required for telecommunications facilities in the public right-of-way.

EXISTING POLICY

Sunnyvale General Plan

Land Use and Transportation Element

Goal LT-4: An attractive community for residents and businesses in combination with the City's Community Design Sub-Element, ensure that all areas of the City are attractive and that the City's image is enhanced by following policies and principles of good urban design while valued elements of the community fabric are preserved.

Policy LT-4.3d: Ensure that new construction and renovation contribute to the quality and overall image of the community.

Policy LT-4.3e: Use the development review and permitting processes to promote high-quality architecture and site design.

Community Character Chapter

Policy CC-1.3: Ensure that new development is compatible with the character of special districts and residential neighborhoods.

Policy CC-1.4: Support measures which enhance the identity of special districts and residential neighborhoods to create more variety in the physical environment.

Policy CC-3.1: Place a priority on quality architecture and site design, which will enhance the image of Sunnyvale and create a vital and attractive environment for businesses, residents and visitors, and be reasonably balanced with the need for economic development to assure Sunnyvale's economic prosperity.

DISCUSSION

The need for orderly development that is appropriate for Sunnyvale has increased with the development and renovation boom that Sunnyvale has witnessed over the past two decades. The level and type of construction have led to the preparation and adoption of numerous design guidelines, resulting in ten separate design guideline documents (excluding those contained within specific/area plans).

Each set of design guidelines focuses on a different type of development; however, in some cases, developers are required to apply design policies from multiple sets of design guidelines because the

projects include different elements and different development types. For example, a mixed-use project that includes commercial and high-density residential developments and a parking garage would need to review the Mixed-Use Development Toolkit, the Parking Structure Design Guidelines, and the High-Density Residential Design Guidelines, in addition to the Citywide Design Guidelines.

For several years, staff and developers have found it difficult to go back and forth between the different design guideline documents that are applicable to a specific development project. Developers and their design team may not realize the City has design guidelines for certain aspects of their project. Therefore, in an effort to help streamline the process, staff initiated an internal project to consolidate the available design guidelines into one document.

The following steps were taken by staff, with some consultant assistance, in this effort:

1. The design policies in all ten sets of design guidelines were reviewed to determine if duplicate policies existed. When duplicates were found, those policies were cleaned up and merged (if possible);
2. Many of the design guideline documents were reformatted, when possible, to create a consistent look and feel of the documents. This included consistent title pages as the guidelines were adopted at different times, created by different planners/consultants, and lacking consistency in how they were laid out;
3. The guidelines are consolidated into one document and divided into 10 chapters to reflect the various situations where they are applied;
4. A new introduction was created for the consolidated document; and
5. The new consolidated guidelines, divided into the individual chapters, were published on the City's "Design Guidelines, Standards and Specific Plans" page on the City's website (Link in Attachment 1).

The consolidation of the design guidelines should help staff, applicants, and the community with better access to all the documents in an easier to find format. Thereby resulting in better customer service to those who wish to submit development applications in Sunnyvale. No substantive changes to the design guidelines were made as part of the consolidation effort. However, staff are beginning a project to review the residential design guidelines in order to ensure that the standards are sufficiently quantifiable and objective to meet the requirements of recent State law.

PUBLIC CONTACT

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

Prepared by: Kelly Cha, Associate Planner

Reviewed by: Amber Blizinski, Principal Planner

Reviewed by: Andrew Miner, Assistant Director, Community Development

Reviewed by: Trudi Ryan, Director, Community Development

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Link to the Consolidated Design Guidelines



RTC #: 20-0301

Document Title: Link to the Consolidated Design Guidelines

Link: <https://sunnyvale.ca.gov/business/planning/permit/standards.htm>